



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 12, 2021

DIVISION MEMORANDUM

No. 388, s. 2021

DIVISION WORKSHOP ON EVALUATION, VALIDATION/ ASSESSMENT OF SCHOOL READINESS/MONITORING OF DCP PACKAGES AND TRAINING OF DISTRICT ICT COORDINATORS ON MICROSOFT O365, GOOGLE, AND OTHER UPDATE

To: Assistant Schools Division Superintendent/PDC Chair
Unit/Section Heads
District Heads
Public Elementary and Secondary School Heads
Stand Alone Senior High School
District ICT Coordinators
All Others Concerned

1. Relative to the DepEd Computerization Program (DCP) Training and Webinars conducted by the Central and Regional Office, this Office, through the ICT Services/Unit, will conduct a **Division Workshop on Evaluation, Validation/ Assessment of School Readiness/Monitoring of DCP Packages and Training/Orientation of District ICT Coordinators on Microsoft O365, Google, and other Updates** on November 24-26, 2021 at a venue to be announced in a subsequent memorandum upon the approval of the local IATF.
2. This activity aims to evaluate, validate, and assess schools readiness/monitoring of DCP packages and to have enhanced working technical knowledge on DepEd's DCP policy guidelines, Microsoft and Google, and updates on certain related concerns, i.e., legal matters, property accountability, recording, and reporting of DCP assets and other related enhancements.
3. The participants of this activity are the **Forty-Six (46) District ICT Coordinators** and **Two (2) School ICT Coordinators of Stand Alone Senior High Schools**.
4. Attached are the number of participants, program management team, activity matrix, and sample confirmation letter of the participants. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/NorternSamarDCP2021> to ensure the safety of everyone on or before November 21, 2021.



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5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed COVID19 case before the conduct of the activity shall inform the management for proper coordination and appropriate action.
6. All expenses relative to the conduct of this activity shall be charged to the DCP Support Fund while traveling expenses of participants shall be charged to their local MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent



Enclosure to DM _____, s. 2021

NUMBER OF PARTICIPANTS

District ICT Coordinators	46
Stand Alone Senior High School ICT Coordinators	2
Program Management Team	15
TOTAL	63

PROGRAM MANAGEMENT TEAM

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Raul D. Agban	Activity Manager
Dr. Crista Joy Abogadie-Torbila, CESE	Co-Activity Manager
Rolando P. Lucenecio	Onsite Manager
Merlita B. Fajardo	QAME Manager
Felix J. Ladeño, DALL	HRD
Peter R. Bobiles	Resource Persons
Atty Risty Adarayan	
Michelle D. Caguimbal	
Gary H. Ballon	
Jim Albert Lagado	
Mark Gil Abayon	
Frincess Joy Dolorzo	
Alimar A. Surio	
Nurse	
Raul Efipanio P. Figueroa Jr.	ICT Staff
Francis Rico E. Tobes	
Raul P. Figueroa Jr.	
Fidel E. Figueroa III	
Maria Gloria F. Logarta	