



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

April 4, 2022

DIVISION MEMORANDUM
NO. 112, s2022

**CAPACITY BUILDING ON PROTOCOLS AND PROCESSES FOR DCP
MANAGEMENT, REPAIR AND MAINTENANCE**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Bulacan have long recognized the importance of information technology as a resource, **Capacity Building on Protocols and Processes for DCP Management, Repair and Maintenance** intends to scale-up and provide sustainable strategic ICT support by raising the level of services for stakeholders through capacity building activities for ICT Equipment management, repair and maintenance.
2. In line with this, the Schools Division of Bulacan through its Information and Communication Technology Unit, will hold a 3 – day live in Capacity Building on protocols and processes for DCP Management, Repair and Maintenance to be held on **April 18-20, 2022** at Venue to be announced.
3. This capacity building aims to:
 - 2.1 Provide capacity building on protocols and processes for DCP management, repair and maintenance;
 - 2.2 Familiarize participants on various forms as prescribed for DCP Monitoring and Evaluation;
 - 2.3 Capacitate participants in preparing training plan for their respective districts;
 - 2.4 Foster community linkages through partnership with Elementary and Secondary Schools, with government agencies or other stakeholders; and
 - 2.5 Explore alternative means for the repair and maintenance for out of warranty DCP Packages.
3. This training is intended for select teachers who will be trained as Resource Speakers, Facilitators, and Program Managers of local capacity building seminars to their respective districts. The following enclosure are attached for your reference:
 - 3.1 Enclosure 1 - Training Matrix
 - 3.2 Enclosure 2 - List of Speakers and Technical Working Group
 - 3.3 Enclosure 3 - List of participants
4. The SDO shall strictly observe and adhere with IATF Health Protocols.
5. All Expense relevant to the conduct of this activity shall be charged against the 2021 DIVISION INSET fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired


ZENIA G. MOSTOLES EdD, CESO V
Schools Division Superintendent





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(Enclosure No.1 to Division Memorandum No. _____, s. 2022)

TRAINING MATRIX - CAPACITY BUILDING ON PROTOCOLS AND PROCESSES FOR DCP MANAGEMENT, REPAIR AND MAINTENANCE

DAY 1 – Project Planning and Infrastructure Management

Time	Activity	In-charge
8:00 – 8:30	Arrival and Registration	Secretariat
8:30 – 9:00	Opening Program	
9:00 – 10:30	Session 1 <i>Implementing Guidelines and Project Planning</i>	Keith Richard R. Hernandez Head Teacher III Balagtas NAHS
10:30 – 10:45	Morning Break	
10:45 – 12:00	Session 2 <i>Infrastructure Management – Preventive Maintenance Plan</i>	Jose C. Vasallo Teacher I San Rafael NTS
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Session 3 <i>Annual Implementation Plan and ICT Action Plan</i>	Jonkelly T. Torrecampo Principal I Apugan ES
2:30 – 2:45	Afternoon Break	
2:45 – 3:45	Session 5 <i>Community Linkages and Partnership – Crafting MOA/MOU</i>	Bryan Amiel F. De Jesus Senior Education Program Specialist Social Mobilization and Networking
3:45 – 4:00	Evaluation/ Feedback/ Reflection	QATAME

DAY 2 – PC Repair and Maintenance

Time	Activity	In-charge
7:45-8:15	Opening Program	
8:15-10:00	Session 1 <i>PC Maintenance Checklist</i>	Liezl Armaine Amarille Teacher II Balagtas NAHS
10:00 – 10:20	Morning Tea	
10:20 – 12:00	Session 2 <i>PC Basic Troubleshooting</i>	Romano T. Lopez Jr Teacher III Balagtas NAHS
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Session 3 <i>PC Assembly</i>	Joanna Liza C. Carpio Master Teacher I Balagtas NAHS
2:30 – 2:45	Afternoon Break	
2:45 – 3:45	Session 5 <i>PC Software Installation</i>	Joanna Liza C. Carpio Master Teacher I Balagtas NAHS
3:45 – 4:00	Evaluation/ Feedback/ Reflection	QATAME





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TRAINING MATRIX - CAPACITY BUILDING ON PROTOCOLS AND PROCESSES FOR DCP MANAGEMENT, REPAIR AND MAINTENANCE

DAY 3 – Structured Cabling and Networking

Time	Activity	In-charge
7:15 – 8:15	Opening Program	
8:15 – 10:30	Session 1 <i>Structured Cabling</i>	Restituto B. Flores Teacher III F.C. Lipana NHS
10:30 – 10:45	Morning Tea	
10:45 – 12:00	Session 2 <i>Networking</i>	Restituto B. Flores Teacher III F.C. Lipana NHS
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Session 3 <i>Demonstration from Participants – Installation and Configuration of Computer Systems</i>	
2:30 – 2:45	Afternoon Break	
2:45 – 3:45	Session 5 <i>Demonstration from Participants – Structured Cabling and Networking</i>	
3:45 – 4:00	Closing Program	





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(Enclosure No.2 to Division Memorandum No. _____, s. 2022)
LIST OF TECHNICAL WORKING GROUP AND SPEAKERS - CAPACITY BUILDING ON PROTOCOLS AND
PROCESSES FOR DCP MANAGEMENT, REPAIR AND MAINTENANCE

No.	School/Unit	Full Name	Designation
1	SGOD – Social Mobilization and Networking	Bryan Amiel F. De Jesus	Senior Education Program Specialist
2	SGOD – Human Resource Development	Marilene G. Ramos	Senior Education Program Specialist
3	SGOD – Human Resource Development	Ma. Bella S. Fajardo	Education Program Specialist II
4	SGOD – School Management Monitoring and Evaluation	Ma. Lourdes J. Patag	Senior Education Program Specialist
5	SGOD – School Management Monitoring and Evaluation	Cecille E. Cruz	Education Program Specialist II
6	OSDS – Information and Communications Technology	Richard C. Biglete	Information Technology Officer I
7	Apugan Elementary School	Jonkelly T. Torrecampo	Principal I
8	Balagtas National Agricultural High School	Liezel Armaine Amarille	Teacher II
9	Balagtas National Agricultural High School	Romano T. Lopez Jr.	Teacher III
10	Balagtas National Agricultural High School	Joanna Liza C. Carpio	Master Teacher I
11	Balagtas National Agricultural High School	Keith Richard R. Hernandez	Head Teacher III
12	Felizardo C. Lipana National High School	Restituto B. Flores	Teacher III
13	San Rafael National Trade School	Jose C. Vasallo	Teacher I
14	Jose J. Mariano Memorial High School	Lemuel Edsel G. Cruz	Teacher I
15	Calasag Elementary School	Cristina R. Aquino	Teacher III
16	Lapnit Elementary School	Rizza P. Saranilla	Teacher III





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(Enclosure No.3 to Division Memorandum No. _____, s. 2022)

LIST OF PARTICIPANTS - CAPACITY BUILDING ON PROTOCOLS AND PROCESSES FOR DCP MANAGEMENT, REPAIR AND MAINTENANCE

No.	Full Name	School	District
1	LOPE ADRIAN C. ACAPULCO	SAN JOSE ES	CALUMPIT NORTH
2	DANIEL C. MAMANGUN	F. MENDOZA MEMORIAL ES	CALUMPIT NORTH
3	JOHN JOEY C. DE CASTRO	SAN JOSE ES	CALUMPIT NORTH
4	JACQUELINE A. DIONISIO	STA. LUCIA HIGH SCHOOL	CALUMPIT
5	JULIE ANN D. QUIZON	CALUMPIT NHS	CALUMPIT
6	ALEJANDRO FERNANDO III	PAITAN ES	BALIUAG NORTH
7	FLORITA S. DELA CRUZ	BALIWAG NORTH CS	BALIUAG NORTH
8	VINCENT ALLEN R. RAMOS	DR. G. DELA MERCED MS	BALIUAG NORTH
9	JETTEL A. MANANGHAYA	VIRGEN DELAS FLORES HS	BALIUAG
10	MARY ANN PASCUAL	STO. NINO HIGH SCHOOL	BALIUAG
11	ARLEEN M. PORRAS, PHD	MALIPAMPANG ES	SAN ILDEFONSO SOUTH
12	NOVEMARK CARLO DR. BUSOG	PASONG BANGKAL ES	SAN ILDEFONSO SOUTH
13	ANABEL INOVERO	MATIMBUBONG ES	SAN ILDEFONSO SOUTH
14	MON CARLOU M. MANGUBAT	AKLE HS	SAN ILDEFONSO
15	JOSHUA P. REYES	MALIPAMPANG ES	SAN ILDEFONSO SOUTH
16	JOERLIN J. DE GUZMAN	BAGBAGUIN ES	STA. MARIA EAST
17	JAY F. SANTIAGO	SAN VICENTE ES	STA. MARIA EAST
18	NIMFA E. MADRIAGA	MAHABANG PARANG ES	STA. MARIA EAST
19	JONATHAN D. FABIAN	STA. MARIA NHS	STA. MARIA
20	ANALYN DS. RAMOS	BUENAVISTA ES	STA. MARIA EAST
21	JUN R. ACUÑA	EUGENIO G. SY TAMCO ES	HAGONOY EAST
22	JAYSON S. CALONZO	HAGONOY EAST CS	HAGONOY EAST
23	ELAINE GLADYS V. MAGALING	HANGGA ES	HAGONOY EAST
24	NIEL CHRISTIAN R. ANGULO	SAN PEDRO NHS	HAGONOY
25	SOLLY ROSE R. SAGUINSIN	RAMONA S. TRILLANA HS	HAGONOY
26	JOCYLYN DC. MANZANO	LONGOS ES	BALAGTAS
27	REA LYN F. BORJA	M.C. RIVERA ES	BALAGTAS
28	APRIL E. CORONEL	LONGOS ES	BALAGTAS
29	MARCOS E. RAMOS	BALAGTAS NAHS	BALAGTAS
30	ROCHELLE D. BARCELO	FRANCISCO BALAGTAS MS	BALAGTAS
31	HILDA S. CASTRO	MATAAS NA PARANG ES	SAN ILDEFONSO NORTH
32	RIZZA P. SARANILLA	LAPNIT ES	SAN ILDEFONSO NORTH
33	JURIS JOY F. BANDAYREL	SAN ILDEFONSO ES	SAN ILDEFONSO NORTH
34	GLORIA Z. PUMARADA	SAN ILDEFONSO HS	SAN ILDEFONSO
35	CRISTINA R. AQUINO	CALASAG ES	SAN ILDEFONSO NORTH
36	JONKELLY T. TORRECAMPO	APUGAN ES	NORZAGARAY EAST
37	NOWELL S. TORRES	TIMOTEO POLICARPIO MES	NORZAGARAY EAST
38	GEOFREY M. GRANADA	APUGAN ES	NORZAGARAY EAST
39	JORGE C. MANUEL JR.	MINUYAN NHS	NORZAGARAY
40	MARY ANNE C. FRIAS	SAN MATEO ES	NORZAGARAY EAST
41	ERIC DS. VICTORIA	TAMBUBONG ES	SAN RAFAEL EAST
42	JOEY S. ANONAT	SAN RAFAEL CS	SAN RAFAEL EAST
43	EDRONWIN S. MANALASTAS	TAMBUBONG ES	SAN RAFAEL EAST
44	CHRISTIAN B. SANTOS	CARLOS F. GONZALES HS	SAN RAFAEL
45	TEODORICO M. DESIDERIO JR.	SALAPUNGAN NHS	SAN RAFAEL

