



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII

Caraga Administrative Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

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October 11, 2019

DIVISION MEMORANDUM

No. 325 s. 2019

DEPED COMPUTERIZATION PROGRAM (DCP) ORIENTATION
CUM ICT CAPACITY BUILDING FOR SCHOOL
AND DISTRICT ICT COORDINATORS

To: Chiefs, SGOD & CID
SMME Section
Medical Section
School Heads
School/District ICT Coordinators



1. Pursuant to DepEd Order No. 78, s. 2010 entitled Guidelines on the Implementation of the DepEd Computerization Program (DCP) and with the legal mandate of promoting the right of all citizens to take appropriate steps in making education accessible to all, the Department of Education (DepEd) is geared towards the transformation of education through the DepEd Computerization Program (DCP).
2. Thus, DepEd ICT Services shall respond to the computer backlog of public schools by conducting a **3-Day Deped Computerization Program (DCP) Orientation Cum ICT Capacity Building** to be participated by **School and District ICT Coordinators on November 13 to 15, 2019 (venue to be announced)**.
3. All school and district ICT Coordinators will be provided training on hardware and software basic ICT skills to capacitate them and reorient them on the DCP pre and post-delivery/deployment, proper maintenance and ICT equipment usage.
4. The key contents of this program are as follows:
 - DCP Orientation on Pre and Post Deployment
 - Roles, responsibilities and benefits on designation as ICT school coordinator
 - Division Website, Workplace by Facebook and DepEd Email Utilization
 - Issuance of Microsoft o365 to all DepEd personnel with MS Office Basic Literacy
 - Training-workshop on Graphic Designing, Video Editing and Network Cabling
5. In order to ensure the efficient execution and overall sustainability of this activity, designated **District ICT Coordinators** duly signed by School Head, PSDS, Division ITO and Schools Division Superintendent **are requested to fill-in the list of School ICT Coordinators on their district on this link bit.ly/sc2019ictcoordinators on or before October 16, 2019.**
6. **Monitoring & Evaluation** during the conduct of the said program shall be done using google form to be announced by the **Division M & E Team** and be accomplished by all the participants.
7. **One representative from Medical Section** shall be present to provide medical assistance to participants having health issue/s.
8. Participants are highly requested to bring with them **laptop, portable internet WiFi device (if available) & extension wire.**
9. **No Registration Fee shall be collected.** Snacks and meal will be served throughout the duration of the activity.
10. Traveling Expenses will be charged to the school MOOE subject to the usual accounting and auditing procedures.

FLORENCE E. ALMADEN, CESE
OIC-Schools Division Superintendent

To be included in the Perpetual Index under the following subjects:

ICT DCP Capacity Building ICT Coordinators Workplace Website DepEd Email MS O365

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We serve with GOD... (Goodness, Openness and Dignity)