



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

September 9, 2024

DIVISION MEMORANDUM

No. 253, s. 2024

**PARTICIPANTS TO DIGITAL LITERACY / CYBER HYGIENE TRAINING BY DICT FOR DEPED NORTHERN SAMAR DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent  
 Chief Functional Division  
 Heads of Offices/Units  
 Education Program Supervisors  
 All Others Concerned

- This office announces the participants to the **Digital Literacy / Cyber Hygiene Training by DICT for DepEd Northern Samar Personnel**, to be conducted on **September 10-12, 2024**, at the **Bulwagan ng mga Guro, Gabaldon Building, DepEd Northern Samar Division Office, Mabini St, Acacia, Catarman, Northern Samar**, as follows

Participant/Office	No. of Participants
<b>Office of the Schools Division Superintendent</b>	3
Office of the Assistant Schools Division Superintendent	2
Legal Office	2
ICT Office	3
Administrative Office	1
Cash Unit	1
Human Resource Services	1
Supply Office	1
Records Office	1
Payroll Service Unit	1
Accounting Office	1
<b>Curriculum Implementation Division</b>	1
Learning Resource Management	1
Library Hub	1
<b>Schools Governance and Operations Division</b>	1
Human Resource Development	1
Planning and Research Unit	1
School Management, Monitoring and Evaluation	1
Social Mobilization and Networking Unit	1
School Health and Nutrition Unit	1
Education Facilities Unit	1
Bobon School for Philippine Craftsmen – ICT Coord.*	1
Daganas Elementary School – ICT Coord.*	1
Buenavista ES, San Isidro – ICT Coord.*	1
Total	30

\* non-DCP recipient/returned due to defective device.

- Identified offices /participants are hereby required to attend aforesaid three (3) face-to-face activity or send representatives equivalent to the number of slots allotted.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
 Telephone Nos: (055) 500 1020  
 Email Address: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
 Division Official Website: <https://northernsamar.deped.gov.ph>

3. This memorandum shall serve as **Travel Authority** and traveling expenses shall be chargeable to local funds subject to usual government accounting, budgeting and auditing rules and regulations. Participants to the said activities are reminded that as per Division Memorandum No. 123, s. 2023 xxx **One-day before and one day after travel time shall not be allowed xxx, except for travels to and from island municipalities of Biri, Capul and San Vicente and pacific town municipalities of Gamay, Mapanas, and Lapinig. xxx.**
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE, JR, CESO VI**

Assistant Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent  
