



Republic of the Philippines  
 Department of Education  
 Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

07 January 2025

DepEd-Division of Catanduanes  
 RECORDS SECTION  
**RELEASED**  
 BY: [Signature] No: 009  
 DATE: 08 JAN 2025 TIME: 8:24

**DIVISION MEMORANDUM**

No. 009 s. 2025

**STAFF ORIENTATION-WORKSHOP ON THE CONDUCT OF THE DIVISION DCP ADOPTION TRAINING-WORKSHOP FOR SELECTED DISTRICT & SCHOOL ICT COORDINATORS OF DCP FY 2022 & 2023 RECIPIENT SCHOOLS**

**To : OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors & Personnel  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads  
 District/School ICT Coordinators Concerned  
 All Others Concerned**

1. In preparation for the upcoming Division DCP Adoption Training-Workshop for selected District & School ICT Coordinators of DCP FY 2022 & 2023 Recipient Schools, the Schools Division Office of Catanduanes through the Information and Communications Technology Unit will be conducting an staff orientation-workshop to ensure smooth and effective implementation of this initiative. The orientation will take place on January 10, 2025 from 8:00 a.m. to 5:00 p.m. at the OSDS-ICTU Office.

2. The orientation-workshop aims to align the team on training objectives, processes, and logistical details crucial for the successful conduct of the Division DCP Adoption Training-Workshop for selected District & School ICT Coordinators of DCP FY 2022 & 2023 Recipient Schools. During this workshop, participants will be familiarized on the program structure, roles and responsibilities, ensuring all team members are equipped for the upcoming training sessions.

3. The following members of the Program Management Team are expected to attend:

ROLE	NAME	SCHOOL/OFFICE
Focal Person/Program Manager	JENNIFER B. METICA	SDO-ICTU
Logistics Officer	CECILE S. ALVEA	Jose Rizal ES- San Andres East
Finance Officer	PAUL XAVIER TEJERERO	Bato CES- Bato East
Welfare Officer	KRISTINE LIMPANGOG	Buenavista ES – Viga East
Officer of the Day (Day 1)	EMMA LYNN D. GIANAN	Oga ES – Pandan West
Officer of the Day (Day 2)	NESSLEY T. PANTI	Batag ES – Virac South
Officer of the Day (Day 3)	ROSEMARIE BUENDIA	Quezon ES-Viga West
Training/Workshop Manager	CECILE S. ALVEA	Jose Rizal ES- San Andres East
Resource Persons	JENNIFER B. METICA MAYBELLE V. RUBIO	SDO-ICTU



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



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

		San Andres VS
Facilitators	EMIL ROJAS MARK LESTER PADILLA LEO A. TUPLANO JR. PAUL XAVIER T. TEJERERO EMMA LYNN D. GIANAN	Catanduanes NHS - Cabugao IS – Bato West Baras RDHS-Bars South Bato CES-Bato East Oga ES – Pandan West
Secretariat/Documenter	ROSEMARIE O. BUENDIA / JOHN BRYAN C. LAGUDA	Quezon ES / SDO-ICTU
QAME Coordinator / Associate	MA. RITA TABALATE/ RODEL TAYO	SDO-SGOD-M&E / Dominador C. Guerrero ES-Gigmoto
ICT Unit Technical Team	JOHN BRYAN C. LAGUDA	SDO-ICTU

- All participants are required to bring laptop with extension wire during the said orientation. Everyone's participation is crucial for the efficient and effective delivery of the training program.
- Travel and other expenses related to this activity shall be charged to school MOOE while the meals (am and pm snacks, lunch) shall be charged to Program Support Fund for DCP SUB-ARO OSEC 5-24-1260 subject to the usual accounting and auditing rules and regulations.
- For information, dissemination and strict 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  
01/07/2025



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph