



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

January 16, 2024

DIVISION MEMORANDUM

No. 022 s. 2024

COORDINATION MEETING WITH THE DISTRICT AND SELECTED SCHOOL ICT COORDINATORS/DIVISION DCP TECHNICAL TEAM FOR DEPED COMPUTERIZATION PROGRAM(DCP) AND OTHER IT RELATED CONCERNS

To : Assistant Schools Division Superintendent
SDO Chiefs & SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads Concerned
District/School ICT Coordinators Concerned
All others concerned

1. Please be informed of the Coordination Meeting with the District and Selected ICT Coordinators for DepEd Computerization Program(DCP) and other IT related concerns on **January 19, 2024** at Rakdel Inn, Virac, Catanduanes with the following topics/reports which will be presented by the District ICT Coordinators during the said meeting:
 - a. Status of the delivered IT packages (DCP FY 2020 and 2021);
 - b. Current status of the previous DCP Packages, E-classroom and IT related programs/projects implemented in schools;
 - d. Submission of the following:1) ICT Logbook (4 templates), 2) Submission of DCP M&E Reports from the Regional Office for the period Jan-June & July-December 2023; and
 - c. Other IT related concerns (MS 365 account of school, teachers and learners(, Utilization of Adobe Account, Internet Connectivity in Schools, Online Excel links for IT related reports, and other documents needed in preparation for SDO validation).
2. Enclosed are the List of Participants (Enclosure 1) and the Program of Activities (Enclosure 2).
3. Travel and other expenses related to this activity shall be charged to school MOOE while the venue and meals (am and pm snacks, lunch) shall be charged to DCP PSF Fund subject to the usual accounting rules and regulations.
4. For information and compliance.

By Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent
Officer-In-Charge

Encls: As stated
To be indicated in the Perpetual Index
Under the following subjects:
ICT Meeting

OSDS/ICT/JBM
01/16/2024



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

Enclosure 1

LIST OF PARTICIPANTS

Meeting with the District ICT Coordinators & Selected ICT Coordinators

January 19, 2024 / Rackdel Inn, Virac, Catanduanes

No.	NAME	District/Zone	School/Office	Designation
1	JERICK MANLAGNIT	Virac	Calatagan HS	Team Leader-DCP Technical Team
2	JEROME TINDUGAN	Virac	Buyo IS	DCP Technical Team/ICT Coordinator
3	RENZ REYES	Virac	Antipolo NHS	DCP Technical Team/ICT Coordinator
4	EMIL T. ROJAS	Virac	CNHS	DCP Technical Team/ICT Coordinator
5	ALVIN JOSEF SOLIVERES	San Andres	SAVS	DCP Technical Team/ICT Coordinator
6	JEROME ALCANTARA	Gigmoto	Dororian NHS	Team Leader-DCP Technical Team
7	CATHERINE DE LEON	San Miguel	San Miguel RDHS	DCP Technical Team/ICT Coordinator
8	LEO TUPLANO JR.	Baras	Baras RDHS	DCP Technical Team/ICT Coordinator
9	RENE ROMERO	Bato	Bato RDHS	DCP Technical Team/ICT Coordinator
10	MARK LESTER PADILLA	Bato	Cabugao IS	DCP Technical Team/ICT Coordinator
11	RALPH DOLORES	Viga	San Jose NHS	Team Leader-DCP Technical Team
12	JAYSON MOLINA	Bagamanoc	Bagamanoc RDHS	DCP Technical Team/ICT Coordinator
13	JERSON J. PASUENGOS	Panganiban	Panganiban NHS-CAIC	DCP Technical Team/ICT Coordinator
14	RENE SAMAR	Viga	Viga RDHS	DCP Technical Team/ICT Coordinator
15	IAN ICARANOM	Caramoran	Caramoran SF	Team Leader-DCP Technical Team
16	VICENTE COMIDA	Pandan	Pandan CES	DCP Technical Team/ICT Coordinator
17	Donnel V. Usero	Panganiban	Panganiban NHS	School ICT Coordinator
18	Liza Joson	San Miguel	Mabato NHS	School ICT Coordinator
19	LEONORA VILLAMARTIN	Bagamanoc North	San Vicente ES	District ICT Coordinator
20	RICHELLE BRAGAIS	Bagamanoc South	Bagamanoc CES	District ICT Coordinator
21	RHEA TANAEL	Baras North	San Miguel ES	District ICT Coordinator
22	LIEZEL GUALBERTO	Baras South	Monig ES	District ICT Coordinator
23	PAUL XAVIER TEJERERO	Bato East	Bato Central ES	District ICT Coordinator
24	MARY GRACE TAYAM	Bato West	Marinawa ES	District ICT Coordinator
25	NESSIE FRONDOZO	Caramoran South/No	Datag CES	District ICT Coordinator
26	CHITO CARRANZA	Gigmoto	Sioron ES	District ICT Coordinator
27	REA CASTILLA	Pandan East	Baldoc IS	District ICT Coordinator
28	EMMA LYNN GIANAN	Pandan West	Oga ES	District ICT Coordinator
29	SUZETTE OLARVE	Panganiban	San Miguel ES	District ICT Coordinator
30	DANIEL ALFARO	San Andres East	Timbaan ES	District ICT Coordinator
31	MARITES SOLANO	San Andres West	Cabcab CES	District ICT Coordinator
32	ROSA AUSTERO JRA	San Miguel North	Mabato CES	District ICT Coordinator
33	MARY ANN TINDUGAN	San Miguel South	San Juan ES	District ICT Coordinator
34	KRISTINE LIMPANGOG	Viga East	Buenavista ES	District ICT Coordinator
35	NELVIN VILLAMARTIN	Viga West	Viga CES	District ICT Coordinator
36	JAKE SARMIENTO	Virac North	VPES	District ICT Coordinator
37	JOHN ALREY TIDON	Virac South	Cavinitan ES	District ICT Coordinator
38	JENNIFER METICA		SDO-ICT Unit	ITO-1
39	JOHN BRYAN LAGUDA		SDO-ICT Unit	IT Staff
40	SGOD - M&E		SDO-SGOD	M&E



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Enclosure No. 2

PROGRAM OF ACTIVITIES

Time	Activities	In-Charge/Facilitator
7:30 - 8:20	Arrival of Participants	Facilitator
8:21 - 9:00	Preliminaries/Opening Program	Facilitator
	Message	SDS/ASDS/RITO
9:01 - 10:00	ICT Updates (DCP, DepEd Accounts, Google and Microsoft Accounts, Adobe Creative Cloud Licenses)	ITO-I
10:01 - 12:00	Presentation of the Status of ICT Packages under DCP and other IT related reports indicated in the memo by District/Zone	District/School ICT Coordinator (Secondary)
12:01 - 1:00	LUNCH BREAK	
1:01 - 4:00	Continuation of the Presentation of the Status of ICT Packages under DCP and other IT related reports indicated in the memo by District/Zone	District/School ICT Coordinator (Elementary)
4:01 - 5:00	Clearing House/ Closing	Facilitator



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