DIVISION MEMORANDUM

No. _53_ s. 2018

TO	:	**Division IT Officer**
		Division ICT Technical Team of 3rd Congressional District
		3rd Congressional District ICT Officers
		All Other Concerned
FROM	:	**ARNULFO M. BALANE, CESO V**
		Schools Division Superintendent
SUBJECT	:	**FINALIZATION CONFERENCE: 3rd Congressional District**
DATE	:	**February 7, 2018**

Please be informed that the ICT Officers and Technical Team of Third Congressional District will be having a Finalization Conference on **February 13, 2018** at **SDO Bleachers**, San Jose, Pili, Camarines Sur from 8:00 A.M. to 5:00 P.M.

The following agenda are as follows:
1. DCP Enhancement Training for 2018
2. Project CAMSUR
3. LRDTS Orientation
4. Committees
5. Others

Participants to this meeting are the Third Congressional District ICT Officers and Technical Team.

Travel, foods and other incidental expenses of the participants shall be charged against Local Fund / School MOOE subject to the usual accounting rules and regulations.

Please be guided accordingly.

For strict compliance and dissemination.

PROJECT PROPOSAL

Program Title : **4-DAY DIVISION MOBILE DCP TRAINING-WORKSHOP**
3RD Congressional District

Proponents : **EUGENE ABRAGAN**
Teacher I/ Division ICT Technical Team Leader
Sagorong National High School

JAY-IM G. ROSERO
SHS-TEACHER II/ Division ICT Technical Team
Ocampo National High School

AMORSOLO C. QUIÑONES JR.
Teacher I/Division ICT Technical Team
Camaligan National High School

NOLI L. TALANGAN
Teacher I/Division ICT Technical Team
Binanuanan National High School

Management Level
of Program : **3rd Congressional District of Camarines Sur**

Delivery Mode : **TRAINING-WORKSHOP**

Direct Beneficiaries : **Secondary and Elementary ICT Coordinators**

I. COMPETENCY GAP

In line with the DepEd Order No. 78 s. 2010 which estates the Guidelines on the Implementation of the DEPED Computerization Program (DCP) and with its legal mandate of promoting the right of all citizens to take appropriate steps in making education accessible to all, the Department of Education is geared towards the transformation of education through DCP.

DCP aims to provide public schools with the appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st Century.

After 7 years since it was implemented in 2010 thousands of Public Elementary and Secondary Schools have been provided with the DCP Packages or E-Classroom including Region V and the Division of Camarines Sur.

To ensure the Proper utilization of this DCP Packages, key teachers from selected Public Elementary and Secondary schools in the Division had participated various trainings for the ICT Coordinators and teachers from National to the Division level.

As part of their return of investment, the wishes to conduct the training for Public Elementary and Secondary ICT Coordinators for the 3rd Congressional District of Camarines Sur.

For their efforts, all key teachers, facilitators, trainers and speakers who are directly involved in the said training will be granted *service credits* for their meritorious service

II. COMPETENCIES:

1. To conduct Four Days Division Mobile DCP Training-Workshop for Public Secondary and Elementary ICT Coordinators.
2. Equipped teacher's designated as Computer Laboratory In-Charge/ICT Coordinators in the utilization and maintenance of the DCP Packages
3. Help the teachers to maximize computer Laboratory and the technology in the conduct of their daily lessons.
4. Provide meaningful, relevant and technology based instruction for the students.

OUTPUTS:

Specific Objective	Content	Suggested Activity	Duration	Expected Output
Formal face-to-Face (F3) Component				
Knowledge	Conduct orientation, lecture on – 1. Quipper School and Facilitate Learning Style that can be used as teaching tool. 2. Updates in LRMDS and other government portals. 3. Warranty claim process of the DCP Package.	Lecture-discussion Pair-group Group	1day	100% mastery of the orientation/ discussion
Skills/Innovations	1. Create on-line forms using google apps and Computer based quiz. 2. Familiarize and avail the warranty process of the DCP Package. 3. Register in LRMDS portal.	Hands-on Individual	1 day	100% efficiency and mastery
Attitudes	✓ Interest to Learn ✓ Patience ✓ Diligence in the conduct of the activities ✓ Efficiency and mastery of the skills	Mentoring Monitoring Tutorial Training Workshop		100% compliance
Job-Embedded Learning (JEL) Component				
Knowledge	Understanding the procedures on – 1. Basic Computer Troubleshooting and Cabling. 2. Networking and Router Configuration. 3. DCP Repair and Maintenance.	Lecture-discussion Pair-group Group	1day	100% mastery of the concept
Skills	1. Troubleshoot and Diagnose problems encountered in the DCP Package. 2. Create network cable. 3. Conduct Repair and Maintenance of the DCP Package. 4. Conduct networking and router configuration..	Hands-on Individual	1 day	100% efficiency and mastery

III. ACTIVITY SCHEDULE:

Target	Activity	Person Responsible
January 18, 2018	Planning	Proponents
January 26, 2018	Preparation and Finalization of Project Proposal	Proponents
January 26, 2018	Finalization meeting, Election of 3rd Congressional District ICT Officers, Orientation for the training.	Division IT Officer Proponents Elementary District Coordinators Secondary ICT Coordinators
January 29, 2018	Submission of Training Proposal for Approval of SDS	Division IT Officer EPS/ICT In-Charge Proponents
January 30, 2018	Preparation of communication, attendance program/ certificates/appearance and training materials	Proponents Key Teachers Committees

The training will be hold on the following dates and venue.

Venue/School	Participants	Date
Calabanga National High School	120	February 17, 2018
Camaligan National High School	150	February 18, 2018
Ocampo National High School	100	February 19, 2018
Pili National High school	120	February 20, 2018

TRAINING PROPER Attached with this proposal is the Training Activity Matrix.

EXPECTED PARTICIPANTS

Municipality	Elementary ICT Coordinators	Secondary ICT Coordinators
Bombon	7	2
Calabanga E	20	10
Calabanga W	17	
Camaligan	6	2
Canaman	18	4
Magarao	7	3
Ocampo	20	5
Pili 1	18	14
Pili 2	15	
Total	128	40

IV. RESOURCES
a. DCP Fund
b. School MOOE
c. Solicitation from Stakeholders

The training will need an estimated amount of Forty five thousand seven hundred pesos (₱ 45,700.00) for its implementation with the following breakdown:

Communication Letters/Program/Certificates/ Appearance/Attendance/	₱3,500.00
ID & Plastic Holder (Participants/Facilitators)	1,500.00
Sound System	6,000.00

• Training Kit (Notebook & Ballpen) 20x341	7,350.00
• RJ 45 (2000 pcs)	3,000.00
• UTP Cable (4 boxes)	4,000.00
Utility Expense	1,500.00
Water & Electric Bill Share	2,000.00
Foods (Key Teachers/Facilitators/Spekaers/Guest	10,000.00
Miscellaneous Expense/Contingency	4,800.00
TOTAL	**45, 700.00**

Note: If DCP Fund will not be approved Travel expense of the participants and facilitators will be chargeable to School MOOE/Local Fund and a Registration Fee of **P250.00** will be charged to each participants to defray operational expenses.

IV. MONITORING AND EVALUATION

1. **Monitoring**
   - Attendance, participation and accomplishment of the trainee will be monitored by the organizer of the activity.
   - On-line Training Evaluation using google forms at the end of every morning and afternoon session.
   - The PSDS, EPS and Division IT Officer monitor the training as well as the trainees and will be constant, provided with the updates in the conduct of the said training.

2. **Evaluation**

   At the end of the training, it is deemed important to submit the following:
   - Approved Terminal Report per Committee with documentation
   - Registration Form/Daily Attendance Sheet
   - Conclusion and Recommendation of the Training Evaluation Form.

APPROVAL SHEET

This Program Design has been prepared by the Proponents on January 15, 2018.

EUGENE ABRAGAN
Teacher I
Division ICT Technical Team Leader

JAY-IM G. ROSERO
SHS-Teacher II
Division ICT Technical Team

AMORSOLO C. QUIÑONES JR.
Teacher I
Division ICT Technical Team

NOLI L.TALANGAN
Teacher I
Division ICT Technical Team

Conferred with:

FELIPE A. NEBREA
Division IT Officer I

IMELDA NARDO
EPS/ICT In-Charge

Recommending Approval:

SUSAN S. COLLANO, Ph.D.
Assistant Schools Division Superintendent

Approved:

ARNULFO M. BALANE, CESO V
Schools Division Superintendent