



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 20, 2025

REGIONAL MEMORANDUM

No. **1552** s. 2025

**LIVE-OUT WORKSHOP ON THE FINALIZATION OF REPORT TEMPLATES
AND OTHER SUPPORTING DOCUMENTS OR TOOLS FOR
ICT SYSTEMS MANAGEMENT**

To: Schools Division Superintendents
Division Information Technology Officers

1. This Office, through the Information and Communications Technology Unit, shall conduct a live-out workshop on the Finalization of Report Templates and Other Supporting Documents or Tools for ICT Systems Management on November 27, 2025, at the Conference Hall of DepEd Leyte Division. The participants in the said workshop are the Division Information Technology Officers (DITOs).
2. Attached is the Activity Matrix for the workshop. The DITOs are encouraged to be on time and to participate in the entire duration of the workshop.
3. Travel expenses incurred during this activity shall be charged against the respective Offices' local funds, subject to the existing accounting rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

RONELDO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: Activity Matrix

References: n/a

To be indicated in the Perpetual Index under the following subjects:

PERFORMANCE REVIEW

ORD-ICTU-JAL



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**WORKSHOP ON THE FINALIZATION OF REPORT TEMPLATES
AND OTHER SUPPORTING DOCUMENTS OR TOOLS
FOR ICT SYSTEMS MANAGEMENT**

Activity Matrix

DATE	TIME	TOPIC/ACTIVITY
Nov. 26, 2025		Travel time of DITOs (except Leyte and Tacloban City)
Nov. 27, 2025	8:00 – 8:30 AM	Opening Program
	8:30 – 10:00 AM	Finalization/presentation of Maintenance & Monitoring Plan template
	10:00 – 10:15 AM	Break
	10:15 – 12:00 PM	Finalization/presentation of monitoring tool for regular maintenance check of the ICT systems & infra in the SDO & in schools
	12:00 – 1:00 PM	Lunch
	1:00 – 2:00 PM	Finalization/presentation of a monitoring tool for schools and learning centers that implemented the ICT Plan
	2:00 – 3:00 PM	Finalization/presentation of ICT plan and narrative report templates
	3:00 – 3:15 PM	Break
	3:15 – 4:15 PM	Finalization/presentation of report template for accounts administered and/or managed
	4:15 – 5:15 PM	Finalization/presentation of template for LRMS-related reports
	5:15 – 6:15 PM	Finalization/presentation of technical/ repair assistance form
Nov. 28, 2025		Closing Program Travel time of DITOs (except Leyte and Tacloban City)