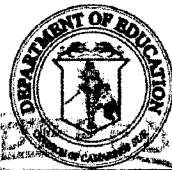




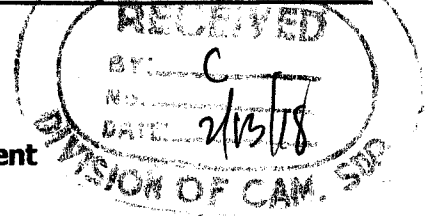
Department of Education  
Region V

**DIVISION OF CAMARINES SUR**  
*Freedom Sports Complex, San Jose, Pili, Camarines Sur*



**DIVISION MEMORANDUM**

No. 00 s. 2018



TO : **Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Division IT Officer  
EPS in-charge of ICT  
Officers of the Division ICT Organization  
Division DCP Technical Team  
Secondary & Elementary School Head  
Junior and Senior High School ICT Coordinators  
Elementary School and District ICT Coordinators  
Elementary and Secondary School Computer Laboratory  
In-Charge  
All Other Concerned**

FROM : **ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

SUBJECT : **3-DAY DIVISION MOBILE DCP TRAINING-WORKSHOP**

DATE : **February 5, 2018**

1. A **3-Day Division Mobile DCP Training-Workshop** at **Camaligan National High School, Camaligan, Camarines Sur** on **February 15-18, 2018** will be conducted by the Division ICT Technical Team which aims to:
  - Equip the designated ICT Coordinators / Computer Laboratory In-Charge the necessary knowledge and skills in the utilization and maintenance of the DCP Packages.
  - Help the teachers to maximize computer laboratory and the technology in the conduct of their daily lessons.
  - Provide meaningful, relevant and technology based instruction for their students.
2. Participants to this training-workshop are the Third Congressional Junior High School, Senior High School, District and Elementary ICT Coordinators. They are expected to arrive in the venue at exactly 7:00 am.
3. The trainers and organizers are expected to report at the venue a day before the actual event. (see Enclosure #1)
4. Participants are advise to bring the following: Laptop, Pocket WiFi, Extension Wire, DCP Status report with attachments.
5. A registration fee of two hundred fifty pesos (Php 250.00) will be charged to each participant to defray operational expenses such as training materials, and tools, handouts, etc. Travel, Food and other incidental expenses of the participants, resource speakers, facilitators and other persons involved shall be charged against Local Fund / School

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ONE Camarines Sur Division  
ONE Goal: Quality Education

MOOE subject to the usual accounting rules and regulations. Pre-registration will be done by municipality, the District ICT Coordinators shall remit to Representatives assigned in the area on or before February 15, 2018.

- a. Calabanga - Hilario Olayon
- b. Bombon - Anabel Carino
- c. Magarao - David Shea
- d. Canaman - Irma Medina
- e. Camaligan - Jay Reyes
- f. Pili - Jennifer Caluza
- g. Ocampo - Janice Bartilet

6. Considering that the training falls on a holiday, Saturday and Sunday, this office authorizes the granting of three (3) days service credit to all participants, resource speakers, facilitators and working committees and other persons involved pursuant to paragraph d letter k of the DepEd Order no. 53, s. 2003 of the Department of Education dated June 24, 2003.

7. Please disregard the venues stated in the attached **Draft Project Proposal** on posted Division Memo no. 53 s. 2018. **Camaligan National High School will be the FINAL venue for 3<sup>rd</sup> Congressional DCP training-workshop.**

Please be guided accordingly.

**Division ICT Technical Team**

<b>Congressional District</b>	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Municipality</b>
First Congressional District	<i>Robert Paul Casiano</i>	<i>Teacher I</i>	<i>Cabninitan ES</i>	<i>Ragay</i>
	<i>Junrey Sta Mina</i>	<i>Teacher I</i>	<i>Del Gallego NSH,</i>	<i>Del Gallego</i>
	<i>Gabrielle Fiores</i>	<i>Teacher I</i>	<i>Villazar NHS</i>	<i>Sipocot</i>
	<i>Froy Flores</i>	<i>Teacher I</i>	<i>GRS NHS</i>	<i>Ragay</i>
	<i>Alma Abainza</i>	<i>Teacher I</i>	<i>Sisa Feliciano MHS</i>	<i>Ragay</i>
Second Congressional District	<i>Elmer C. Trinidad</i>	<i>Teacher III</i>	<i>Milaor NHS</i>	<i>Milaor</i>
	<i>Ma. Helen M. Tangente</i>	<i>Head Teacher I</i>	<i>Mambyawas HS</i>	<i>Libmanan</i>
	<i>Rowena L. Prado</i>	<i>Teacher I</i>	<i>Carmel NHS</i>	<i>Libmanan</i>
	<i>Marian P. Abuel</i>	<i>Teacher I</i>	<i>Mambulo Nuevo HS</i>	<i>Libmanan</i>
	<i>Marjorie Irene B. Dela Rosa</i>	<i>Teacher I</i>	<i>Juan F. Triviño MHS</i>	<i>Pasacao</i>
	<i>Jason N. Colambo</i>	<i>Teacher I</i>	<i>Pamukid NHS</i>	<i>San Fernando</i>
	<i>Sherwin G. Abelado</i>	<i>Teacher I</i>	<i>Gainza NHS</i>	<i>Gainza</i>
Third Congressional District	<i>Eugene T. Abragan</i>	<i>SHS Teacher</i>	<i>Sagurong HS</i>	<i>Pili</i>
	<i>Amorsolo Quinones</i>	<i>Teacher III</i>	<i>Camaligan NHS</i>	<i>Camaligan</i>
	<i>Jay-Im Rosero</i>	<i>SHS Teacher I</i>	<i>Ocampo NHS</i>	<i>Ocampo</i>
	<i>Noli L. Talangan</i>	<i>Teacher</i>	<i>Binobong NHS</i>	<i>Pili</i>
Fourth Congressional District	<i>Rene Pasiona</i>	<i>School Head</i>	<i>Oring NHS</i>	<i>Caramoan</i>
	<i>Jaime Kuan</i>	<i>Teacher III</i>	<i>San Rafael NHS</i>	<i>Tigaon</i>
	<i>Generoso Buenagua</i>	<i>Teacher</i>	<i>Pinaglabanan HS</i>	<i>Goa</i>
	<i>Alicia Chavez</i>	<i>Teacher III</i>	<i>La Salvacion NHS</i>	<i>Tigaon</i>
Fifth Congressional District	<i>John Paulo C. Chavez</i>	<i>Teacher I</i>	<i>Tapayas NHS</i>	<i>Baiatan</i>
	<i>Jane S. Celetaria</i>	<i>SHS Teacher III</i>	<i>Inoyonan NHS</i>	<i>Bula</i>
	<i>Vhie M. Peñones</i>	<i>Teacher</i>	<i>Baao NHS</i>	<i>Baao</i>
	<i>Francis S. Nacion</i>	<i>Teacher I</i>	<i>Sta Justina HS</i>	<i>Buhi</i>
	<i>Rainier Doctoiero</i>	<i>Teacher</i>	<i>Payak HS</i>	<i>Baiatan</i>
	<i>Judylyn S. Moreno</i>	<i>Teacher</i>	<i>Nabua NHS</i>	<i>Nabua</i>
SDO Cam. Sur	<i>Felipe A. Nebrea</i>	<i>IT Officer</i>	<i>SDO Cam. Sur</i>	<i>Pili</i>
	<i>Ricardo C. Perez</i>	<i>IT Staff</i>	<i>SDO Cam. Sur</i>	<i>Pili</i>

**ICT Officers of the Second Congressional District**

<b>Position</b>	<b>Name</b>	<b>School</b>	<b>Municipality</b>
President	<i>Ernesto B. Jarapa Jr.</i>	<i>Calabanga NSHS</i>	<i>Calabanga</i>
Vice President	<i>Deifa Cuervo</i>	<i>Ocampo Central School</i>	<i>Ocampo</i>
Secretary	<i>Juvy R. Parato</i>		<i>Calabanga</i>
Treasurer	<i>Christine Infante</i>	<i>Pag-asa ES</i>	
Auditor	<i>Richell Moran</i>	<i>New Moriones ES</i>	<i>Ocampo</i>
<b>Representatives</b>	<i>Hilario Olayon</i>		<i>Calabanga</i>
	<i>Anabel Carino</i>		<i>Bombon</i>
	<i>Dave Shea</i>		<i>Magarao</i>
	<i>Irma Medina</i>		<i>Canaman</i>
	<i>Jay Reyes</i>		<i>Camaligan</i>
	<i>Jennifer Caluza</i>	<i>Quirico Borja Sr Memo. ES</i>	<i>Pili</i>
	<i>Janice Bartilet</i>	<i>Cabariwan ES</i>	<i>Ocampo</i>

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ONE Camarines Sur Division  
ONE Goal: Quality Education

**Commitees**

**Ways and Means**

*Cherrylyn Buenavente- Del Rosario Es- Ocampo District*  
*Bernard Tarosanan*

**Public Relations and Pulications**

*Jonel Botor*  
*Jomar Legaspi*

**Education and Training**

*Naya De Castro*  
*James Earn Esperida*

**Programs and Projects**

*Jeralyn Pida - Gatbo ES Ocampo District*  
*Ronalyn Prevosa*

### **3-DAY DIVISION MOBILE DCP TRAINING-WORKSHOP**

Camaligan National High School

February 16 – 18, 2018

#### **WORKING COMMITTEES:**

**Registration:** *Christine Infante*  
*Ernesto Jarapa*  
*Maribel Quinones*

**Programme:** *Eugene T. Abragan*

**Certificates (Facilitators & Participants):**  
*Eugene T. Abragan*

**Technical & Sounds:**  
*Amorsolo Quinones*

**Tarpaulin design:**  
*Jonel Botor*  
*Jomar Legaspi*

**Emcee:**  
*Jennifer Caluza*

**Foods:** *Amorsolo Quinones*

**Hall Preparation/Restoration:**  
*David Shea / Jay Reyes / Hilario Olayon*

**Documentation:** *Ernesto Jarapa/Cherrylyn Buenavente/James Earn Esperida*

**Token:** David Shea & Ways and Means Committee/ Naya De Castro

**Communications (Letters & Memos):**  
*Eugene Abragan / Public Relations and Communication Committee*

**Training kits:** *Ronalyn Prevosa / Annabel Carino/ Irma Medina*

**3-Day Division Mobile DCP Training Workshop**  
**ACTIVITY MATRIX**  
**February 16, 17 & 18, 2018**

TIME					Day 2							
	Class A	Class B	Class C	Class D	Class A	Class B	Class C	Class D	Class A	Class B	Class C	Class D
7:00-8:00	Registration				Checking of Attendance				Checking of Attendance			
8:00-8:30					DCP Troubleshooting	DCP Repair & Maintenance	DCP Troubleshooting	DCP Repair & Maintenance	OHS & Housekeeping	Photoshop	Basic Computer Configuration	Causes of Computer Systems Failure
8:30-9:30	Opening Program & Induction								Photoshop	Photoshop	Photoshop	Basic Computer Configuration
9:30-10:00	HEALTHY BREAK				HEALTHY BREAK				HEALTHY BREAK			
10:00-11:00	Opening Program				DCP Troubleshooting	DCP Repair & Maintenance	DCP Troubleshooting	DCP Repair & Maintenance	Causes of Computer Systems Failure	Basic Computer Configuration	Photoshop	LRMDS
11:00-12:00	Preparation for the Training Proper								Basic Computer Configuration	LRMDS	Photoshop	OHS & Housekeeping
12:00-1:00	LUNCH BREAK				LUNCH BREAK				LUNCH BREAK			
1:00-2:00	Computer Networking	Causes of Computer Systems Failure	OHS & Housekeeping	Photoshop		Integrating ICT in Teaching and Learning	Warranty Process		FORUM			
2:00-3:00	Photoshop	OHS & Housekeeping	Computer Networking	Photoshop	Integrating ICT in Teaching and Learning	Warranty Process		Warranty Process	EVALUATION			
3:00-3:30	HEALTHY BREAK				HEALTHY BREAK				HEALTHY BREAK			
3:30-4:30	Photoshop	Computer Networking	Causes of Computer Systems Failure	Computer Networking	Warranty Process		Integrating ICT in Teaching and Learning	Integrating ICT in Teaching and Learning	Closing Program			
4:30-5:00	Focus Group Discussion				Focus Group Discussion							

TOPICS	Resource Speaker	TOPICS	Resource Speaker	TOPICS	Resource Speaker
Computer Networking	Bienvenido Enciso Jr./Jay-im Rosero	DCP Troubleshooting, Repair and Maintenance	Paul Roberto Casiano/Junrey Sta. Mina	Photoshop	Maryanne N. Beltran/Diana Luz S. Yu
Causes of Computer System Failure			Amorsolo Quifones/Eugene Abragan	Quipper	Edwin G. Sagaral/Sherwin Abelado
OHS & Housekeeping		Warranty Process	Jason N. Colambo/ Sherwin G. Abelado		
		Integrating ICT in Teaching & Learning	John Paulo C. Chavez/Jane S. Celetaria	Basic Computer Configuration	Francis Nacion
			Gabrielle Flores / Vhie Pefiones	LRMDS	Jess C. Gamora

**Class Managers**

A (LODI) Ernesto Jarapa/Annabel Carino  
 B (RETSAM) Delfa Cuervo / Juvy Parato

C (WERPA) Janice Bartilet / Rechill Moran  
 D (PETMALU) Jennifer Caluza / Jeralyn Pida