

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building Sudlon , Lahug ,Cebu City



May 4, 2018

**DIVISION MEMORANDUM**

No. 310, s. 2018

**ICT SUMMER INSTITUTE ON THE ENHANCEMENT OF NEWLY-CREATED  
RECORDS MANAGEMENT INFORMATION SYSTEM (RMIS)  
OF DEPED CEBU PROVINCE**

To: **Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors(PSDSs)/District Caretakers/OICs Head  
Teachers/ICT Coordinators  
Section Heads/Other Concerned Office Personnel**

1. This Office hereby informs the field for the conduct of the **"ICT Summer Institute on the Enhancement of Newly-created Records Management Information System(RMIS) of DepEd Cebu Province "** on May 8 -25, 2018 (Mon.-Fri.), except on May 14 and 15, 2018 (Barangay Election Day) at DepEd Ecotech center, Sudlon, Lahug, Cebu City. Registration is at 7:30 to 7:55 and the Opening program will start 8:00 A.M. Participants are encouraged to arrive on time.
2. The ICT Summer Institute Program intends to create and develop a system which is automated, accurate and makes the work of an employee easier and faster so as to expedite transactions of DepEd Cebu Province Division for efficient service to clientele. The said program is also primarily designed to transform **DepEd Cebu Province** as leading provider in delivering quality basic education through creating and developing records management information system of its own.
3. Participants are the selected ICT Coordinators, ICT-Division Office, ITO and other selected Division Personnel of DepEd Cebu Province. They are requested to bring laptop and extension wire. Please see attach for the list of participants.
4. Service Credits shall be granted to the teacher-participants in this workshop subject to usual submission and verification of requirements for Service Credits claims.

5. This Memorandum serves as **Authority to Travel** of the participants, speakers, admin/logistics/technical or training support personnel as well as the other members of the training team/management.
6. Travelling expenses of the three (3) ICT Coordinators shall be charged to the **Schools' MOOE**. Expenses incurred relative to the conduct of this workshop, such as, venue, accommodation of three ICT Coordinators, meals and snacks of the participants shall be charged against **Division MOOE/HRTD Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
7. Wide dissemination of and strict compliance of this Memorandum is desired.

  
RHEA MARA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

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**ICT Summer Institute on the Enhancement of Newly-created Records  
Management Information System(RMIS) of DepEd Cebu Province**  
on May 8 -25, 2018 (Mon.-Fri.), except on May 14 and 15, 2018

**LIST OF PARTICIPANTS**

- |                            |   |                            |
|----------------------------|---|----------------------------|
| 1. ESTER A. FUTALAN, Ed.D. | - | ASDS/Chairman,RMIC         |
| 2. MARLON LESTER RABOY     | - | Badian NHS                 |
| 3. WILFREDO dela CERNA     | - | Compostela NHS             |
| 4. JERRY SEVILLE BAYON-ON  | - | Sta. Fe NHS                |
| 5. FRANCIS JOHN MARI ELNAR | - | ICT, Division Office       |
| 6. MR. EMMANUEL MENDOZA    | - | ITO                        |
| 7. MARGARITA A. NIERRA     | - | EPS II – HRD (Secretariat) |
| 8. MA. CELESTE PONTILLAS   | - | ADAS III-(Secretariat)     |
| 9. OSCAR BANTILLAN         | - | ADAS II-(Secretariat)      |
| 10. SALINA A. LOQUELLANO   | - | ADAS II (Secretariat)      |

**Prepared by :**

  
**MARGARITA A. NIERRA, Ed.D.**  
Education Program Specialist II -HRD