



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

Office Memorandum

No. 021, s. 2023

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Unit Heads
All Others Concerned

From: **NORMA P. ESTEBAN, EdD, CESO V**
Schools Division Superintendent

Subject: Technical Working Group per unit for Digitization, Meetings and other ICT-related activities.

Date: May 03, 2023

1. Anchored on the National Direction of the DepEd Central Office agenda, **TAKE steps to accelerate delivery of basic education facilities and services**, this Office is hereby requesting all unit heads to submit the name of their designated Technical Working Group for Digitization, meetings, and other ICT-related activities on or before May 15, 2023.
2. The Technical Working Group will be comprised of (3) members per unit and will be responsible for the following:
 - 2.1 Unit Portal Development and Maintenance.
 - 2.2 Interfacing with the ICT Unit for Process Digitization.
 - 2.3 In charge of ICT-related tasks and activities.
 - 2.4 Provides technical support in meetings, conferences, seminars, and others, for their respective units.
3. The Technical Working Group will undergo capacity building to ensure that they will be able to perform tasks that will be assigned to them.
4. Maximum involvement and cooperation of all concerned is hereby enjoined.
5. For information and compliance.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS/ICT Unit
May 03, 2023

