



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

November 25, 2024


DIVISION MEMORANDUM

No. 608 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 (4th QUARTER)

To : 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 and Selected ICT Coordinators for DepEd Computerization Program(DCP) and other IT related concerns on **December 14, 2024** at Raj 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 2022, 2023 & 2024);
 - 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 is 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.


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
01/25/2024
Enclosure 2 to DM No. _____



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LIST OF PARTICIPANTS

No.	NAME	District/Zone	School/Office	Designation
1	JERICK MANLAGNIT	Virac	Virac	Team Leader for Zone 1 (Virac, San Andres)
2	JEROME TINDUGAN	Virac	Virac	DCP Technical Team
3	EMIL T. ROJAS	Virac	San Andres	DCP Technical Team
4	ALVIN JOSEF SOLIVERES	San Andres	SAVS	DCP Technical Team
5	JEROME ALCANTARA	Gigmoto	Dororian NHS	Team Leader for Zone 2 (Baras, Bato, Gigmoto, San Miguel)
6	LEO TUPLANO JR.	Baras	Baras RDHS	DCP Technical Team
7	MARK LESTER PADILLA	Bato	Cabugao IS	DCP Technical Team
8	RALPH DOLORES	Viga	San Jose NHS	Team Leader for Zone 3 (Bagamanoc, Viga, Panganiban)
9	RENE SAMAR	Viga	Viga RDHS	DCP Technical Team
10	IAN ICARANOM	Caramoran	Caramoran SF	Team Leader for Zone 4 (Pandan, Caramoran)
11	VICENTE COMIDA	Pandan	Pandan CES	DCP Technical Team
12	Wlfrid Villaflor	Bagamanoc North	Bugao CES	District ICT Coordinator
13	RICHELLE BRAGAIS	Bagamanoc South	Bagamanoc CES	District ICT Coordinator
14	RHEA T. TANAEL	Baras North	San Miguel ES	District ICT Coordinator
15	LIEZL G. VARGAS	Baras South	Moning ES	District ICT Coordinator
16	PAUL XAVIER TEJERERO	Bato East	Bato Central ES	District ICT Coordinator
17	Racel Kay T. Arsenio	Bato West	Sibacungan ES	School ICT Coordinator
18	SHYNE BALOLOY	Caramoran North	Caramoran CES	District ICT Coordinator
19	NESSIE FRONDOZO	Caramoran South	Datag CES	District ICT Coordinator
20	Clarissa Lhoren T. Morales	Gigmoto	Sioron ES	School ICT Coordinator
21	REA CASTILLA	Pandan East	Baldoc ES	District ICT Coordinator
22	Manlou T. Caballero	Pandan East	Lourdes ES	School ICT Coordinator
23	EMMA LYNN GIANAN	Pandan West	Oga ES	District ICT Coordinator
24	Shahani I Barcela	Pandan West	Sta Cruz ES	School ICT Coordinator
25	Suzette C. Olarve	Panganiban	San Miguel ES	District ICT Coordinator
26	MARITES H. SOLANO	San Andres West	Cabcab CES	District ICT Coordinator
27	Manbel B. Joven	San Andres West	Bagong Sirang ES	School ICT Coordinator
28	Janelyn G. Belmonte	San Andres East	San Andres CES	School ICT Coordinator
29	ROSA AUSTERO, JRA.	San Miguel North	Mabato CES	District ICT Coordinator
30	MARY ANN TINDUGAN	San Miguel South	San Juan ES	District ICT Coordinator
31	Gretchen L. Leonardo	San Miguel South	Solong ES	School ICT Coordinator
32	KRISTINE LIMPANGOG	Viga East	Buenavista ES	District ICT Coordinator
33	Rosemarie O. Buendia	Viga West	Quezon ES	District ICT Coordinator
34	Aileen B. Timajo	Viga West	Mabini ES	School ICT Coordinator
35	Ma. Elolsa J. Gonzales	Virac North	Bigaa ES	School ICT Coordinator
36	Felicio C. Gonzales Jr.	Virac North	Dugui Wala ES	School ICT Coordinator
37	Elma S. Tamate	Virac South	Palnab ES	District ICT Coordinator
38	Ernesto A. Ibayán Jr.	Virac South	F. Tacorda Village ES	School ICT Coordinator
39	JENNIFER B. METICA	SDO-ICTU		
40	FRANKY PADILLA	SDO-ICTU		



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PROGRAM OF ACTIVITIES

**COORDINATION MEETING WITH THE DISTRICT AND SELECTED SCHOOL ICT COORDINATORS/DIVISION DCP TECHNICAL TEAM FOR DEPED COMPUTERIZATION PROGRAM(DCP) AND OTHER IT RELATED CONCERNS (4th QUARTER)
December 14, 2024 / 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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