



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

No. 506, 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
All Others Concerned

From: 
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

Subject: **CONDUCT OF THE DISTRICT LEVEL DCP ORIENTATION: GUIDELINES ON THE DEPLOYMENT OF IT PACKAGES AND EQUIPMENT**

Date: August 13, 2019

1. This is to inform the conduct of the **District Level DCP Orientation on the Guidelines of the Deployment of IT Packages and Equipment** starting the second week of August 2019 at your respective districts, prior to the set delivery schedules especially for the Senior High recipient schools of the Division of Negros Oriental.
2. The objectives of this orientation are as follows:
 - a. To gain understanding on the **Guidelines for the Deployment of DCP 2018 IT Packages and IT Equipment for Senior High Schools with ICT track**.
 - b. To pre-validate each Senior High School **Computer Laboratory Readiness**.
 - c. To reinforce the knowledge in providing technical assistance/support to schools needing immediate **Warranty Services** from the Supplier.

14 AUG 2019



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3. Participants to this orientation are the Elementary and Secondary School Heads, Property Custodian and School ICT Coordinators the Schools Division of Negros Oriental.
4. Each school must bring the following:
 - a. DCP laptop
 - b. Extension cord
 - c. Mobile WIFI
 - d. POWE (for SHS only)
5. Transportation and other incidental expenses relative to the conduct of this district level orientation shall be charged against school MOOE/ local funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this memorandum is enjoined.