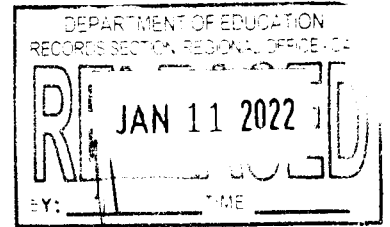




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



January 10, 2022

REGIONAL MEMORANDUM
No. 008-2022

**FIRST BATCH OF TRAINING-WORKSHOP ON COMPUTER NETWORK
AND ON-PREMISE LMS SERVER SETUP AND MANAGEMENT**

To: OIC-Assistant Regional Director
All Schools Division Superintendents
All others concerned

1. Relative to the implementation of the Project Hybrid Learning using Technology with Equity and Quality (HYTEQ), a Learning Delivery Component of the BE-LCP, this office through the Curriculum and Learning Management Division (CLMD), in collaboration with the Information and Communication Technology Unit (ICTU) will conduct **Training-Workshop on Computer Network and On-premise LMS Server Setup & Management** on **January 18-20, 2022** at NEAP-R Conference Hall, Regional Office, Wangal, La Trinidad, Benguet.
2. The activity aims to capacitate participants in setting up, managing and maintaining on-premise LMS servers and computer networks for Project HyTEQ Strategies 2-5 implementers.
3. Identified participants shall be relieved from their regular tasks during the scheduled workshop. Contingency measures must be implemented to ensure continuity of learning delivery.
4. Please see **Enclosure 1** for the list of participants.
5. Participants must answer a survey questionnaire through **<https://bit.ly/networktraininghyteq>** before January 14, 2022.
6. Board and lodging for 3 days shall be charged to BE-LCP Fund while travel expenses of participants from the schools shall be charged to School MOOE/Local Funds subject to usual accounting and auditing rules and regulations. The table below illustrates the summary of accommodation and meals.





Republic of the Philippines
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Particulars	Jan. 17 (Monday)	Jan. 18 (Tuesday)	Jan. 19 (Wednesday)	Jan. 20 (Thursday)
Breakfast		/	/	/
AM Snack		/	/	/
Lunch		/	/	/
PM Snack		/	/	/
Dinner	/	/	/	X
Accommodation	/	/	/	X

7. Triage and check-in will start at 3:00 PM of January 17, 2022 followed by registration and preliminaries at 4:00 PM and check-out will be at 12:00 NN of January 20.

8. Observance of health and safety protocols like wearing of facemasks, face shields, physical distancing, disinfection, handwashing, and refrain from going in and out of the venue during the duration of the activity must be strictly observed.

9. Participants are requested to bring their laptops, system units to be used as LMS server, procured routers, switches, access points, crimpers, testers and extension cords.

10. For queries, please contact the OIC-CLMD Rosita C. Agnasi through rosita.agnasi@deped.gov.ph or ITO Jumar Yago-an through jumar.yagoan@deped.gov.ph.

11. Immediate and widest dissemination of and compliance with this Memorandum is directed.

ESTELA LEON-CARIÑO EdD, CESO III
Director IV/Regional Director



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet

Enclosure to RM No.: _____

Enclosure 1: LIST OF PARTICIPANTS

January 18-20, 2022

No.	ICT Coordinator	Division	School
1	Kristy Venus L. Pacio	Benguet	Sagandoy ES
2	Adler G. Salicquio	Benguet	Virac ES
3	Analyn C. Egenias	Benguet	Atok NHS
4	Silvano E. Canuto	Benguet	Bineng NHS
5	Alvin C. Guaki	Benguet	Cordillera Regional Science High School
6	Judy Ann A. Bolayo	Benguet	Benguet SPED Center
7	Johnson B. Abance	Benguet	Tuba Central School
8	Zhering Bulut	Apayao	Sta Filomena School of Arts and Trade
9	McDonald Agcaoili	Apayao	Tumog National Agricultural HS
10	Arnel Semana	Apayao	Sta. Marcela NHS
11	Donnie Ray Cruz	Apayao	Pudtol Vocational School
12	Roger Laguiewed	Mt Province	Dacudac NHS
13	George Camtugan	Mt Province	Cagubatan NHS
14	Jenny Torcuan	Mt Province	Tadian CS
15	Marjory Magadia	Mt Province	Tipunan NHS



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