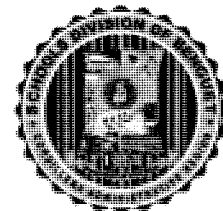




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



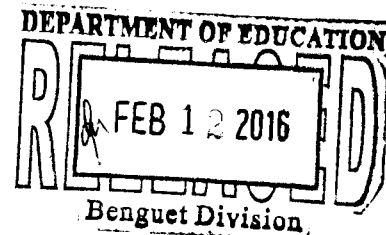
Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

SCHOOLS DIVISION MEMORANDUM

No. 28, s. 2016

Date: February 10, 2016

TO: All PSDSs
All District Coordinating Principals
School Heads of DCP batch 24 recipient
SDO Benguet



FROM: 
FEDERICO P. MARTIN, Ed.D., CESO VI
OIC – Schools Division Superintendent

SUBJECT: Cluster Training for the recipient schools of DepEd Computerization Program (DCP)
Batch 24

1. Pursuant to DepED Order No. 78, s. 2010, the RedDot Imaging Philippines Inc., which is the winning bidder to supply the equipment for DCP batches 24, 26, 27 & 28 will be conducting a live-out two-day cluster training for the recipient schools of DCP Batch 24 on February 17 to 18 and February 19 to 20, 2016 at the designated cluster venue.
2. Participants to the training should be composed of three (3) representative from the DCP batch 24 recipient schools namely:
 - a. School Head (TIC included)
 - b. School Property Custodian
 - c. School ICT Coordinator
3. In addition, participants are required to bring with them official-issued DepEd Identification cards or any official-issued School IDs. In the event of absence or non-attendance in the following scenarios emulated below, the said school will need to provide the necessary letters as prescribed herewith:

Scenario 1: In the absence of one (1) or any among the three (3) identified personnel above, a letter of explanation (excuse letter, promissory note, etc...) will be required from the personnel that is absent, indicating therein:

- a. the reason for being absent; and
- b. the nominated proxy that will be attending on his/her behalf.

This letter should be brought by the proxy to the Cluster Training session to be able to be accepted by the training team.

Scenario 2: If the School Head is the same person (one and the same) as the School Property Custodian/ICT Coordinator, a letter coming from the School head indicating that he/she is also the designated School Property Custodian/ICT Coordinator for that School. This letter should be presented to the venue upon registration.

Scenario 3: If the recipient School has only three personnel, it is strongly advised that only two (2) personnel will attend the Cluster Training and one (1) personnel should stay behind to oversee the smooth operation of the school. A letter coming from the School head indicating the reason as to why should be presented to the training team upon registration.

4. The Cluster Training will begin at exactly 8:00am of the first day and end at 5:00pm of the last day. Participants are not allowed to leave before the program ends
5. The venue for Cluster Training and other important details/information is as follows:

| Cluster | District/School | Venue | Date | Contact Person(s) |
|---------|---------------------------------------|--|--------------------|---|
| 1 | Atok and Bakun | Caguing Elementary School | Feb. 19 - 20, 2016 | Simon T. Backian (0920-276-9308) |
| 2 | Buguias | Mother's Inn Restaurant, Abatan, Buguias | Feb. 17 - 18, 2016 | Herminia M. Osting (0919-246-7955) |
| 3 | Itogon | Itogon Training Center | Feb. 17 - 18, 2016 | Melchor Tican & Rosita T. Dayag (0999-554-4041 & 0920-946-0793) |
| 4 | La, Trinidad, Bokod, Kabayan & Tublay | Adivay Hall, 3rd Floor, SDO Benguet | Feb. 19 - 20, 2016 | Eric S. Wanson (09296884433) |
| 5 | Kapangan & Kibungan | Lomon Elementary School | Feb. 19 - 20, 2016 | Harvey L. Banciong (0910-751-3247) |
| 6 | Mankayan | Guinaoang Elementary School | Feb. 17 - 18, 2016 | Cristeta E. Igueldo (0910-853-4545) |
| 7 | Tuba & Sablan | Taloy Sur Elementary School | Feb. 19 - 20, 2016 | William D. Abance & Leonardo S. Bayeng (0921-246-9545 & 0999-515-0653) |

6. Contact persons per cluster training should:
 - a. coordinate in the preparation of the Cluster Training necessities, such as food and snacks for participants, suitably-sized tables for the equipment to be set-up, and ample number of chairs for the training participants at the venue of the same;
 - b. help secure all the equipment to be used during the entire duration of the training per contract requirements of the said project; and
 - c. secure accommodation for three (3) to five (5) personnel of the Company representatives (RedDot training team) at the venue for practicality and convenience since the training duration will last for two (2) days.
7. Travel expense of participants shall be charged against their School MOOE subject to the usual accounting and auditing rules and regulation while the training materials and meal (*lunch only while snacks may be self-provided by the participants or charged to other fund sources*) will be provided by the DCP supplier/training team.
8. Queries or other questions regarding the aforesaid may be referred to Eric S. Wanson of the Division ICT Unit, SDO Benguet, DepEd CAR at (074) 422 6570 or +639296884433 or email us at sdobenguet.ict@gmail.com.