




Republic of the Philippines
Department of Education
Negros Island region
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum Street, City of Kabankalan

Tel. No. (034) 471-2003
Fax No. (034) 471-2003
E-mail: kabankalan.city001@deped.gov.ph
Website: www.depedkabankalancity.com

DIVISION MEMORANDUM

No. 49, s. 2016

To: Public School District Supervisor
Elementary and Secondary School Heads

From:  **ANTHONY H. LIOBET, CESO VI**
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

Date: May 2, 2016

Subject: DIVISION ORIENTATION/BRIEFING OF RECIPIENT PUBLIC ELEMENTARY AND SECONDARY/INTEGRATED SCHOOLS UNDER THE DEPED COMPUTERIZATION PROGRAM (DCP) Batches 29, 30, 31, 32 and 33 Recipient Schools.

1. Please be informed that there will be a two-day Orientation of DCP Batch 29, 30, 31, 32 and 33 Project Recipient Schools on ^{May} 19-20, at School Division Conference Hall.
2. This orientation aims to ensure the readiness of recipient schools on the proper receipt and recording of the said IT equipment. It also aims to orient them on the utilization of the e-classroom package in the integration of ICT in the K to 12 Basic Education Curriculum.
3. The participants to this orientation are the school heads of recipient schools.
4. The expenses for the meals and orientation materials shall be charged against DCP funds while travelling and transportation expenses of participants may be charged against local/school funds subject to their availability and to the usual accounting and auditing rules and regulations.
5. Attached are Enclosure No. 1 (Orientation Matrix) and Enclosure No. 2 (List of DCP Batch 29, 30, 31, 32 and 33 e-classroom recipient schools).

School ID	School Name	Region	Division	District	Batch 29	Batch 30	Batch 31	Batch 32	Batch 33
117829	Badlangay ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117830	Balisong ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117832	Basak ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117833	Bugtong ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117834	Bula ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117835	Camingawan ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117836	Carol-an ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117837	Casipsipan ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117839	D.C.Gurrucharri MS	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117840	Esteban R. Abada MS (West)	Region VI	Kabankalan City	Kabankalan II	1	1	0	0	0
117841	Birno ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117842	Hinapunan Integrated School	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117843	Lorenzo Zayco ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117844	Mansumbil PS	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117846	NOAC ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117847	Oringao ES	Region VI	Kabankalan City	Kabankalan V	1	1	0	0	0
117848	Orong ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117849	Pitgong ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117850	Pres. Osmena ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117851	SONEDCO ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117852	Tagukon ES	Region VI	Kabankalan City	Kabankalan V	1	0	0	0	0
117853	Tan-awan ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117854	Amlan ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117855	Balagtingon ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117856	Camansi ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117857	Camugao ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117858	Esteban R. Abada Memorial School-East	Region VI	Kabankalan City	Kabankalan I	1	1	0	0	0
117859	Hilamohan ES	Region VI	Kabankalan City	Kabankalan I	1	0	0	0	0
117860	Inapoy ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0
117861	Kabanyohan ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117862	Linao ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0
117863	Magtongtong ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117864	Matama ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117867	Pinaguipinan ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0
117869	Tabugon ES	Region VI	Kabankalan City	Kabankalan IV	1	1	0	0	0
117870	Tagoc ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0
117871	Tampalon ES	Region VI	Kabankalan City	Kabankalan II	1	1	0	0	0
117872	Yanog ES	Region VI	Kabankalan City	Kabankalan II	1	0	0	0	0
117874	Bartayan ES	Region VI	Kabankalan City	Kabankalan IV	1	1	0	0	0
117875	Baras Duta'y ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0
117876	Biricuil ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0
117877	Calabashan ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0
117880	Daan Barua ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0
117881	Dacongcong ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0
117882	Dr. Pablo Torre PS	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0

117884	Jose G. Peraita MS	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0	0
117885	Locotan ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0	0
117886	Lowag ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0	0
117887	Magballo ES	Region VI	Kabankalan City	Kabankalan III	1	1	0	0	0	0
117889	Nursery PS	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0	0
117890	Pacao ES	Region VI	Kabankalan City	Kabankalan IV	1	0	0	0	0	0
117892	Salong ES	Region VI	Kabankalan City	Kabankalan III	1	1	0	0	0	0
117893	San Jose ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0	0
117894	Talibangi ES	Region VI	Kabankalan City	Kabankalan III	1	0	0	0	0	0
117895	Tapi ES	Region VI	Kabankalan City	Kabankalan III	1	1	0	0	0	0
302788	DAAN BANUA NHS	Region VI	Kabankalan City	Kabankalan III	0	0	0	0	0	1
302789	Kabankalan NHS	Region VI	Kabankalan City	Kabankalan II	0	0	0	0	0	1
302790	TAGUKON NHS	Region VI	Kabankalan City	Kabankalan V	0	0	0	0	0	1
302793	Florentino Galang Sr. NHS	Region VI	Kabankalan City	Kabankalan V	0	0	0	0	0	1
302801	Tapi NHS	Region VI	Kabankalan City	Kabankalan IV	0	0	0	0	0	1
312101	TAN-AWAN NHS	Region VI	Kabankalan City	Kabankalan I	0	0	0	0	0	1
312102	Bantayan NHS - Baras Duitay Ext.	Region VI	Kabankalan City	Kabankalan IV	0	0	0	0	0	1



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Matrix on the Orientation of DCP (Batch 29, 30, and 33) Recipient Schools

Day 1 (May 19, 2016)		Day 2 (May 20, 2016)	
Time		Time	
8:00 – 8:30 AM	Registration/Opening Program	8:00 – 9:00 AM	Warranty Service
8:30 – 9:30 AM	Updates on DCP/DICP & Other ICT Concerns (Working Break)		<ul style="list-style-type: none"> - Service Reporting Procedures - Service Response Time - Case of Void warranty
	Archiebal A. Poyogao Information Technology Officer I		Archiebal A. Poyogao Information Technology Officer I
9:30 – 10:00 AM	Introduction Objectives of DCP Objectives of the Orientation	9:00 – 10:00 AM	Equipment Maintenance and Care Tips
	Archiebal A. Poyogao Information Technology Officer I		Alfred R. Otea Admin. AIDE VI Documents Required for Deliveries (Working Break)
			Archiebal A. Poyogao Information Technology Officer I
10:00 AM – 12:00 Noon	Program Component <ul style="list-style-type: none"> - Equipment for Secondary Schools - Equipment for Elementary Schools Pre-delivery <ul style="list-style-type: none"> - Sample of School Readiness Checklist Delivery Procedure	10:00 AM – 12:00 Noon	Frequently Ask Questions (FAQ) on Procedures on Acceptance, Inspection, and Recording of Deliveries
			Alfredo N. Nombre Jr. Administrative Officer IV Supply

	<ul style="list-style-type: none"> - Information - Actual Delivery - Unboxing <p style="text-align: center;">Archiebal A. Poyogao Information Technology Officer I</p>		
12:00 Noon – 1:00 PM	LUNCH		
1:00 – 2:00 PM	<p>Installation</p> <ul style="list-style-type: none"> - Step by step installation - E-Classroom Layout for Secondary - E-Classroom Layout for Elementary <p style="text-align: center;">Archiebal A. Poyogao Information Technology Officer I</p>	1:00 – 2:00 PM	Continuation of Frequently Ask Questions (FAQ)
2:00 – 4:00 PM	<p>Inspection</p> <ul style="list-style-type: none"> - Methods of Property Inspection - Inspection Committee - Inspection Procedures on Computer Packages <p style="text-align: center;">Archiebal A. Poyogao Information Technology Officer I</p> <ul style="list-style-type: none"> - How to check a computer's specifications <p style="text-align: center;">Alfred R. Otea Admin. AIDE VI</p> <p>Training</p> <p style="text-align: center;">Archiebal A. Poyogao Information Technology Officer I</p>	2:00 – 3:00 PM	<p style="text-align: center;">Archiebal A. Poyogao Information Technology Officer I</p> <p>Monitoring and Evaluation of DCP Basic requirement on selecting recipient school</p> <p style="text-align: center;">Elvie R. Verde EPS - TLE</p>

4:00 – 5:00 PM	Acceptance - Methods Alfredo N. Nombre Jr. Administrative Officer IV Supply	3:00 – 4:30 PM	ICT Skills Development Archiebal A. Poyogao Information Technology Officer I Clearing House *Issues and concerns, Re: a. Delivery b. Acceptance c. Recording d. Installation e. Training f. Utilization
4:30 – 5:00 PM	Closing Program		

Prepared by:

APPROVED:


Archiebal A. Poyogao
Information Technology Officer I

Anthony H. Liobet, CESO VI
Schools Division Superintendent