



Republic of the Philippines  
**Department of Education**

SEP 20 2012

DepEd MEMORANDUM  
No **169**, s. 2012

**ELECTRONIC MAIL ROLL-OUT TRAINING FOR THE ICT ADMINISTRATORS  
AND TRAINERS FROM THE CENTRAL, REGIONAL  
AND DIVISION OFFICES**

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Bureau Directors  
Schools Division/City Superintendents

1. The Department of Education (DepEd) will be rolling out a new email facility that will allow the Department to issue official email accounts to qualified employees across the regions, divisions and schools; hence, enhancing DepEd's capability to communicate and collaborate.

2. In view thereof, DepEd will conduct the **Deployment Roll-out Training for ICT Administrators and Trainers from the Central, Regional and Division Offices** in five (5) clusters with the corresponding dates and venues:

Cluster	Participants	Date/s	Venue
Cluster 1	R- X, XI, XII, XIII and ARMM	September 25-26, 2012	NEAP Region XI, Davao City
Cluster 2	Central Office	October 1, 2012	Bulwagan ng Karunungan
Cluster 3	R - VI, VII, VIII and IX	October 3-4, 2012	Ecotech, Lahug, Cebu City
Cluster 4	R - I, II, III and CAR	October 10-11, 2012	Teachers Camp, Baguio City
Cluster 5	R - IV-A, IV-B, V and NCR	October 22-23, 2012	DAP, Tagaytay City

3. The objectives of the Training are to:

- a. capacitate all participants as trainers in the user orientations at the Central Office (CO), Regional Office (RO) and Division Office (DO) levels;
- b. enable the selected administrator-participants to manage the user accounts at their respective levels; and
- c. provide a venue to facilitate the planning and implementation of user orientations at the DO level with the support of RO participants.

4. There shall be one participant from each office in the CO and two (2) participants consisting of one (1) ICT administrator and one (1) trainer from each RO and DO. The ICT administrator from each office will coordinate the issuance of email accounts for employees in his/her respective area of responsibility. It is imperative that he/she is proficient in using the Internet for various activities. He/She may be the ICT coordinator or whoever is assigned by the Regional Director (RD) or Schools Division/City Superintendent (SDS). The trainer will advocate the project by communicating the use of the service to and answering questions from all employees in his/her area of responsibility.

5. Board and lodging, and transportation expenses of the participants and Central Office team are chargeable to EPIP Funds, subject to the usual accounting and auditing rules and regulations.
6. For more information, all concerned may contact **Ms. Mary Jane G. De Guzman** of the Office of the Secretary, DepEd Central Office, Meralco Avenue, Pasig City at telephone no.: (02) 633-7228 or (02) 687-2922 and telefax no.: (02) 636-4876.
7. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference: N o n e

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

INFORMATION TECHNOLOGY  
EMPLOYEES  
PROJECTS  
TRAINING PROGRAMS

Rhea/R-DM- Email Deployment Training  
1600/September 17, 2012