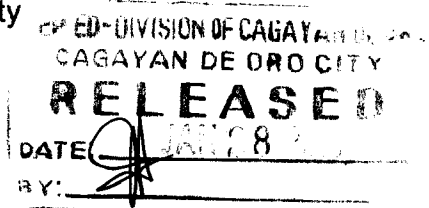




Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Fr. William Masterson Avenue
Upper Balulang, Cagayan de Oro City



Division Memorandum
No. 666 s. 2019



VIRTUAL ASSISTANT TRAINING

To:

Ramayla, Maria Laarni S.
Buenafe, Emelyn P.
Vega, July Ann O
Del Puerto, Jerry S.
Quider, Vergel P
Dotarot, Mark Anthony
Astorga, Kay A.
Getigan April Joy Manticahon
Abellera, Jovelle J.
Ebarle, Harry Mark
Pequiro, Chemby Mae, S
Cello, Memie P.
Gelbolingo, Michael Q.
Daleon, Roy C.
Dejeto, Carmelo B.
Manzan, Anafie Caballero
Primero, Haidee, P.
Culanse, March R.
Agcol, Jackielyn A.
Apurado, Angeliza L.
Estillore, Ninia Marie A.
Pol, Cornelio C.
Edres, Jamalia A.
Hechanova, Marry Jean C.
Balayo, Rosemary Grace J

FIRST BATCH (JANUARY 30- FEBRUARY 1, 2019)

Tignapoloan National High School
Tuburan Annex - Pigsag-an Extension
Tagpangi National High School
Tablon National High School
Taglimao National High School -Besigan Annex
Taglimao National High School -Besigan Anne
Puerto National High School
Pedro ""Oloy"" N. Roa, Sr. HS
Mambuaya National High School -Dansolihon Annex
Mambuaya National High School
Macasandig National High School
Macabalan National High School
Lumbia National High School
Lapasan National High School -Gusa Annex
Lapasan National High School
Kauswagan National High School
Iponan National High School - San Simon Annex
Iponan National High School
Indahag National High School
Gusa National High School - FS CATANICO
Gusa National High School -Cugman Annex
Carmen National High
Canitoan NHS - Pagatpat Extension
Canitoan National High School
Camaman - an National High

Ledama, Rosalia T.
Gamale, Rochelle C.
Baliling, Raymond John M.
Engracia, Hazel B
Siwagan, Ronaldo, R.
Tejada, Orient Kris A.
Mangubat, Alily B.
Sabuero, Rowena C.
Adlawan, Lissandro L.
Baraguer, Ada S.
Codillo, Bienvenido D.
BabarIn, Jessica B.
Tiempo, Richard L.
Beja, Ringo Glenn
Paguidopon, Corinne B.
Baluran, Francis Martin M.
Edquilag, Rebecca, H.
Rojas, Rose Alrym L.

Cagayan de Oro City NHS -Balulang Annex
Bulua National High School
Bugo National High School
Bonbon National High School
Bayabas National High School
Balubal National High School
Angeles Sisters National
Angeles Sisters National
Agusan National High School
Agusan National High School
Bugo National High School
Cagayan de Oro City NHS
Lapasan National High School
Bulua National High School
Cagayan de Oro City NHS -Balulang Annex
Camaman - an National High
Carmen National High
Gusa National High School -Cugman Annex

Go, Josephine M.
Llanderal, Meschelle L.
Manzan, Anafie Caballero
Cuenca, Myra C.
Garcia, Catherine Mae, N.
Cello, Memie P.

Indahag National High School
Iponan National High School
Kauswagan National High School
Lapasan National High School
Lumbia National High School
Macabalan National High School

SECOND BATCH (FEBRUARY 13-15, 2019)

This Division

1. You are hereby informed to attend the 3-day Virtual Assistant (VA) Training on January 30- February 1, 2019 and February 13-15, 2019 for the first and second batch respectively 7:30AM-5:00 PM at the Department of Information and Communications Technology Training Center beside the Philippine Post Office, Divisoria, Cagayan de Oro City.
2. School Heads are advised to inform their teachers on the said activity and they shall be excused from their classes on the specified time and date.
3. Attached is a letter from Engr. Rolando P. Cabaluna, RFT Lead Misamis Oriental for your reference.
4. For information, guidance and compliance.

JONATHAN S. DELA PEÑA, Ph.D. CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:
SHS Program TVL-Skills Enhancement
cid/ jsm



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

January 18, 2018

JONATHAN S. DELA PEÑA, Ph.D. CESO VI
Schools Division Superintendent
Department of Education Cagayan de Oro City Division
Upper Balulang, Cagayan de Oro City

DepEd	
CAGAYAN DE ORO CITY DIVISION	
Received by _____	
Date.	<u>JAN 2 2018</u>
Time.	<u>10:54</u>

Dear Sir Jonathan,

The Technology Empowerment for Education, Employment, Entrepreneurs and Economic Development (Tech4Ed) Project is a national inclusion project of the Department of Information and Communications Technology, establishing Community e-Centers that provide critical e-government and ICT-enabled services in communities with minimal or no access to information and government services in which target market includes OSYAs, PWDs, IPs, Teachers, Farmers and Women. We also partner with LGU's, NGA's to conduct digital literacy, online jobs and productivity tools training to name a few.

One of the trainings conducted in the Tech4ED Project is the Virtual Assistant (VA) Training. There are a lot of opportunities in this digital age and being a virtual assistant is just one of them. A virtual assistant (typically abbreviated to VA, also called a virtual office assistant) is generally self-employed and provides professional administrative, technical, or creative (social) assistance to clients remotely from a home office.

DICT Misamis Oriental Provincial Office plans to conduct Introduction to Virtual Assistant Training for your interested teachers on the following dates:

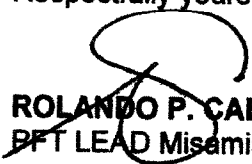
Batch	Date	No. of Persons
Batch 1	Jan 30 – February 1 (3days)	Maximum of 25
Batch 2	February 13-15 (3 days)	Maximum of 25

The training aims to educate your teachers on online work opportunities, necessary skills to be developed and online portals to start as a Virtual assistant that they can impart to their students after the training. Lunch and snacks will be served during the 3 day activity.

For inquiries please contact PFT Misamis Oriental Staff Nideliza Fe O. Nacilla at telephone number (088) 885-0018, mobile +639175934605, or email at nideliza.nacilla@dict.gov.ph.

Thank you and we hope to partner with you in this training activity.

Respectfully yours,


ROLANDO P. CABALUNA
PFT LEAD Misamis Oriental