

March 21, 2016

**DIVISION MEMORANDUM**

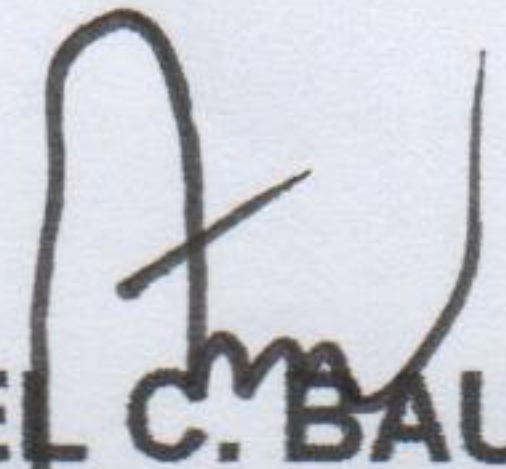
No. 032, s. 2016

To: OIC-Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
School ICT Coordinators Concerned

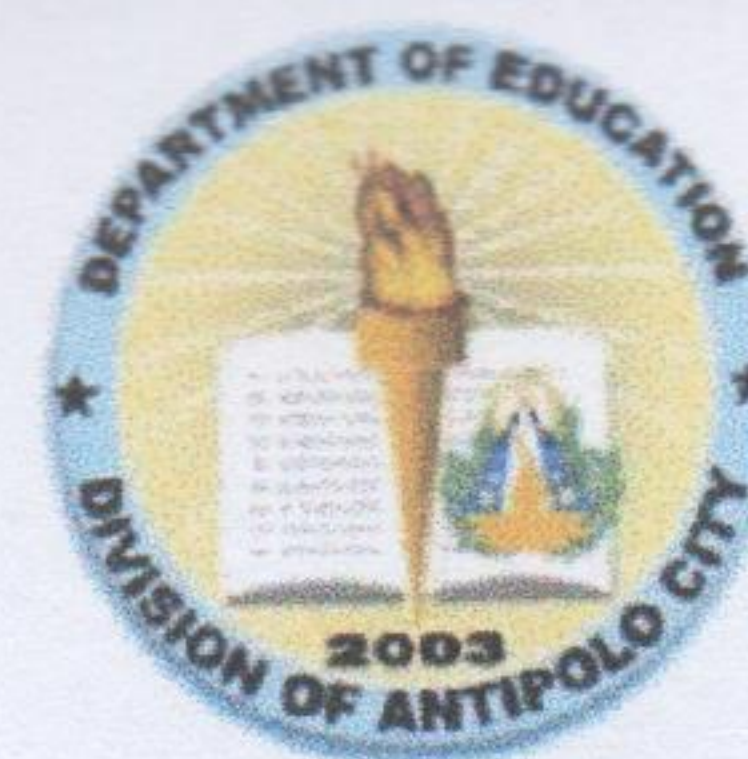
**Implementation and Orientation on the DepEd Computerization Program (DCP)  
For Batch 29,30,31,32 and 33 E-Classroom Packages for Public Secondary and Elementary  
Recipient Schools**

1. DepEd Order No. 28, s. 2010 sets the "Guidelines on The Implementation of the DepEd Computerization Program (DCP)". DCP aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21<sup>st</sup> century. This program shall respond to the computer backlog of public schools by providing them hardware and software, and training on simple trouble shooting.
2. The Department of Education (DepEd) through the Technical Service – Information and Communication Technology Services (ICTS) has facilitated the procurement of equipment needed for the deployment of Batch 29,30,31,32 and 33 E-Classroom Packages for Public Elementary Schools under DepEd Computerization Program (DCP) of Fiscal Year (FY) 2015.
3. To ensure the proper and prompt deployment of these IT equipments before the delivery, the Division ICT Unit together with the Supply and Property Unit shall conduct a two-day orientation/briefing for the roll-out on April 6-7, 2016 at EASTERN MANILA HOTEL (Las Brisas), Antipolo City.
4. This activity aims to:
  - (1) orient ICT coordinators of the recipient schools on:
    - (a) the counterpart requirements needed before the delivery of the e-classroom package; (b) the inspection and acceptance of the e-classroom package; and (c) the safety and security of IT equipments.
  - (2) introduce the participants to the learning application software programs and other authoring tools installed in the e-classroom package.
  - (3) ensure proper disposal of ICT equipment and devices.
5. Participants to this training are ICT coordinators of the recipient schools.
6. Training expenses of the participants shall be charged to DCP SARO funds of 2015, subject to the accounting and auditing rules and regulations.
7. The recipient schools shall be notified of the delivery schedule this 2016. The recipient schools are advised to prepare their counterpart requirements immediately.
8. Enclosed are the following for your reference:

Enclosure No. 1	-	List of Participants Recipient Schools
Enclosure No. 2	-	Program of Activities
Enclosure No. 3	-	Working Committee
9. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent





Enclosure No. 1 to Division Memorandum No. 037 s. 2016

**LIST OF PARTICIPANTS AND RECIPIENT SCHOOLS**

DISTRICT	Elementary	No. of ICT Coordinator	Secondary	No. of ICT Coordinator
I - A	1. Bagong Nayon I ES	1	Bagong Nayon II NHS	1
	2. Bagong Nayon II ES	1		
	3. Bagong Nayon IV ES	1		
I - B	1. Dela Paz ES	1	Antipolo NHS	1
	2. Sta. Cruz ES	1	Antipolo NHS – Dela Paz Ext.	1
	3. San Isidro ES	1	San Isidro NHS	1
I - C	1. Mambugan I ES	1	Mambugan NHS Mayamot NHS	1
	2. Mambugan II ES	1		
	3. Mayamot ES	1		
	4. Muntidilaw ES	1		
II - A	1. Juan Sumulong ES	1	San Jose NHS	1
	2. Isaias Tapales ES	1	San Jose NHS – Dalig Ext.	1
	3. Jesus Cabarrus ES	1	San Roque NHS	1
	4. San Antonio Village ES	1		1
II - B	1. Cupang ES	1	Cupang NHS Marcelino Santos NHS	1
	2. Cupang ES Annex	1		
	3. Dalig ES	1		
	4. Lores ES	1		
	5. Kaila ES	1		
	6. Nazarene Ville ES	1		
	7. Penafrancia ES	1		
	8. Penafrancia ES Annex	1		
	9. Teofila Rovero ES	1		
	10. Knights of Columbus	1		
II - C	1. Inuman ES	1	Maximo LMNHS MAIN MLGMNHS – Boso-Boso Ext. San Juan NHS	1
	2. Old Boso-Boso ES	1		
	3. Peace Village ES	1		
	4. San Luis ES	1		
	5. Tanza ES	1		
	6. Pantay ES	1		
II - D	1. Calawis ES	1	Calawis NHS	1
	2. Kaysakat ES	1	ANHS – Kaysakat Ext	1
	3. Rizza ES	1		1
	4. San Joseph ES	1		1
	<b>TOTAL</b>	<b>34</b>	<b>TOTAL</b>	<b>16</b>
<b>Overall total 50 participants</b>				<b>50</b>



## PROGRAM OF ACTIVITIES

## DCP ORIENTATION FOR BATCH 29,30,31, 32 and 33

April 6-7, 2016

DAY 1		
TIME	TOPIC/SESSION	Personnel Concerned
7:30-8:00	Registration	<b>RENE V. AGLUBA</b>
8:00-8:15	National Anthem	<b>San Isidro Chamber Orchestra</b>
	Opening Prayer	<b>MS. MARIENETH E. ALEJANDRO</b> School ICT coordinator Knights of Columbus Elementary School
	CALABARZON MARCH RIZAL Mabuhay Antipolo Hymn	<b>San Isidro Chamber Orchestra</b>
8:15-8:30	WELCOME REMARKS	<b>DR. LUISITO F. DIEGO</b> Chief CID
8:30-9:00	Inspirational Talk	<b>DR. ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
9:00-9:15	Overview of the Orientation	<b>MR. ROY P. BENSON</b> Information Technology Officer I ICT Unit, Division of Antipolo City
9:00-10:30	WASTE MATERIALS AND CONDEMNATION REPORT	<b>MR. MICHAEL P. GLORIAL</b> Administrative Officer V Supply Officer
10:30-11:30	Internet Provision for School and Hardware Purchasing (MOOE) Budget Request and Approval	<b>MR. RAGAAM V. DELA CRUZ</b> Administrative Officer V Budget, Division of Antipolo City
11:30-12:00	Q and A	<b>MODERATOR</b> <b>MS. GAYLE MALIBIRAN</b> Education Program Specialist II Human Resource and Development
12:00-1:00	<b>LUNCH</b>	
1:00-3:00	DepED Computerization Program (DCP) Orientation for Batches 29,30, 31, 32 and 33	<b>MR. BONG OLIVEROS</b> Dicstrict 1/School-ICT Coordinator (SEC) Dela Paz National High School
3:00-3:15	<b>PM SNACK</b>	
3:15-5:00	DepED Computerization Program (DCP) Orientation for Classroom Requirements	<b>MR. ALVIN F. SALCEDO</b> Information Technology Officer II ICT Services, DepED Central
7:00-8:00	<b>DINNER</b>	
8:00-10:00	Inventory of Equipment Template (Data Entry and Details)	<b>MR. ROY P. BENSON</b> Information Technology Officer I ICT Unit, Division of Antipolo City
DAY 2		
7:00-8:00	<b>BREAKFAST</b>	
7:30-8:00	Registration	<b>Reymond Villarasa</b>
8:00-8:15	Energizer	<b>MR. MARK GABION</b> Dicstrict 2/School-ICT Coordinator (ELEM) OIC-Calawis Elementary School
8:15-8:30	RECAPITULATION	<b>MRS. MICHELLE GABOT</b> School ICT coordinator Sta Cruz Elementary School
8:30-9:30	Guidelines in MOA and MOU of ICT device and Equipment	<b>MR. ALBENO L. DEL MONTE</b> Senior Education Program Specialist Social Mobilization and Networking
9:30-10:30	Guidelines in the Use of DCP E-classroom	<b>MR. NOEL MERIÑO</b> Project Development Officer II Division of Antipolo City
10:30-10:44	<b>AM SNACK</b>	
10:45-12:00	MONITORING AND EVALUATION TOOL FOR E-CLASSROOM	<b>DR. ISABEL M. GONZALES</b> Senior Education Program Specialist Monitoring and Evaluation
12:00-1:00	<b>LUNCH</b>	
1:00-2:00	Training Design, Orientation and Development Proposal for School Training for E-classroom (Drafting of Project Proposal and Training of Teachers)	<b>MRS. ARLENE TAYONA</b> Senior Education Program Specialist Human Resource and development
2:00-3:00	Q and A	<b>MODERATOR</b> <b>MR. RIZALVY PINEDA</b> Education Program Specialist Social Mobilization and networking
3:00-5:00	<b>CLOSING PROGRAM</b>	
	Pilipinas kong Mahal	<b>MR. LEOVY ORTEGA</b> School ICT coordinator Maximo L. Gatlabayan MNHS (MAIN)
	Giving of Certificates	<b>TRAINING STAFF FROM DIVISION OFFICE</b>
	CLOSING REMARKS	<b>MR. ANSELMO C. CELESTE</b> OIC-Chief SGOD/EPS Private School



**DIVISION DCP ORIENTATION**

**EXECUTIVE COMMITTEES**

**CHAIRPERSON**

**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**CO-CHAIRPERSON**

**DORIS DJ. ESTALILLA**  
OIC – Assistant Schools Division Superintendent

**MEMBERS**

**DR. LUSITO F. DIEGO**  
Chief, CID

**ANSELMO C. CELESTE**  
OIC-Chief, SGOD

**ROY P. BENSON**  
Information Technology Officer 1

**SPEAKER/TRAINING TEAM**

MICHAEL P. GLORIAL  
RAGAAM V. DELA CRUZ  
ALBENO L. DEL MONTE  
NOEL MERIÑO  
ALVIN F. SALCEDO  
DR. ISABEL GONZALES  
ARLENE TAYONA  
ROY P. BENSON

**WORKING COMMITTEE**

COMMITTEE	IN-CHARGE	TERMS OF REFERNCES
Registration	Rene V. Agluba Manuel L. Septimo	<ul style="list-style-type: none"> <li>In-charge of attendance</li> <li>Ensures that participants are registered</li> <li>Prepares registration/attendance sheets</li> </ul>
Program and Invitation	Leovy Ortega Christopher A. Prinsipio	<ul style="list-style-type: none"> <li>Distribute programs and invitations</li> </ul>
Documentation	Kenneth M. Catungal Michelle M. Carabot	<ul style="list-style-type: none"> <li>Documents event for the reorientation-workshop</li> </ul>
Certificates	Ramon De Vera	<ul style="list-style-type: none"> <li>Prepares certificates of participation recognition and appearance and facilitate distribution</li> </ul>
Peace and Order/Technical Committee	Noel C. Meriño Rizalvy S. Pineda	<ul style="list-style-type: none"> <li>Ensures the orderliness of the conduct of the orientation</li> <li>In-charge of video presentation</li> <li>Checks the sound system, laptop and ICT equipment to be used</li> </ul>