Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

November 18, 2026

DIVISION MEMORANDUM
No. 676, s. 2026

CONDUCT OF ORIENTATION AND TRAINING ON THE ICT SERVICE REQUEST AND TRACKING PORTAL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Principals
Administrative Officer II
Non-Teaching Personnel
Others Concerned

1. The ICT Unit will conduct an orientation and training on the use of the ICT Service Request and Tracking Portal on November 19, 2026, from 8:30 a.m. to 11:00 a.m. at the 4th Floor Conference Hall, SDO Dagupan City – Division Office.

2. Expected participants are Administrative Officers II or designated non-teaching personnel in charge of processing DepEd email account requests for teaching and non-teaching personnel.

3. Participants are advised to bring their laptops for the hands-on activities.

4. Immediate and widest dissemination of the contents of this Memorandum is desired.

MARCIANO U. SORIANO JR. PhD, CESO VI 11/18/26
Assistant Schools Division Superintendent
Officer-In-Charge
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