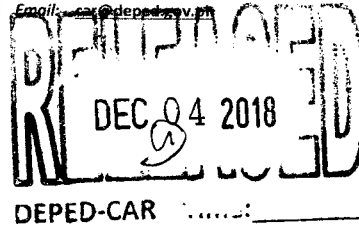




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet, 2601
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December 3, 2018

REGIONAL MEMORANDUM
414-2018

3rd Regional ICT Team Conference for 2018 and User Acceptance Testing (UAT) of the Plantilla of Personnel System

To: Schools Division Superintendents
Division Information Technology Officers
Human Resource Management Officers
All Others Concerned

1. The Department of Education - Regional Office through the Information and Communications Technology Unit (ICTU) will conduct its 3rd 2018 Regional ICT Team Conference and User Acceptance Testing (UAT) of the Plantilla of Personnel System on December 12-14, 2018 at Ridgewood Hotel, Baguio City.
2. The conference covers the following agenda:
 - a. User Acceptance Testing (UAT) of the Plantilla of Personnel System;
 - b. evaluation of 2018 projects implementation; and
 - c. plans for 2019.
3. The expected participants to the conference are as follows:

Participants	Quantity
May B. Eclar, Ph.D., CESO V – <i>Regional Director</i>	1
<i>Regional ICT Unit</i>	3
Jumar B. Yago-an, ITO I Vandolph B. Flora, Computer Programmer II Glenn P. Papa, Computer Maintenance Technologist I	
<i>Division ITOs</i>	8
Marlou G. Borja, ITO – Abra Silver Ian Dimaano, ITO – Apayao Harris G. Dizon Jr., ITO – Baguio City Eric S. Wanson, ITO – Benguet Richard Butale, ITO – Ifugao Michelle Alagoy, ITO – Kalinga Loida Elaine Tibong, ITO – Mt. Province Allan Dumalsin, ITO – Tabuk City	
<i>Personnel Section Personnel (Day 1 and 2 only)</i>	2
Eleonor A. Albidas, Admin Officer V Elena C. Tawanna, Admin Officer IV	
<i>Division HRMOs (Day 1 and 2 only)</i>	8
TOTAL	22



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4. Should the indicated participant will not be able to attend the activity, a representative is a must.
5. Accommodations will be available at 2:00pm on December 11. Meanwhile, the first meal will be dinner on December 11 and the last meal will be afternoon snacks of December 14.
6. All identified participants shall confirm their attendance through **<http://bit.ly/CARICTTeamConference>** not later than 5:00PM on December 7, 2018.
7. Transportation, other meals and incidental expenses shall be charged against local funds subject to the existing DepEd and Commission on Audit (COA) rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Regional Director