



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

16 Jul 2026

DIVISION MEMORANDUM
No. 280, s. 2026

ONLINE ORIENTATION ON PILOT TESTING OF PROJECT IneedIT

To: Public Schools District Supervisor
Heads of Public Elementary and Secondary School
School Administrative Officer II and Administrative Assistant

1. In line with the Schools Division Office's commitment to continuously improve the delivery of Information and Communications Technology (ICT) support services through digital transformation, the ICT Unit shall conduct the **Pilot Testing of the Project IneedIT ICT Service Portal** on **July 17, 2026 (Friday), at 10:00 A.M.** via **Microsoft Teams**.
2. The activity aims to:
 - a. introduce the features and functionalities of the Project IneedIT ICT Service Portal;
 - b. evaluate the usability and effectiveness of the system in processing ICT-related service requests; and
 - c. gather comments, feedback, and recommendations from pilot users to further improve the system prior to its official implementation.
3. The participants in this activity are the **Administrative Officer II and Administrative Assistant** of all public elementary and secondary schools.
4. The Microsoft Teams meeting link shall be sent to the ICTU-NTP Group Chat prior to the scheduled activity. Participants are requested to ensure a stable internet connection and access to a computer or laptop during the pilot testing.
5. The participation of the identified personnel is hereby enjoined to ensure the successful conduct of the pilot testing and to facilitate the collection of valuable feedback for the enhancement of the system.
6. Immediate dissemination of and compliance with this Memorandum is desired.



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ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent 

*To be included in the Perpetual Index
under the following subjects:*

MEETINGS PROJECT

AVM/ICTU/July 16, 2026