



SCHOOLS DIVISION OF BULACAN

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph

September 4, 2019

DIVISION MEMORANDUM
No. 203, s. 2019

**DIVISION ORIENTATION AND WORKSHOP ON DEPED COMPUTERIZATION PROGRAM (DCP)
PACKAGE UTILIZATION AND INVENTORY**

To: Asst. Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary School Heads/OICs

1. With the legal mandate of providing computer laboratory packages for both public elementary and secondary schools, the Department of Education (DepEd) is geared towards the transformation of education through the DepEd Computerization Program (DCP).
2. The Schools Division Office of Bulacan, through its Information and Communications Technology Services, will hold a Division and Orientation and Workshop on DepEd Computerization Program (DCP) package utilization and inventory with the following objects:
 - a. Understand the role and responsibilities of School ICT Coordinators on DCP custodianship;
 - b. Capacitate the School ICT Coordinators on DepEd ICT-related programs and projects;
 - c. Address systematically all ICT relevant issues and challenges on DCP Utilization; and
 - d. Perform the process flow on DCP item inventory and disposals.
3. Participants and date of the workshop are the following:

Date / Venue	Participants	No. of Participants	Facilitators/ Speakers
October 22, 2019 8Waves Water Park, San Rafael, Bulacan	1 Secondary School Property Custodian	90 = JHS 3 = SHS	12
	1 Elementary District ICT Coordinator + 2 Elem School Property Custodian	33 = District 66 = Elem Schools	
	Total	186	
October 23-24, 2019 8Waves Water Park, San Rafael, Bulacan	1 Secondary School ICT Coordinator	90 = JHS 3 = SHS	12
	1 Elementary District ICT Coordinator + 2 Elem School ICT Coordinators	33 = District 66 = Elem Schools	
	Total	186	

4. The names of the Resource of Speakers and Technical Working Groups and the program of activities are contained in Enclosure No.1.
5. Expenses to be incurred in this seminar shall be charged against DCP downloaded funds; Transportation shall be charged against school funds subject to usual accounting and auditing rules and regulations.
6. This memo shall serve as travel authority of the participants, resources speakers, and technical working group.
7. Strict compliance with and wide dissemination of this memorandum is earnestly desired.


ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent



ISO 9001:2015 CERTIFIED
Registration Number: DE-50500546 QM15





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Enclosure No. 1 to Division Memorandum No. _____ s. 2019

Day 1		
Time	Activities/Topic	Speaker/In-charge
7:30-8:30	Registration	TWG
8:30-9:00	Opening Program	TWG
9:00-12:00	Role of School/District Property Custodian on the DCP Delivery and Utilization	Dr. Rico Paulo G. Tolentino School Principal I Salapungan National High School
Health Break		
1:00-5:00	School ICT Coordinators and School Property Custodian Interfacing	Raquel I. Climaco Division Supply Officer Hernando L. Ramos Teacher III/School EPP Coordinator Sta. Barbarra ES
Day 2		
Time	Activities/Topic	Speaker/In-charge
8:00-8:30	Attendance	Dr. Virgilio L. Laggui Education Program Supervisor Araling Panlipunan
8:30-9:00	MOL	
9:00-12:00	The ICT and the Curriculum	
Health Break		
1:00-4:00 4:00-5:00	Open Educational Resources (OER)	Richard C. Biglete Teacher III / ICT Coordinator JJ Mariano MHS (SHS)
Day 3		
Time	Activities/Topic	Speaker
8:00-8:30	Attendance	Dr. Khristian S. Liwanag School Principal I Sullivan NHS
8:30-9:00	MOL	
9:00-12:00	Educational Technology	
Health Break		
1:00-4:00 4:00-5:00	Laboratory Management	Romy Boy C. Punongbayan Teacher III / ICT Coordinator

Technical Working Group:

Marilene G. Ramos – Education Program Specialist II (HRDD)
Ronald G. Salvador – Administrative Assistant II (ICTS)
Justine S.J. Legaspi – Administrative Staff (ICTS)
Ricardo Benis – School Principal I (Tibagan National High School)
Linabeth M. Roxas – Teacher I (Salapungan NHS)
Raffy Capulong – Teacher III (Banga High School)

Resource Speakers:

Raquel I. Climaco – Division Supply Officer/AO IV
Hernando L. Ramos – Teacher III/School EPP Coordinator
Dr. Virgilio L. Laggui – Education Program Supervisor-Araling Panlipunan (CID)
Dr. Rico Paulo G. Tolentino – School Principal I (Salapungan NHS / Division ICT Coordinator)
Dr. Khristian S. Liwanag – School Principal I (Sullivan NHS)
Romy Boy C. Punongbayan – Teacher III/School ICT Coordinator (Dr. Felipe De Jesus HS)
Richard C. Biglete – Teacher III/School ICT Coordinator (JJ Mariano MHS)



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