



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang., Malaybalay City  
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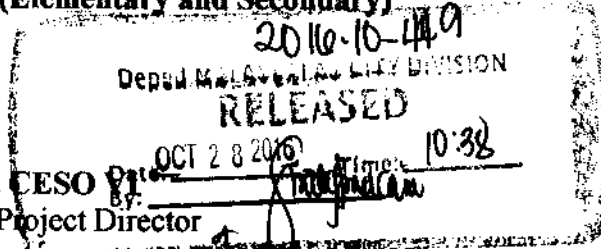
**DIVISION MEMORANDUM**

No. 577 s. 2016



**TO: Chief Education Supervisors and Staff, CID and SGOD**  
**All School Heads and Teachers (Elementary and Secondary)**  
**All Others Concerned**

**FROM: EDILBERTO L. OPLENARIA, CESO V**  
 Schools Division Superintendent/Project Director



**DATE: October 28, 2016**

**RE: Establishment of ICT4Ed Help Desk**

1. In line with the implementation of the **ICT4Ed: The High Tech Teachers in Malaybalay City** as a Re-Entry Project to the Development Academy of the Philippines under the Public Management and Development Program, this Office hereby establishes an **ICT4Ed Help Desk** tasks to attend immediate issues and concerns during the Assessment Activity on the ICT Integration in the Classroom Instruction effective immediately.

2. The **ICT4Ed Help Desk** will constitute the following:

Designation	Name of Employees	Contact No.
Leader	<b>Jutchel L. Nayra</b>	09352852051
Asst. Team Leader	<b>Paul John P. Arias</b>	09357871103
Members:	<b>Gretchen V. Catane</b>	09155572308
	<b>Xian April Jude S. Alas</b>	09066969935
Secretariat:	<b>Lucilyn M. Cahucom</b>	09264985647

3. The **ICT4Ed Help Desk Team** is required to accomplish the herein **ICT4Ed Help Desk Form** in case of issues/concerns/queries raised during the assessment activity.

4. Moreover, you are informed that the **ICT4Ed Project Team** will conduct monitoring of the Assessment Activity in selected schools during the assessment period from October 28 to November 9, 2016.

5. For compliance.

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 Records Unit  
 TO BE POSTED IN THE WEBSITE



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**ICT4Ed: The High Tech Teachers in Malaybalay City**  
*(A Re-Entry Project to the Development Academy of the Philippines- Public Management Development Program)*



**ICT4Ed HELP DESK FORM**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date & Time	Issues/Queries/Concerns	Action taken	Result

Attended by: **ICT4Ed Help Desk Team**

\_\_\_\_\_  
(Signature over Printed Name)



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