

DepEd-Division of Catanduanes
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Republika ng Pilipinas
Lagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 11, 2025

DIVISION MEMORANDUM
No. 219 s. 2025

COORDINATION MEETING WITH THE DISTRICT/SCHOOL ICT COORDINATORS & DCP TECHNICAL TEAM FOR DEPED COMPUTERIZATION PROGRAM(DCP) AND OTHER IT RELATED CONCERNS (1st Quarter)

To : OIC-Assistant Schools Division Superintendent
SDO Chiefs & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators Concerned
All Others Concerned

1. The Coordination Meeting with the District/School ICT Coordinators & DCP Technical Team for DepEd Computerization Program(DCP) and other IT related concerns (1st Quarter) will be conducted on **March 21, 2025** at Raj Inn, Virac, Catanduanes with the following topics/reports which will be presented by the District ICT Coordinators during the said meeting:

- a. Utilization of the delivered DCP IT packages (eLC, STV & L4T) for DCP FY 2022, 2023 & 2024);
 - b. Current status of the previous DCP Packages, E-classroom and IT related programs/projects implemented in schools;
 - c. Submission of the following(online):1) ICT Logbook (4 templates) and submission of DCP M&E Reports from the Regional Office for the period Jan-December 2024; and
 - c. Other IT related concerns (MS 365 account of school, teachers and learners, installation & utilization of Adobe creative cloud license for teachers, learners & DCP packages(eLC package), internet connectivity in schools and accomplishment of links for IT related reports indicated in the Teams group of School ICT Coordinators.
2. Enclosed in this memorandum are the following:
- a. List of Participants; and
 - b. Program of Activities
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.

CECILE C. FERRO CESO VI
Assistant. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

OSDS/ICT/JBM/03-11-25



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedncatanduanes.com / www.catanduanes.deped.gov.ph

LIST OF PARTICIPANTS

No.	NAME	District/Zone	School/Office	Designation
1	JERICK MANLAGNIT	Virac	Calatagan HS, Virac	Team Leader for Zone 1 (Virac, San Andres)
2	EMIL T. ROJAS	Virac	CNHS, Virac	DCP Technical Team
3	ALVIN JOSEF SOLIVERES	San Andres	SAVS	DCP Technical Team
4	CATHERINE DE LEON	Gigmoto	San Miguel RDHS	Member of DCP Technical Team (Zone 2(Baras, Bato, Gigmoto, San Miguel)
5	LEO TUPLANO JR.	Baras	Baras RDHS	DCP Technical Team
6	MARK LESTER PADILLA	Bato	Cabugao IS	DCP Technical Team
7	RALPH DOLORES	Viga	San Jose NHS	Team Leader for Zone 3 (Bagamanoc, Viga, Panganiban)
8	RENE SAMAR	Viga	Viga RDHS	DCP Technical Team
9	IAN ICARANOM	Caramoran	Caramoran SF	(Pandan, Caramoran)
10	VICENTE COMIDA	Pandan	Pandan CES	DCP Technical Team
11	Wifred Villaflor	Bagamanoc North	Bugao CES	District ICT Coordinator
12	RICHELLE BRAGAIS	Bagamanoc South	Bagamanoc CES	District ICT Coordinator
13	RHEA T. TANAFI	Baras North	San Miguel FS	District ICT Coordinator
14	LIEZL G. VARGAS	Baras South	Moning ES	District ICT Coordinator
15	PAUL XAVIER TEJERERO	Bato East	Bato Central ES	District ICT Coordinator
16	Aurell Sabalao	Bato West	Sipi ES	ICT Coordinator
17	SHYNE BALOLOY	Caramoran North	Caramoran CES	District ICT Coordinator
18	NESSIE FRONDOZO	Caramoran South	Datag CES	District ICT Coordinator
19	Jaycee T. Gonzales	Gigmoto	Dominador ES	School ICT Coordinator
20	REA CASTILLA	Pandan East	Baldoc ES	District ICT Coordinator
21	Shiela S. Gonzales	Pandan East	Marambong ES	School ICT Coordinator
22	EMMA LYNN CIANAN	Pandan West	Oga ES	District ICT Coordinator
23	Maria Reena E. Serrano	Pandan West	Panuto ES	School ICT Coordinator
24	Suzette C. Olave	Panganiban	San Miguel ES	District ICT Coordinator
25	MARITES H. SOLANO	San Andres West	Cabcab CES	District ICT Coordinator
26	Joana S. Nazareno	San Andres West	Codon ES	School ICT Coordinator
27	Melinda M. Arajo	San Andres East	Bonot ES	School ICT Coordinator
28	ROSA AUSTERO, JRA.	San Miguel North	Mabato CES	District ICT Coordinator
29	Bernadette T. Tabor	San Miguel South	Katipunan ES	District ICT Coordinator
30	Gretchen L. Leonardo	San Miguel South	Solong ES	School ICT Coordinator
31	KRISTINE LIMPANGOG	Viga East	Buenavista ES	District ICT Coordinator
32	Carmel T. Tacorda	Viga East	Tambongon CES	School ICT Coordinator
33	Rosemarie O. Buendia	Viga West	Quezon ES	District ICT Coordinator
34	Jean D. Tupue	Viga West	Ogbong ES	School ICT Coordinator
35	Janice S. Marquez	Virac North	Calabnigan ES	School ICT Coordinator
36	Sheena Mae B. Masagca	Virac North	JMAMES	School ICT Coordinator
37	Elma S. Tamate	Virac South	Palnab ES	District ICT Coordinator
38	Sheryl Lyn T. Dayck	Virac South	Valencia ES	School ICT Coordinator
39	JENNIFER B. METICA	Virac	SDO-ICTU	ITO
40	JOHN BRYAN LAGUDA	Virac	SDO-ICTU	IT Staff



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Enclosure B to DM No. 219

PROGRAM OF ACTIVITIES

**COORDINATION MEETING WITH THE DISTRICT/SCHOOL ICT COORDINATORS &
DCP TECHNICAL TEAM FOR DEPED COMPUTERIZATION PROGRAM(DCP) AND OTHER
IT RELATED CONCERNS (1st QUARTER)**

March 21, 2025 / Raj Inn, Virac, Catanduanes

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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