



Republic of the Philippines  
**Department of Education**  
 REGION CAR  
 SCHOOLS DIVISION OF MOUNTAIN PROVINCE

12:07  
 DEP-ED Mt. Province  
 OFFICE OF THE SCHOOLS DIVISION  
 SUPERINTENDENT  
**RELEASED**

By: \_\_\_\_\_  
 Date: AUG 25 2020

**Office of the Schools Division Superintendent**  
**Information and Communications Technology Section**

August 19, 2020

**Division MEMORANDUM**  
 No. 154 Series 2020

**Training-Workshop of Content Managers in the  
 Updating of the SDO Official Website**

TO: Khad M. Layag, *CES-CID*  
 Rosendo B. Cacap, *CES-SGOD*  
 Chiqui Zeny B. Say-awen, *Accountant*  
 Jaime M. Colas, *AO V*  
 Arniel C. Bagayao, *HRMO*  
 Brentford Ayochok, *AO IV*  
 Jocelyn P. Samidan, *EPSvr-LRMDS*  
 All Others Concerned

- 1) In cognizance to the DepEd's pursuit in exploring various technological tools in response to the demands for good management, our Schools Division had established its website as a simple manifestation of the need to cope with the fast-paced world made closer and smaller by the so-called World Wide Web. This tool has been an essential arm to the Office and need for its frequent updating increased, thus, the need to capacitate additional manpower to serve as content managers.
- 2) In view hereof, a Training-Workshop of Content Managers in the Updating of the SDO Official Website shall be conducted on August 26-28, 2020. (*venue to be announced later*)
- 3) This training-workshop shall be attended by the following personnel, who shall as well be assigned as content managers/editors from their respective offices/units after the said capacity building:

OFFICE	NAME
SGOD	Chris W. Lao-e
CID	Razelle T. Refugia
OSDS-Personnel	Arniel C. Bagayao
OSDS-Records	Maricris L. Carino
OSDS-Finance	Adhare Dizon
OSDS-SDS' Office	Dino Marok
Information Officer	Andres Cuyasan

- 4) Expenditures for the meals and snacks of the participants/training team and supplies to be used during the training shall be charged against HRTD and MOOE-CSE funds subject to usual accounting and auditing rules and regulations.
- 5) For more information and/or concerns, kindly contact Ms. Loida Elaine G. Tibong, Information Technology Officer, at mobile # 0950-864-9784 or through email at [loidaelaine.tibong@deped.gov.ph](mailto:loidaelaine.tibong@deped.gov.ph).
- 6) Immediate dissemination and compliance to this Memorandum is enjoined.

  
**FEDERICO P. MARTIN, CEEd, EdD, CESO V**  
*Schools Division Superintendent*