



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

November 28, 2024

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District ICT Advisers
School ICT Coordinators
All Others Concerned

In line with the conduct of Division Training of Trainers on the Microsoft Productivity Tools for DepEd Computerization Program Adoption per Division Memorandum No. 523, S. 2024, to be held on December 4 – 6, 2024, that there will be a shuttle bus for the participants. Please be advised that the time of the departure is 5:30 a.m. December 4, 2024, at the City of Malolos Convention Center.

- Bus 1 Bulakan, Calumpit North, Calumpit South, Hagonoy East, and Hagonoy West
- Bus 2 Paombong, Pulilan, Bustos, DRT, San Ildefonso North, Marilao, Bocaue
- Bus 3 Plaridel, San Ildefonso South, San Miguel Central, Balagtas, Angat
- Bus 4 San Miguel North, San Miguel South, Guiguinto, Pandi North, Pandi South
- Bus 5 SDO City of Baliwag, Norzagaray East, Norzagaray West, Sta. Maria Central, Sta. Maria East, and Sta. Maria West

The participants are expected to arrive at the venue before each workshop commences at 8:00 a.m. on Day 1. Participants are advised to bring their laptops, extension cord, and portable internet connectivity.

The following Technical Working Group (TWG) are requested to be at the venue on December 3, 2024 for the purpose of preparatory activities including speed testing of internet connectivity, room assignments, event layout, and other technical activities:

Tristan Russ E. Valderama – OSDS, ICT Unit
Jonalyn S. Perez – Palapala Elementary School
Rea Lyn F. Borja – Marciano C. Rivera Elementary School
Peter John Bernardino – Plaridel Central School
Restituto Flores – Felizardo C. Lipana National High School

This serves as the official travel authority for the Technical Working Group.

Anent to DepEd Order No.9, s2005 on “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”, school heads shall ensure that there will be no disruption of classes during the conduct of the activity.

For information, guidance, and compliance.


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

DIVISION LETTER
No. 112, s. 2024