

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office-Ifugao
Lagawe

Division Memorandum
No. 97, s. 2016

To: Public Schools District Supervisors, Elementary and Secondary School Heads

From:  SALLY B. ULLALIM, CESO V
Schools Division Superintendent

Date: May 23, 2016

Subject: Orientation of School ICT Coordinators and School Property Custodians of Batch 28-33 Recipient Schools of the Department of Education Computerization Program (DCP)

1. There will be an orientation of School ICT Coordinators and School Property Custodians of DCP Batch 28-33 recipient schools in the elementary and secondary level in preparation for the upcoming delivery of the DCP packages in our division (see attachment). The schedule is as follows:

CLUSTER	DISTRICT OF RECIPIENT SCHOOLS (ELEM AND SEC)	DATE OF ORIENTATION	VENUE	REQUIRED PER SCHOOL FOR THE TUTORIAL OF DEPED EMAIL	PARTICIPANT PER SCHOOL
1	Hungduan, Banaue, Hingyon, Lagawe	May 31	Ammungan Hall (SDO Rooftop)	1 Laptop 1 mobile broadband	Sch. ICT Cdr, and Sch. Property Custodian
2	Asipulo, Kiangon, Tinoc, Lamut	June 1	Ammungan Hall (SDO Rooftop)	1 Laptop 1 mobile broadband	Sch. ICT Cdr, and Sch. Property Custodian
3	Aguinaldo, Alfonso Lista, Mayoyao	June 2	Ammungan Hall (SDO Rooftop)	1 Laptop 1 mobile broadband	Sch. ICT Cdr, and Sch. Property Custodian

2. Among the two participants per school at least one (1) participant must bring a **mobile broadband for internet connections and an internet-ready laptop.**

3. Participants are required to register online at **www.depedcarifugao.com/orientation-registration-2**
4. Program of the event is as follows:
 - a. **Continuation of registration: 8:00am – 9:00am**
 - b. **Tutorial on how to apply for the mandatory deped official gmail account for permanent employees only (9:00am-12:00am):**
 - * **Example of the deped gmail is firstname.familyname@deped.gov.ph**
 - c. **Briefing on the DCP packages (1:00pm-2:30pm)**
5. Participants are School ICT Coordinators and School Property Custodians per school of DCP Batch 28-33 recipient schools.
6. 1 Snack in the morning and 1 lunch shall be served charged to DCP funds while traveling and other expenses shall be charged to local funds subject to accounting and auditing rules and regulation.
7. Immediate dissemination of this memorandum is desired.

*View Memo at Division Web Site: depedcarifugao.com
or Facebook Page: [Depedifugao](#)*