



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

MEMORANDUM

To: Assistant Schools Division Superintendents
Division Chiefs
Heads of Units/ Sections
All Others Concerned

From: The Schools Division Superintendent

Subject: Focus Group Discussion on Division Office ICT Infrastructure Program

Date: January 22, 2020

DepEd SDO Bulacan as a large division needs to hasten and upgrade its office ICT capabilities to meet the demands of its governance and operations.

In reference to this, a focus group discussion (FGD) on the Division ICT Infrastructure Program is scheduled on February 19, 2020, at the Division Conference Hall.

Participants in this activity are enumerated in the attached enclosure.

The division chiefs will facilitate the session per unit/section together with ICT Officer.

Concerned heads of units/section must prepare their respective status report relative to the utilization of ICT in the workplace.

The data to be gathered during the FGD will serve as input in the preparation of comprehensive and state of the art ICT Infrastructure Program for the DepEd Bulacan Division Office as well as in the field.

There will be simple snacks (AM and PM) for the members of the core group. The expenses shall be charged from Division MOOE funds subject to the usual accounting and auditing rules and regulations.

Compliance of all concerned is hereby enjoined.

MEMORANDUM NO. 005, s. 2020

JHPascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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Schedule of FGD Sessions

Time	Unit/Section	Participants
1. 8:30	Personnel Payroll Section	Victoria O. Madrigal Administrative Officer IV
2. 9:00	Records Section	Josefina S. Pedroche Administrative Officer IV
3. 9:30	Planning and Research	Maribel S. Perez Senior Education Program Specialist Paulo Eduardo C. Cruz, Jr. Planning Officer III
4. 10:00	Human Resource Development	Marilene G. Ramos Senior Education Program Specialist
5. 10:30	Property Section	Raquel I. Climaco Administrative Officer IV
6. 11:00	Cashier Section	Rona Jema R. Mercurio Administrative Officer IV
7. 11:30	Administrative Office	Merle M. De Jesus Administrative Officer V
8. 1:00	Legal Services	Atty. Elmer D. Lopez Attorney III
9. 1:30	Finance	Maria M. Salcedo Accountant III
10. 2:00	Budget	Alice A. Almazar Administrative Officer V
11. 2:30	Office of the Schools Division Superintendent Schools Governance and Operations Division Office of the Assistant Schools Division Superintendent	Germelina H. Pascual, CESO V Schools Division Superintendent Marcos M. Dela Cruz SGOD Chief Cecilia S. Custodio, PhD Education Program Supervisor Mina Gracia L. Acosta, CESE OIC – Assistant Schools Division Superintendent Jerry Dimla Cruz, PhD. OIC – Assistant Schools Division Superintendent
12. 3:00	Curriculum Implementation Division	Gregorio Quinto, Jr. EdD CID Chief

Core Group Members:

1. Convenor(s) – Gregorio Quinto, Jr. & Marcos M. Dela Cruz
2. Reactor – Richard C. Biglete
3. Documenter – Ronald Salvador
4. Planning Officer - Paulo Eduardo C. Cruz, Jr.