



DepEd - Division of Catanduanes
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Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

13 May 2024

DIVISION MEMORANDUM
No. 260 s. 2024

**COORDINATION MEETING WITH THE DISTRICT ICT COORDINATORS AND
DIVISION DCP TECHNICAL TEAM(2ND QUARTER)**

**TO : Assistant Schools Division Superintendent
SDO Chiefs & SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads Concerned
District/School ICT Coordinators Concerned
DCP Technical Team Concerned
All others concerned**

1. Please be informed of the scheduled Coordination Meeting with the District ICT Coordinators and Division DCP Technical Team(2nd Quarter) on **May 24, 2024** at **Isla Grande, Sta. Elena, Virac, Catanduanes**.
2. The following topics will be discussed and will be reported by the District ICT Coordinators during the said meeting:
 - a. Status and Utilization of DCP packages in schools;
 - b. BEIS data validation (IT related only);
 - c. Status of MS 365 Accounts of School, Teaching & Non-Teaching Personnel; and
 - d. Other IT related matters.
3. Enclosed are the List of Participants(Enclosure 1) and the Program of Activities(Enclosure 2).
4. Meals and accommodation (2 snacks and 1 lunch) shall be charged to DCP Support Funds while the travel & other incidental expenses of the participants shall be charged to school funds/MOOE subject to the usual accounting & auditing rules and regulations.
4. For information, guidance and compliance.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

ICT Meeting/ ICTU
5-13-24/jbm



San Roque, Virac, Catanduanes
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Enclosure 1

LIST OF PARTICIPANTS				
No.	NAME	District/Zone	School/Office	Designation
1	JERICK MANLAGNIT	Virac	Virac	Team Leader for Zone 1(Virac, San Andres)
2	JEROME TINDUGAN	Virac	Virac	DCP Technical Team
3	EMIL T. ROJAS	Virac	San Andres	DCP Technical Team
4	ALVIN JOSEF SOLIVERE	San Andres	SAVS	DCP Technical Team
5	JEROME ALCANTARA	Gigmoto	Dororian NHS	Team Leader for Zone 2(Baras, Bato, Gigmoto, San Miguel)
6	CATHERINE DE LEON	San Miguel	San Miguel RDHS	DCP Technical Team
7	LEO TUPLANO JR.	Baras	Baras RDHS	DCP Technical Team
8	RENE ROMERO	Bato	Bato RDHS	DCP Technical Team
9	MARK LESTER PADILLA	Bato	Cabugao IS	DCP Technical Team
10	RALPH DOLORES	Viga	San Jose NHS	Team Leader for Zone 3(Bagamanoc, Viga, Panganiban)
11	JAYSON MOLINA	Bagamanoc	Bagamanoc RDHS	DCP Technical Team
12	JERSON J. PASUENGOS	Panganiban	Panganiban NHS-CAI	DCP Technical Team
13	RENE SAMAR	Viga	Viga RDHS	DCP Technical Team
14	IAN ICARANOM	Caramoran	Caramoran SF	Team Leader for Zone 4(Pandan, Caramoran)
15	VICENTE COMIDA	Pandan	Pandan CES	DCP Technical Team
16	LEONORA VILLAMARTIN	Bagamanoc North	San Vicente ES	District ICT Coordinator
17	RICHELLE BRAGAIS	Bagamanoc South	Bagamanoc CES	District ICT Coordinator
18	RHEA TATING	Baras North	San Miguel ES	District ICT Coordinator
19	LIEZL VARGAS	Baras South	Moning ES	District ICT Coordinator
20	PAUL XAVIER TEJERERO	Bato East	Bato Central ES	District ICT Coordinator
21	MARY GRACE TAYAM	Bato West	Marinawa ES	District ICT Coordinator
22	SHYNE BALOLOY	Caramoran North	Caramoran CES	District ICT Coordinator
23	NESSIE FRONDOZO	Caramoran South	Datag CES	District ICT Coordinator
24	CHITO CARRANZA	Gigmoto	Sioron ES	District ICT Coordinator
25	REA CASTILLA	Pandan East	Baldoc ES	District ICT Coordinator
26	EMMA LYNN GIANAN	Pandan West	Oga ES	District ICT Coordinator
27	MARITES SOLANO	San Andres West	Cabcab CES	District ICT Coordinator
28	ROSA AUSTERO, JRA.	San Miguel North	Mabato CES	District ICT Coordinator
29	MARY ANN TINDUGAN	San Miguel South	San Juan ES	District ICT Coordinator
30	KRISTINE LIMPANGOG	Viga East	Buenavista ES	District ICT Coordinator
31	NELVIN VILLAMARTIN	Viga West	Rizal ES	District ICT Coordinator
32	JAKE SARMIENTO	Virac North	VPES	District ICT Coordinator
33	ELMA TARNATE	Virac South	Palnab ES	District ICT Coordinator(Alternate)
34	RENZ D. REYES	Zone 1 (Virac, San Andres)	Antipolo NHS	District ICT Coordinator
35	LIZA M. JOSON	Zone 2 (San Miguel, Bato, Baras, Gigmoto)	Mabato NHS	District ICT Coordinator
36	RALPH A. DOLORES	Zone 3 (Viga, Panganiban, Bagamanoc)	San Jose NHS	District ICT Coordinator
37	SUZETTE OLARVE	Panganiban	San Miguel ES	District ICT Coordinator
38	SARAH CHIONG	SDO-M&E		
39	JENNIFER B. METICA	SDO-ICTU		
40	BRYAN LAGUDA	SDO-ICTU		



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Enclosure 7

PROGRAM OF ACTIVITIES

**COORDINATION MEETING WITH THE DISTRICT ICT COORDINATORS AND
DIVISION DCP TECHNICAL TEAM(2ND QUARTER)**

May 24, 2024 (8:00 a.m.-5:00 p.m.)

Isla Grande Inn (Villa Tolledo), Sta. Elena, Virac, Catanduanes

TIME	DETAILS	REMARKS
8:00 a.m. – 8:30 a.m.	Registration	
8:31 a.m. – 8:40 a.m.	Opening Program	
	Preliminaries <ul style="list-style-type: none">• Prayer• National Anthem	AVP AVP
8:41 a.m. – 9:30 a.m.	Welcome Remarks	CECILE C. FERRO Asst. Schools Division Superintendent
	Message	SOCORRO V. DELA ROSA Schools Division Superintendent
9:31 a.m. – 10:00 a.m.	Program Orientation ICTU Updates	JENNIFER B. METICA Information Technology Officer-I
10:00 a.m. – 12:00 N	Reporting of Updates by District: <ul style="list-style-type: none">1) DCP Status in school2) BEIS data Validation (Internet Connectivity in School)3) Status of MS 365 Activation	District ICT Coordinators (Zone 1 &2)
12:00 n – 1:00 p.m.	LUNCH	
1:00 p.m.-2:00 p.m.	Continuation of the Updates by District	District ICT Coordinators (Zone 3& 4)
2:00 p.m.-3:00 p.m.	Schedule of onsite visit to school for the repair of DCP packages(out of warranty)	DCP Team Leader for each zone
3:00 p.m.-3:15 p.m.	Open Forum (Q&A)	



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