

Date: June 17, 2019

DIVISION MEMORANDUM
No. 176, s. 2019

DEPED COMPUTERIZATION PROGRAM (DCP) ORIENTATION

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Designated School ICT Coordinators
Designated School Property Custodians

1. Schools Division Office will conduct the DepEd Computerization Program Orientation on September 16-17-**Batch I**, September 17-18-**Batch II**, September 18-19-**Batch III**, September 19-20, **Batch IV**, and September 23-24-**Batch V**.
2. Venue will be announced in a separate memorandum.
3. Participants to this orientation will be the School Heads, School ICT Coordinators & School Property Custodians.
 - Elementary (452 Schools)
 - School Head
 - School ICT Coordinator
 - School Property Custodian
 - Junior HS (64 Schools)
 - School Head
 - School ICT Coordinator
 - School Property Custodian
 - Senior HS (62 Schools)
 - School ICT Coordinator
 - School Property Custodian

Batch I-Sept. 16-17, 2019 – 342 Participants	Batch II-Sept. 17-18, 2019 – 330 Participants
Alilem – 14 Sugpon – 8 Banayoyo-Lidlidda – 12 San Emilio – 11 Bantay – 18 Burgos-San Esteban – 13 Cabugao – 26 Caoayan – 12 <i>114 Schools x 3 Participants</i>	Cervantes – 24 Quirino – 15 Magsingal – 19 Nagbukel – 8 Narvacan North – 21 Narvacan South – 13 Santa – 10 <i>110 Schools x 3 Participants</i>
Batch III-Sept. 18-19, 2019 - 342 Participants	Batch IV-Sept. 19-20, 2019 - 342 Participants
Galimuyod-Sigay-Del Pilar – 25 Saicedo – 16 San Juan – 23 San Vicente – 6	Santiago – 11 Sta. Cruz – 24 Sta. Lucia – 14 Sto. Domingo-San Ildefonso – 24

DOCUMENT CODE: SDO-ILS-CID-IM-QF-005

REVISION: 00

EFFECTIVITY DATE: 09-10-2018

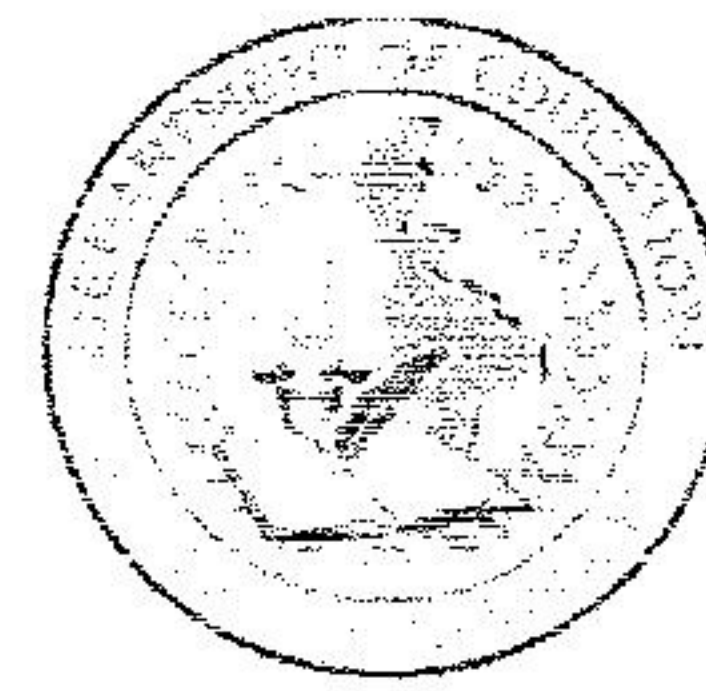
Quirino Boulevard, Zone V, Bantay, 2727 Ilocos Sur Tel. No.: (077) 722-2055 Fax No. (077) 722-7400 www.depedilocosur.xyz www.facebook.com/SDOIllocosur

"SMILE AND SERVE WITH A HAPPY HEART"



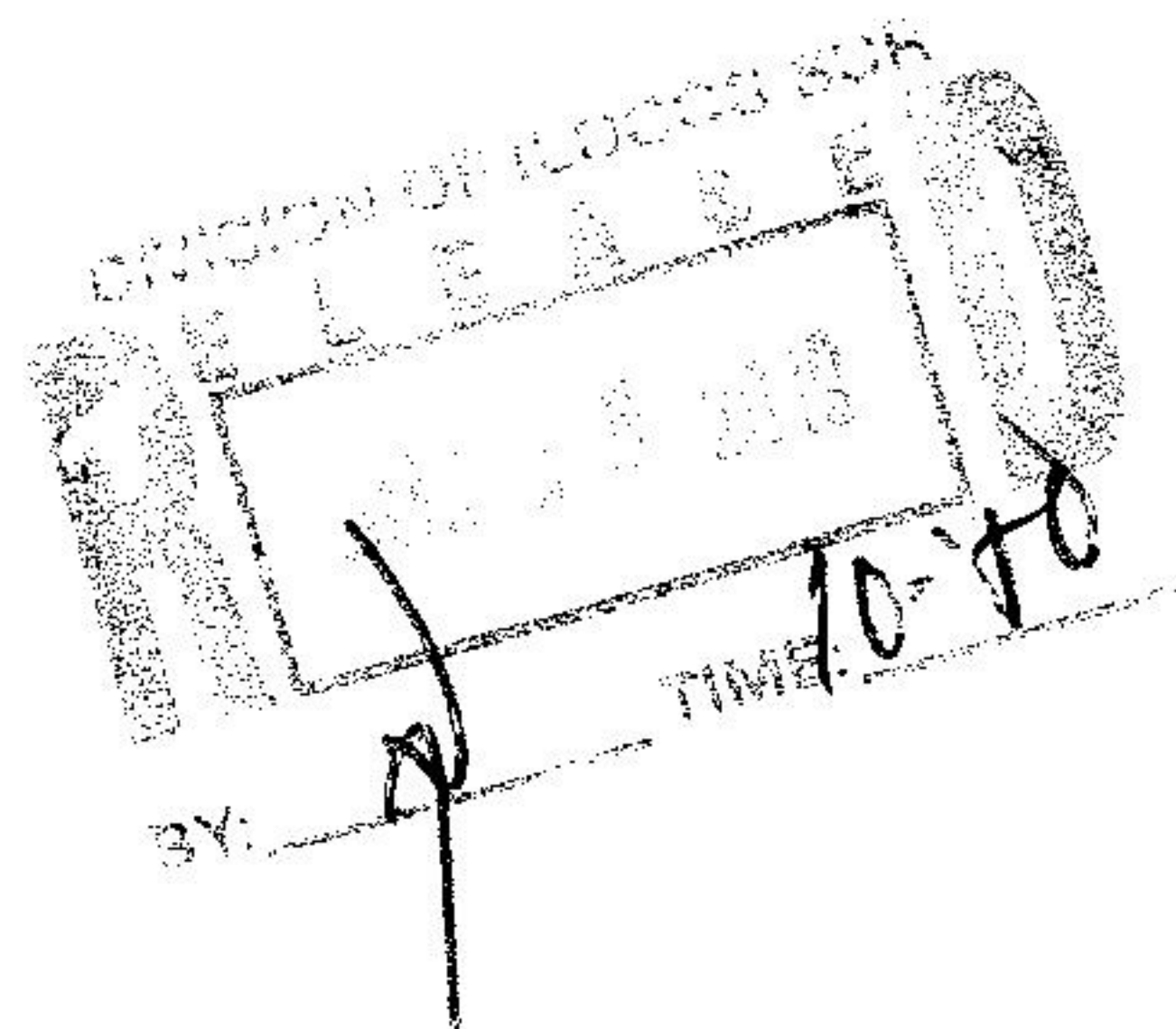


Republic of the Philippines
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Sinait – 18 Sta. Catalina – 7 Sta. Maria – 19 114 Schools x 3 Participants	Suyo – 20 Tagudin – 21 114 Schools x 3 Participants
Batch VI – Sept. 23-24, 2019 - Junior & Senior HS – 316 Participants	
Junior HS (64 Schools) X 3 Participants School Heads Junior School ICT Coordinators Junior School Property Custodians Senior HS (62 Schools) x 2 Participants Senior School ICT Coordinators Senior School Property Custodians	

4. First meal to be served will be lunch and last meal will be AM snack.
5. Travel expenses shall be charged against MOOE/school funds subject to usual accounting rules and regulations.
6. Immediate dissemination to all concerned on this matter is desired.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
DCP ORIENTATION

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ORIENTATION DESIGN

PM Session

Time	Topics/Session	Facilitator
10:00-12:00 PM	Arrival and Registration of Participants	ICT Services
12:00-1:00 PM	LUNCH	
1:01-1:30 PM	Opening Program	Gemma Q. Tacuycuy, CESO V Schools Division Superintendent
1:31-2:30 PM	Guidelines on the Implementation of the DepEd Computerization Program	Julimar R. Buquing Information Technology Officer I
2:31-5:00 PM	Procedures on Acceptance, Inspection and Recording of Deliveries	Louie L. Jacob Accountant III Elizabeth R. Tabin Division Supply Officer
5:01-6:00 PM	DCP Updates / Issues / Concerns	Julimar R. Buquing Information Technology Officer I
6:01-7:00 PM	LIS Update	Mark E. Manzano Planning Officer III
7:00PM-8:00PM	Training on DCP Troubleshooting	Julimar R. Buquing Information Technology Officer I
8:01 PM -	DINNER	

AM Session

Time	Topics/Session	Facilitator
7:00-8:00 AM	BREAKFAST	
8:01-9:30 AM	DCP Utilization, Performance & Package Status	Julimar R. Buquing Information Technology Officer I
9:31-10:30 AM	DepEd Workplace by Facebook	Julimar R. Buquing Information Technology Officer
10:31-11:30 AM	Microsoft Office School Account	Julimar R. Buquing Information Technology Officer I
11:31-11:45 AM	Closing Program	Dr. Arnel C. Doctolero Principal IV, Officer In-Charge, Office of the Asst. Schools Division Superintendent