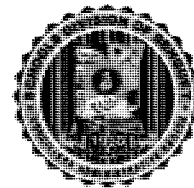




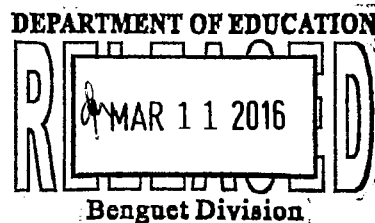
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BENGUET  
Wangal, La Trinidad, Benguet 2601



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 49 s. 2016



Date: **March 9, 2016**

TO: **All PSDSs  
All District Coordinating Principals  
School Heads of DCP batch 26 & 27 recipient  
Schools Division of Benguet**

FROM:   
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
Schools Division Superintendent *at*

SUBJECT: **Cluster Training for the recipient schools of DepEd Computerization Program (DCP) Batch 26 & Batch 27**

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 26 and one-day cluster training for DCP batch 27 on March 16-17, 2016 at the designated cluster venue.
2. The recipient schools for DCP batch 27 which are secondary school are only required to attend the first day of the cluster training while recipient schools for DCP batch 26 will complete the two-day training.
3. Identified participants to the training should be composed of three (3) representative from each DCP batch 26 & 27 recipient schools namely:
  - a. **School Head (TIC included)**
  - b. **School Property Custodian**
  - c. **School ICT Coordinator**
4. 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 of a participant, the following scenarios emulated below shall be strictly followed. The recipient 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.

5. 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
6. The venue for Cluster Training and other important details/information is as follows:

Cluster	District/School	Venue	Date	Contact Person(s)/Cluster Manager(s)
1	Buguias & Mankayan	Sinipsip Elementary School	March 16-17, 2016	Mr. Mencio G. Sapitan & Ms. Herminia M. Osting 0948-733-0678 & 09192467955
2	Itogon	Pacalso Elementary School	March 16-17, 2016	Mr. Martin E. Napeek Jr & Ms. Rosita T. Dayag 0998-393-8728 & 0920-946-0793
3	Bokod & Kabayan	Daklan Elementary School	March 16-17, 2016	Ms. Margarita B. Catao 0910-684-6322
4	Bakun & Atok	Calasipan Elementary School	March 16-17, 2016	Ms. Nancy E. Banas-e 0948-260-8735
5	Tublay, Kibungan & Kapangan	Tublay Municipal Hall	March 16-17, 2016	Ms. Erlinda C. Quinuan 0929-161-1618
6	Tuba & Sablan	Tuba Municipal Hal	March 16-17, 2016	Mr. William Abance 0921-246-9545
7	La Trinidad, Irisan NHS, Roxas, NHS, Fairview ES, BeNHS annex, Ampusongan NHS ext, Cadsí Amoy ES, Kayapa ES & Bekes ES	Benguet SPED Center	March 16-17, 2016	Mr. Eric S. Wanson 0929-688-4433

7. 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 (2) to four (4) 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.
8. 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 will be provided by the DCP supplier/training team. Snacks will provided charged against the Division DCP Fund subject to the usual accounting and auditing rules and regulation.
9. 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](mailto:sdobenguet.ict@gmail.com).