



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

January 12, 2026

**DIVISION MEMORANDUM**

No. 19, s. 2026

**1<sup>ST</sup> QUARTERLY MEETING OF EDDIS ICT COORDINATORS, DISTRICT  
ICT COORDINATORS, ICT ADVISERS, AND ELEMENTARY AND  
SECONDARY SCHOOL ICT COORDINATORS**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors of CID and SGOD  
Education Program Supervisors  
Elementary and Secondary Public Schools District Supervisors  
EDDIS Chairpersons  
School Heads/ Officer-in-Charge  
EDDIS ICT COORDINATORS  
DISTRICT ICT COORDINATORS  
ICT ADVISERS  
ELEMENTARY AND SECONDARY SCHOOL ICT COORDINATORS  
All Others Concerned

1. This office announces the conduct of 1<sup>st</sup> Quarterly Meeting of EDDIS ICT Coordinators, District ICT Coordinators, District ICT Advisers, and Elementary And Secondary School ICT Coordinators on January 22, 2026 at Guiguinto Central School, Poblacion Guiguinto, Bulacan in three different time schedules:

Batch	Participants	Time
Batch 1	All EDDIS I and II Elementary and Secondary Schools	8:00 – 11:00 AM
Batch 2	All EDDIS III and VI Elementary and Secondary Schools	11:00 AM – 2:00 PM
Batch 3	All EDDIS IV and V Elementary and Secondary Schools	2:00 PM – 5:00 PM

2. Attendees of the said activity are the EDDIS ICT Coordinators, District ICT Coordinators, District ICT Advisers, and Elementary And Secondary School ICT Coordinators.



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2. Attendees of the said activity are the EDDIS ICT Coordinators, District ICT Coordinators, District ICT Advisers, and Elementary And Secondary School ICT Coordinators.
3. The agenda of the meeting are the following:
  - 3.1. Preparation and monitoring of Computer-Based National Career Assessment Examination (CB-NCAE);
  - 3.2. National ICT Inventory;
  - 3.3. Submission of ICT related documents;
  - 3.4. Digitalization Updates;
  - 3.5. Pilot Testing of Records and HR Processes;
  - 3.6. Setting directions
  - 3.7. Issues, Concerns, and Challenges;
  - 3.8. Commitmnet and
  - 3.9. Other matters
4. All participants are advised to bring notebook and pen for notes taking. Bringing of laptops, and other devices is not required.
5. Only snacks will be provided to the participants.
6. Enclosure for the Technical Working Group is attached.
7. Expenses to be incurred in the conduct of this activity such as transportation shall be taken from the school local funds subject to usual auditing and accounting rules and regulations.
8. This Memorandum serves as travel authority of the participants.
9. For queries and clarifications, you may contact the **Division Information and Technology Officer 1**, Marco Paolo M. Victoriano at [marcpaolo.victoriano@deped.gov.ph](mailto:marcpaolo.victoriano@deped.gov.ph)
10. For information and wide dissemination of this Memorandum is desired.

**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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Enclosure 1. Technical Working Group

1.	EDDIS ICT Coordinators	Attendance and Meals distribution
2.	Marco Paolo M. Victoriano	Proponent
3.	Tristan Russ E. Valderama	Certificate of Appearance
4.	Mhizzi Carol A. Mallari	Emcee
5.	Rjay V. Labios	Technical
6.	Ronald G. Salvador	Tarpaulin
7.	Lou Jim C. Robles	Physical Arrangement

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