



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Division Memorandum

No. 565, s 2019

To : Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Public Schools District Supervisors/ District In-Charge
Elementary and Secondary School Heads
District ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent *9/4/19* /s/

Subject: **TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF CLUSTER DCP ORIENTATION AND CAPACITY BUILDING**

Date: September 3, 2019

1. This is to inform the conduct of **Training of Trainers (TOT) in Preparation for the Series of Cluster DCP Orientation and Capacity Building** on September 7, 2019 at Royal Suites Inn, L. Rovira Road, Bantayan, Dumaguete City.
2. The objectives of this workshop are as follows:
 - a. To assign topics/ tasks to be undertaken during the conduct of the series of Cluster DCP Orientation and Capacity Building.
 - b. To demonstrate the proper way of calibrating and maximizing the interactive projector software.
 - c. To prepare all the needed Training Materials (PPT presentations, Registration/ Attendance sheets, DCP Handbook).

Tel. Nos: (035)225-2838 / 225-0687/422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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3. Participants to this Training of Trainers Workshop are the Elementary and Secondary District ICT Coordinators (1 Elem and 1 Sec per district) of the 34 districts in the Schools Division of Negros Oriental.
4. The participants are hereby directed to register ahead at **tms.depednodis.net/register** with this training code: **756A5B6EE7**
5. Participants must bring the following:
 - a. DCP laptop
 - b. Extension cord
 - c. External drive/ flash drive
 - d. Mobile WIFI
6. Accommodation, transportation and other incidental expenses relative to the conduct of this orientation shall be charged against school MOOE/ local funds subject to usual accounting and auditing rules and regulations while breakfast, lunch and two (2) snacks shall be charged against DCP funds.
7. A one day service credit/ CTO is granted to the participants.
8. This serves as **TRAVEL ORDER**.
9. Immediate dissemination and strict compliance of this memorandum is enjoined.

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