



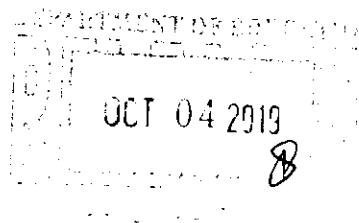
**Division Memo No. 291 S. 2019**

Name of Office:  
**OSDS-ICTU**

September 27, 2019

**CONDUCT of the DCP IMPLEMENTATION SUPPORT and DATA MANAGEMENT of INFORMATION SYSTEMS**


TO: Public Schools District Supervisors/District Heads  
 All Elementary & Secondary Schools Heads/TICs  
 All School ICT Coordinators & School Property Custodian  
 All Others Concerned



- Pursuant to DepEd Order No. 78, s. 2019 entitled Guidelines in the Implementation of the DepEd Computerization Project (DCP) issued last June 10, 2010, in this regard the ICTS-TID has allocated fund to orient all DCP recipient schools on the DCP process flow through the office of the ICTU-SDO Benguet which will be held at Brentwood Apartelle, Brentwood Village Brgy. Roxas, Baguio City.
- The target participants to this seminar-workshop are the members of the School Inspectorate committee which consist of the School Head, School Property Custodian and School ICT Coordinator.
- The objective of this seminar-workshop is to enlighten the members of the School Inspectorate Committee of their roles and responsibilities on the DCP process flow including the Data Management of National/Regional/Division crafted Information Systems.
- The seminar-workshop will also cover the issuance of the Designations for both the School Property Custodian and the District/School ICT Coordinator.
- The seminar-workshop will be conducted in clusters and the details per cluster is as follows:

Cluster	Participants	Dates	No. of days
1-4	School Head	Oct. 10-12	2/cluster
5-8	School Property Custodian	Oct. 23 - Nov. 15	3/cluster
9-12	School ICT Coordinator	Nov. 20 - Dec. 13	3/cluster

- It is highly advised that NO SUBSTITUTION/PROXY will be allowed to attend this event as their roles and responsibilities is crucial to the utilization of their DCP packages including the management of Information Systems.
- The participants are required to bring their own laptops (can use the DCP packages except the tablets), smartphones, extension cords, wireless internet connection. Also, each participant is advised to bring with them specific DCP receipts of the following school copy documents:
  - DCP Delivery Receipt (including older batches, School Property Custodian);
  - DCP Inspection and Acceptance Report (including older batches, School ICT Coordinator);
  - DCP Training Checklist (including older batches, School ICT Coordinator) and;
  - Property Transfer Receipt (if present, School Property Custodian)
- In addition, participants are obliged that they can access their DepEd email addresses otherwise they can refer to SDO Memo No. 30, s. 2018. Also, participants smartphones must be capable to be installed additional apps.
- Meals and snacks will be provided by the SDO charged against DCP implementation support fund while participants travel expenses and other incidental expenses shall be charged against their local funds subject to the usual audit and accounting rules.
- For inquires and/or other information regarding the aforesaid orientation may be referred to Mr. Eric S. Wanson of the ICT Unit-SDO Benguet, Wangal, La Trinidad, Benguet and can contacted at 074 422 6570 or through email at ictu.sdobenguet@gmail.com
- For information, guidance and dissemination.

  
**BENILDA M. DAYTACA, Ed.D. CESO VI**  
 Assistant Schools Division Superintendent  
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