

Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**DIVISION OF SAGAY CITY**  
City of Sagay

July 30, 2019

**DIVISION MEMORANDUM**  
**NO. 261 , S. 2019**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Public Schools District Supervisors  
Public School Heads, Elementary, Junior HS & Senior HS of DCP Recipient Schools Batch 35,36,40, 41, 42  
to 44  
Public Schools ICT Coordinators

**ADDENDUM TO THE DIVISION MEMO NO. 204 ENTITLED DAY TRAINING ON DEPED COMPUTERIZATION  
PROGRAM (DCP) ORIENTATION/WORKSHOP & CAPACITY BUILDING FOR SCHOOL ICT COORDINATORS**

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1. This is to inform all the recipient schools of DCP Batches 35, 36, 40, 41, 42 to 44 that the training venue for the **2 Day Training on DCP Orientation/Workshop and Capacity Building for School ICT Coordinators for school DCP recipients of Batches 35, 36, 40, 41, 42 to 44** on August 8-9, 2019 will be at Acacia Hotel, Bacolod City.
2. Recipient schools of the said DCP Batches shall send one (1) School ICT Coordinator participant. For those participants who have not yet registered online, you are strictly advise to register online to this link or QR Code below using your DepEd Email Account. You will not be registered without logging on first to your DepEd Email Account.

<http://bit.ly/DCPTraining2019>



3. Opening program start at 8:00am of August 8, 2019, first meal to be served is breakfast and the last meal that will be lunch of August 9, 2019. Participants must bring the following to be used for the training:
  - a. DCP issues and concerns for DCP Batches 35, 36, 40 to 44 and other batches (school ID, school name, school address, school ICT Coordinator, school ICT coordinator contact number, brand name of the unit, model, serial number and defect/problem).
  - b. DCP packages documents (delivery receipt, property transfer report)
  - c. Master class program of DCP utilization to all subject areas and ICT SLAC Implementation documents and MOVs
  - d. List of trainings attended for the last two (2) years (2018 & 2019) (title of the training, date and venue)
  - e. Laptop, extension cord, pocket Wifi

4. Transportation is provided to all participants which will depart from the Division Office at exactly 6:00AM of August 8, 2019. Transportation of each participant is chargeable against School MOOE that will cost Php328.00 for the round trip transportation which will be out rightly deducted to schools MOOE that will be downloaded by the Division Office. Training materials and board & lodging shall be chargeable against DCP Fund subject to usual accounting and auditing rules and regulations.
  
5. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent 

Reference: DepEd Order No. 78, s. 2010

Allotment: 1-4

To be indicated in the Perpetual Index  
under the following subjects:

DCP

TRAINING

INFORMATION TECHNOLOGY

***Inclosure No. 1 to Division Memorandum No. 261, s. 2019***

**TRAINING MATRIX ON 2 DAY TRAINING ON DEPED COMPUTERIZATION PROGRAM (DCP)  
ORIENTATION/WORKSHOP & CAPACITY BUILDING FOR SCHOOL ICT COORDINATORS**

**Acacia Hotel, Bacolod City**

**August 8-9, 2019**

<b>TIME</b>	<b>AUG. 8, 2019-DAY1</b>	<b>TIME</b>	<b>AUG. 9, 2019-DAY 2</b>
Morning Session		Morning Session	
8:00 – 9:00AM	Registration and Opening Program	8:00 – 8:30AM	MOL
9:00 – 9:30AM	Introduction <ul style="list-style-type: none"> <li>• Expectation settings</li> <li>• Training objectives</li> </ul>	8:30 – 9:00AM	Overview and Benefit of HubHuman By: Harry Jey Jarabelo
9:30 – 10:30AM	Review of DCP Manual	9:00 – 10:00AM	Hubhuman 101 By: Harry Jey Jarabelo
10:30 – 12:00NN	DCP Monitoring System	10:00 – 10:30AM	Hubhuman 102 By: Jilmore Benignos
12:00 – 1:00PM	Health Break	10:30 – 11:30AM	Significance and Utilization of the Hubhuman Portal By: Jilmore Benignos
Afternoon Session		11:30 – 12:00AM	Closing Program
1:00 – 2:30PM	DCP Utilization		
2:30 – 3:30PM	Data Gathering of Trainings Attended		
3:30 – 5:00PM	Development of school social media network through Workplace and Workchat Apps		
	Day 1 Facilitator: Jonah V. Uypico		Day 2 Facilitators: Jilmore Benignos Harry Jey Jarabelo