DIVISION MEMORANDUM
No. 452, 2019

To: Assistant Schools Division Superintendents
   Chiefs of the CID and SGOD
   Education Program Supervisor-ICT
   Division IT Officer
   ICT Division Technical Team and Division Officers
   District ICT Coordinators (Elementary) and School ICT Coordinators (Secondary)
   Public Schools District Supervisors (PSDS)
   School Heads, School ICT Coordinator Concerned
   All others concerned

From: LOIDA N. NIDEA, CESO V
       Schools Division Superintendent

Subject: DCP Utilization, Performance and Package Status Orientation and Workshop

Date: December 9, 2019

The Division Information Communication & Technology (ICT) shall be conducting a series of one (1) day Orientation to all elementary and secondary schools of SDO Camarines Sur on DCP Utilization, Performance and Package Status Orientation and Workshop on December 16, 17, 18, 19 and 20, 2019 from 8:00AM to 5:00PM at the Regent Hotel, Naga City.

The main objectives of this orientation are:

- Ensure that DCP package are being utilized by the schools
- Provide information on the proper utilization and maintenance of the DCP package
- Adapt the information systems, applications online and helpful resources.
- Utilize the Open Educational Resources (OER) application in the teaching and learning process in school
- Integrate OER as aid in teaching in all subject matters in the K to 12 curriculum

Enclosures attached to this memorandum are the following:

   Enclosure # 1: List of Participants
   Enclosure # 2: List of Facilitators, The Technical Team and Technical Support
   Enclosure # 3: Working Committees
   Enclosure # 4: Matrix of the Activity

Participants are advised to bring the following:

- Laptop or desktop to be used during the orientation-workshop and hands-on (preferably DCP laptop) and other document like; Division & School logo, ID picture, UNDP logo, TM module, prepared lesson in powerpoint, short video clip, sample test questions, etc
- Extension wire, USB/Portable HDD with 500GB space (individual for the Secondary and District ICT for the Elementary)
- Pocket wifi or USB Modem
- DepEd email address (active and accessible)
The activity shall start sharp at 8:00AM and participants are advised to come at the venue 30 minutes before the start of the activity. Late participants shall not be given special tutorial assistance by the facilitators.

Participants who are not available because of other official business in school on the day of the training must send their representative.

Failure to attend, A written explanation/justification shall be submitted to the office of the IT section indicating the valid reason/s for not attending the training, otherwise, participants concerned shall be liable for the cost incurred on her/his meals and other training expenses.

Travel and other incidental expenses of the participants shall be charged to their local funds/School MOOE, while Facilitators and other technical staff shall be charged to DCP ICT support fund subject to the usual accounting and auditing rules and regulations.

Widest dissemination of this memorandum is desired.