



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 22, 2022

DIVISION MEMORANDUM
OSDS-ICTU-DM- 596

**SCHEDULE OF ONSITE VISIT TO SCHOOLS OF THE DISTRICT ICT
COORDINATORS AND DIVISION TECHNICAL TEAM FOR DEPED
COMPUTERIZATION PROGRAM(DCP)**

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
SDO Supply Officer/School Property Custodian
District/School ICT Coordinators
SDO DCP Technical Team
All others concerned

1. In line with Program Support Fund provided by the Regional Office for the assessment and repair of defective DepEd Computerization Program (DCP) packages in schools and as agreed during the meeting with the District ICT Coordinators and Division Technical Team for DepEd Computerization Program last November 18, 2022, they (team) will conduct onsite visit to schools with approved letter request for technical assistance following the attached scheduled date (Enclosure 1- List of Priority Schools to be visited by the SDO Technical Team).
2. Attached is **DM NO. 285 S. 2022 dated June 15, 2022 - Composition of Technical Team for DepEd Computerization Program** for the detailed responsibilities of the team. The School Heads and designated School ICT Coordinators 1 (Preventive DCP maintenance) are encouraged to accommodate and coordinate with the team to assess/troubleshoot/repair the DCP packages (void warranty) if it is functional, non-functional, can be repaired or beyond repair. DCP packages that are non-functional and beyond repair will be coordinated with the school Property Custodian for their action.
3. Transportation and other incidental expenses of the team relative to this activity are chargeable to DCP Support Funds (SUB-ARO NO. OSEC-5-22-2174 FY 2022) subject to the usual accounting rules and regulations. A service credit will be



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provided to the team if the scheduled date falls on Saturday and holiday per CSC & DBM Joint Circular No. 2 s. 2014.

4. For queries, you may contact at CP# 09291383262/09208779674 or email at ictunit.ctd@deped.gov.ph.
5. For information, guidance and compliance.

By Authority of the Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-in-charge



Enclosure 1-List of Priority Schools to be visited by the SDO Technical Team

No.	School Name	District/Zone	School Head	School ICT Coordinator 1	Scheduled Date of visit/assessment/repair(Technical Team)	No. of Days	Technical Team In-Charge
ZONE 1(Virac & San Andres)							
1	Batag Elementary School	Virac	Daisy V. Cambonga	Nessley T. Pantí	December 2, 2022, FRIDAY	1	JERICK M. MANLAGNIT
2	Danicop Elementary School	Virac	Perlita V. Tatel	Crisfe A. Tabuzo	December 2, 2022, FRIDAY	1	MISHAEL T. LIM
3	San Isidro Village Elementary Sch	Virac	Arlene G. Domingo	Amor D. Sales	December 2, 2022, FRIDAY	1	JANE FARRAH D. TALLER
4	Cavinitan Elementary School	Virac	Jane C. Tabor	John Alrey V. Tidon	December 2, 2022, FRIDAY	1	JEROME TINDUGAN
5	Pajo Baguio Elemetary School	Virac	Walter L. Marinas	Janet L. Benavidez	December 3, 2022, FRIDAY	1	JERICK M. MANLAGNIT
6	Antipolo Elementary School	Virac	Ruben Jose V. Tria	Mary Grace M. Manoguid	December 3, 2022, FRIDAY	1	RENZ DELOS REYES/MISHAEL LIM
7	Palnab Elementary School	Virac	Jessie V. Icaranom	Elma S. Tarnate	December 3, 2022, SATURDAY	1	JANE FARRAH D. TALLER
8	Hawan ES	Virac	Shiela Marie M. Sapanta	Rodelyn V. Galang	December 3, 2022, FRIDAY		JEROME TINDUGAN
9	Cabcab CES	San Andres	Soledad S. Gianan	Marites H. Solano	December 9, 2022, FRIDAY	1	ALVIN JOSEF SOLIVERES
ZONE 2(San Miguel, Bato, Baras and Gigmoto)							
1	SMRDHS (MABATO HIGH SCHOOL ANNEX)		Aileen A. Tabilog		11/29/2022 Whole Day	1	Zone 2 Technical Team
2	Mabato CES	San Miguel North	Vanessa T. Polero	Rosa B. Austero, Jra.	12/14/2022 AM	0.5	Zone 2 Technical Team
3	Paraiso B	San Miguel North	Marilyn C. Soriao	Marilyn C. Soriao	12/14/2022 PM	0.5	Zone 2 Technical Team
4	San Miguel ES	Baras North	Lilybeth Gualberto	Rhea T. Tanael	12/2/2022 AM	0.5	Zone 2 Technical Team
5	Baras Central Elementary School	Baras South	Arsenia T. Tejada	Nancy L. Tendencia	12/2/2022 PM	0.5	Zone 2 Technical Team
6	Marinawa ES	Bato West	ESTRELLA T. ROJAS JR.	Mary Grace T. Tayam	12/01/2022 AM	0.5	Zone 2 Technical Team
7	Guinobatan ES	Bato West	Jenry B. Tayam	Allen B. Marino	12/01/2022 PM	0.5	Zone 2 Technical Team
8	San Roque ES	Bato East	Alan Tesorero	Jesila M. Vargas	12/13/2022 AM	0.5	Zone 2 Technical Team
9	Batalay ES	Bato East	Virginia M. Tejerero	John Ronald M. Templenuevo	12/13/2022 PM	0.5	Zone 2 Technical Team
10	Dororian ES	Gigmoto	Marino T. Pantaleon	Clarissa Lhoren T. Morales	12/6/2022 AM	0.5	Zone 2 Technical Team
11	Biong ES	Gigmoto	Juan D. Tatad	Angelica T. Teologo	12/6/2022 PM	0.5	Zone 2 Technical Team
12	Gigmoto CES	Gigmoto	Juan O. Geromo	Jean Kathleen Y. Tayam	12/9/2022 AM	0.5	Zone 2 Technical Team
13	Dominador Guerrero ES	Gigmoto	Rodel Tayo	Jaycee T. Gonzales	12/9/2022 PM	0.5	Zone 2 Technical Team

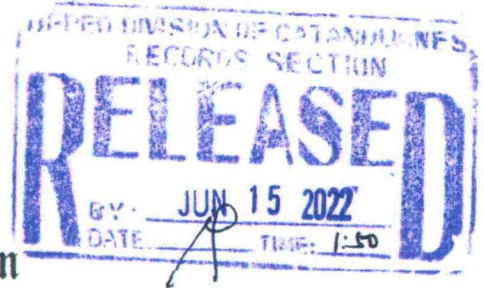
ZONE 3(Viga, Panganiban and Bagamanoc)							
1	SAN VICENTE ELEMENTARY SCHOOL	Bagamanoc North	Jose Tapia	Leonora O. Villamartin	December 1, 2022	1	Zone 3 Technical Team
2	PANGANIBAN NATIONAL HIGH SCHOOL	Panganiban			December 2, 2022	1	Zone 3 Technical Team
3	Viga Central Elementary School	Viga West	Ma. Liza R. Arrojo	Lerma O. Timajo	December 2, 2022	1	Zone 3 Technical Team
4	Panganiban Central ES	Panganiban	Linda V. Dela Rosa	Marjorie C. De Leon	December 2, 2022	1	Zone 3 Technical Team
5	Bugao CES	Bagamanoc North	Maria Luz G. Bautista	Wilfred Villaflor	December 1, 2022	1	Zone 3 Technical Team
6	Mavil ES	Bagamanoc North	Cherry S. San Jose	Gladyslyn V. Molina	December 1, 2022	1	Zone 3 Technical Team
7	Sagrada ES	Bagamanoc North	Nieves Fernandez	Ana Merla L. Rodriguez	December 1, 2022	1	Zone 3 Technical Team
8	Bagamanoc Central ES		Romeo T. Ogalinola	Richelle D. Bragais	December 2, 2022	1	Zone 3 Technical Team
ZONE 4(Pandan and Caramoran)							
1	Caramoran Central ES	Caramoran North	Irma S. Miraran	Shyne I. Baloloy	December 14, 2022	1	Zone 4 Technical Team
2	Datag Central ES	Caramoran South	Alan S. Gud	Nessie S. Frondoza	December 5, 2022	1	Zone 4 Technical Team
3	Marambong ES	Pandan East	Mary Jane S. Rima	Shiela S. Gonzales	January 11, 2022	1	Zone 4 Technical Team
4	Tabugoc CES	Pandan East	Amel D. Bonifacio	Lorenzo F. Baltazar	January 18, 2022	1	Zone 4 Technical Team
5	Oga ES	Pandan West	Rebecca A. Lopez	Emma Lynn D. Gianan	January 25, 2022	1	Zone 4 Technical Team
6	Tubli NHS	Caramoran	Irene T. Aguilar	Kristine Adille			Zone 4 Technical Team

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SCHOOLS DIVISION OFFICE OF CATANDUANES



June 15, 2022

DIVISION MEMORANDUM
OSDS-ICTU-DM- 285 5.2022 ✓

**COMPOSITION OF DIVISION TECHNICAL TEAM FOR
DEPED COMPUTERIZATION PROGRAM(DCP)**

TO : OIC, Office of the Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
DCP Technical Team
All others concerned

1. Relative to the DepEd Order No. 78 s. 2010 re: Guidelines on the Implementation of the DepEd Computerization Program (DCP) dated June 10, 2010 that aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century. This program shall respond to the computer backlog of public schools by providing them hardware and software, and training on simple trouble shooting.

2. Monitoring, maintenance, and repair of the DCP is one of the challenges that resulted in the formation of the Division Technical Team for DCP, which will assist schools on DCP related issues and concerns. In connection to this, the School Heads through their designated School ICT Coordinators are requested to provide us Letter Request to our SDS (Attention: Division ITO) or accomplish this link: <https://tinyurl.com/DCPTechnicalIssues> for any assistance and support that the team could provide to schools related to DCP related issues and concerns.

3. The Division DCP Technical Team was composed of selected school ICT Coordinators and Computer System Servicing (CSS) Teachers with NC-II who are experts in troubleshooting both hardware and software and internet setup and networking. An online meeting of the Division Technical Team for DCP will be conducted on **Friday (June 17, 2022, 8a.m. – 10:00 a.m.)** via MS Teams. Attached is the list of Division Technical Team for DCP with their area of assignment (Enclosure 1).



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4. The responsibilities of the Division Technical Team for DCP are the following:
 - ✓ Assess the DCP packages within their assigned area/s for prioritization or scheduling of the visit especially those schools with Letter Request and who were reported by the District ICT Coordinators that needs TA during the meeting last June 10, 2022.
 - ✓ To coordinate with the District/School ICT coordinator, ask about the problem and then arrange a schedule of the visit.
 - ✓ Make a schedule of the visit and submit to the ITO for the approval of the SDS.
 - ✓ During the visit, the following will be done by the team - Conduct assessment, Action, Recommendation (if not repaired) ex. Needs of classroom, tools, cabinets etc., Documentation (taking of pictures before and after the repair),
 - ✓ The DCP Technical team can go to school even during Saturdays but if the school refuses during Saturdays, make a report stating that the school refuses. To avoid issues, the Technical Team will only entertain concerns within their area/zone assignment.
 - ✓ The Team Leader will make an Accomplishment Report after the visit and to be submitted to the ITO for reference purposes.

5. Travel and other incidental expenses relative to this activity shall be charged to school MOOE and DCP monitoring fund subject to existing accounting and auditing rules and regulations. Service credit for Teachers and Compensatory Overtime Credit for the Non-Teaching Personnel will be granted to the Technical Team per CSC & DBM Joint Circular No. 2 s. 2014 for the related activities that will fall on Saturdays and Holidays.

6. For queries, Technical Assistance, and additional information, please contact the ICT Unit thru (CP#09291383262) or email at ictunit.ctd@deped.gov.ph.

7. Immediate dissemination and compliance to this memorandum is desired.

MA. LUISA S. DELA ROSA
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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(Enclosure 1)

DIVISION TECHNICAL TEAM FOR DEPED COMPUTERIZATION PROGRAM(DCP)

OVERALL IN-CHARGE: **JENNIFER B. METICA (Division ITO)**

Area of Assignment	Role	Name of Teacher	School
ZONE I(Virac & San Andres)			
	Team Leader	Jerick Manlagnit	Calatagan HS
	Members	Jerome Tindugan	Buyo IS
		Renz Reyes	Antipolo NHS
		Jane Farrah D. Taller	CNHS
		Alvin Josef Soliveres	SAVS
ZONE II(San Miguel, Bato, Baras and Gigmoto)			
	Team Leader	Jerome Alcantara	Dororian NHS
	Members	Leo Tuplano	Baras RDHS
		Rene Romero	Bato RDHS
		Mark Lester Padilla	Cabugao IS
		Catherine de Leon	San Miguel RDHS
ZONE III(Viga, Panganiban and Bagamanoc)			
	Team Leader	Ralph Dolores	San Jose NHS
	Members	Jayson Molina	Bagamanoc RDHS
		Jer Jacob Pasuengos	Panganiban NHS(CAIC)
		Rene Samar	Viga RDHS
ZONE IV(Pandan and Caramoran)			
	Team Leader	Ian Icaranom	Caramoran SF
	Members	Emil Rojas	Caramoran RDHS
		Mary Rose Alcantara	Caramoran SF
		Mishael Lim	Tubli NHS
SDO-OSDS-ICT Unit Office			
	In-Charge	John Bryan Laguda	IT Staff



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LIST OF DCP TECHNICAL TEAM

No.	NAME	District/Zone	School/Office	Designation
1	JERICK MANLAGNIT	Virac	Calatagan HS	Team Leader for Zone 1(Virac, San Andres)
2	JEROME TINDUGAN	Virac	Buyo IS	DCP Technical Team
3	RENZ REYES	Virac	Antipolo NHS	DCP Technical Team
4	JANE FARRAH D. TALLER	Virac	CNHS	DCP Technical Team
5	ALVIN JOSEF SOLIVERES	San Andres	SAVS	DCP Technical Team
6	MISHAEL LIM	San Andres	Mayngaway NHS	DCP Technical Team
7	CATHERINE DE LEON	San Miguel	San Miguel RDHS	Team Leader for Zone 2(Baras, Bato, Gigmoto, San Miguel)
8	LEO TUPLANO JR.	Baras	Baras RDHS	DCP Technical Team
9	RENE ROMERO	Bato	Bato RDHS	DCP Technical Team
10	MARK LESTER PADILLA	Bato	Cabugao IS	DCP Technical Team
11	JEROME A. Lcantara	Gigmoto	Dororian NHS	DCP Technical Team
12	RALPH DOLORES	Viga	San Jose NHS	Team Leader for Zone 3(Bagamanoc, Viga, Panganiban)
13	JAYSON MOLINA	Bagamanoc	Bagamanoc RDHS	DCP Technical Team
14	JERSON J. PASUENGOS	Panganiban	Panganiban NHS-CAIC	DCP Technical Team
15	RENE SAMAR	Viga	Viga RDHS	DCP Technical Team
16	IAN ICARANOM	Caramoran	Caramoran SF	Team Leader for Zone 4(Pandan, Caramoran)
17	EMIL T. ROJAS	Caramoran	Caramoran RDHS	DCP Technical Team
18	ROBERTO CONDENO	Caramoran	Tubli NHS	DCP Technical Team
19	VICENTE COMIDA	Pandan	Pandan CES	DCP Technical Team

LIST OF DISTRICT ICT COORDINATORS

No.	NAME	District/Zone	School/Office	Designation
1	ANA MERLA RODRIGUEZ	Bagamanoc North	Sagrada ES	District ICT Coordinator
2	RICHELLE BRAGAIS	Bagamanoc South	Bagamanoc CES	District ICT Coordinator
3	RHEA TATING	Baras North	San Miguel ES	District ICT Coordinator
4	NANCY TENDENCIA	Baras South	Baras CES	District ICT Coordinator
5	PAUL XAVIER TEJERERO	Bato East	Bato Central ES	District ICT Coordinator
6	MARY GRACE TAYAM	Bato West	Marinawa ES	District ICT Coordinator
7	SHYNE BALOLOY	Caramoran North	Caramoran CES	District ICT Coordinator
8	FRONDOZO	Caramoran South	Datag CES	District ICT Coordinator
9	CHITO CARRANZA	Gigmoto	Sioron ES	District ICT Coordinator
10	ARNEL DE QUIROS	Pandan East	Hiyop ES	District ICT Coordinator
11	EMMA LYNN GIANAN	Pandan West	Oga ES	District ICT Coordinator
14	MARITES SOLANO	San Andres West	Cabcab CES	District ICT Coordinator
15	ROSA AUSTERO JRA	San Miguel North	Mabato CES	District ICT Coordinator
16	MARY ANN TINDUGAN	San Miguel South	San Juan ES	District ICT Coordinator
17	KRISTINE LIMPANGOG	Viga East	Buenavista ES	District ICT Coordinator
18	LERMA TIMAJO	Viga West	Viga CES	District ICT Coordinator
19	JAKE SARMIENTO	Virac North	VPES	District ICT Coordinator
20	JOHN ALREY TIDON	Virac South	Cavinitan ES	District ICT Coordinator