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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUAMEMO 00-0420-0004

01 April 2020

For: **Regional and Division IT Officers**
Regional and Division DRRM Coordinators

Subject: **ONLINE TRAINING FOR THE UTILIZATION AND DEVELOPMENT OF EBOOK AND ADOBE CAPTIVATE**

In response to the Enhanced Community Quarantine imposed in the Philippines due to the COVID-19 Alert System to Code Red Sublevel 2, the Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) has released a video conferencing system that uses Microsoft Teams to allow DepEd Officials and Personnel to continue its operations and communications while the enhanced community quarantine is in effect.


In line with this, the Information and Communications Technology Service – EdTech Unit (ICTS-ETU) would like to invite the Regional Information Technology Officers, Division Information Technology Officers and Regional Disaster Risk Reduction Management Coordinators for Online Training via Microsoft Teams for the Utilization and Development of E-Book and Adobe Captivate for the learners in preparation for the next School Year.

Kindly refer to the attached file for the schedule.

For confirmation of attendance you may register on this link at bit.ly/EbookandCaptivate on or before **05 April 2020** or you may email Mr. Mark Anthony C. Sy at mark.sy002@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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SCHEDULES:

Date and Time	Participants	Topic
April 6, 2020 / 9:00am onwards	Regional IT Officers from CAR, NCR,BARMM, CARAGA, Region 1, Region 2,Region 3, Region 4A and Region 4B *RITOs can also include the Computer Programmer and Computer Maintenance of their Region Division IT Officers from CAR, NCR,BARMM, CARAGA, Region 1, Region 2, Region 3, Region 4A and Region 4B	Utilization and Development of E-Book and Adobe Captivate
April 7, 2020 / 9:00am onwards	Regional IT Officers from Region 5, Region 6, Region 7, Region 8, Region 9, Region 10, Region 11 and Region 12 Division IT Officers from Region 5, Region 6, Region 7, Region 8, Region 9, Region 10, Region 11 and Region 12	Utilization and Development of E-Book and Adobe Captivate

Date and Time	Participants	Topic
April 13, 2020/ 9:00am onwards	Regional and Division DRR Coordinators from CAR, NCR,BARMM, CARAGA, Region 1, Region 2,Region 3, Region 4A and Region 4B	Utilization and Development of E-Book and Adobe Captivate
April 14, 2020/ 9:00am onwards	Regional and Division DRR Coordinators from Region 5, Region 6, Region 7, Region 8, Region 9, Region 10, Region 11 and Region 12	Utilization and Development of E-Book and Adobe Captivate

