



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 25, 2019

TRAVEL ORDER
No. 1273 s, 2019



TO: **REMYLIN V. GAO-GAO**
ITO I, Division Office

PURPOSE: To attend the Region VII 3rd Quarter ITO Meeting Focusing on the Review and Planning of DCP Recipient Schools for 2020 Allocation at DepEd ICT Office, 3rd Floor, regional Office VII, Sudlon Lahug, Cebu City.

DATE OF TRAVEL: September 30, 2019.

ALLOWED/ CHARGED TO: (Division DCP ISF funds subject to the usual accounting and auditing rules and regulations)

_____ : Registration/ Transportation and other Incidental Expenses
_____ / _____ : Accommodation, Transportation, Incidental and other Expenses
_____ : Incidental Expenses
_____ : Per Diem

For the Schools Division Superintendent

LANI B. YURONG
Administrative Officer V
Office In-Charge
9/26/19



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



SEP 16 2019

REGIONAL MEMORANDUM

No. **0483**, s. 2019

**REGION VII 3RD QUARTER ITO MEETING FOCUSING ON THE REVIEW AND PLANNING OF DCP RECIPIENT
SCHOOLS FOR DCP 2020 ALLOCATION**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. To ensure that DCP recipient schools for DCP 2020 allocation are properly identified, the Information and Communications Technology Unit (ICTU) of the Regional Office is calling all Region VII Division Information Technology Officers (DITOs) to attend the R7 ITO Conference to discuss but not limited to the following items:
 - a. report on the status of the DCP 2018 E-Textbooks and SHS ICT Track Stand-alone packages delivery and installation;
 - b. report on the utilization of the DCP Orientation Fund;
 - c. update and ensure accuracy of the DCP all-time recipient list; and
 - d. plot the DCP 2020 recipient schools.
2. The meeting will be on **September 30, 2019** (9am-5pm) at the **DepEd ICT Office, 3rd Floor, Regional Office VII**, Sudlon, Lahug, Cebu City.
3. Due to the nature of the topics to be discussed, only Division ITOs are allowed to participate in this meeting. **NO Representatives allowed.**
4. All Division ITOs are **required** to submit the following updated reports (hardcopy signed by SDS) with softcopy uploaded to the ITO Team Drive on or before **September 29, 2019**.
 - a. Updated Masterlist of Schools with updated School Contacts with contact number and email address (Principal, Property Custodian and duly designated ICT Coordinator/s)
 - b. Un-energized Schools Report as of September 2019
 - c. NTC Report as of September 2019 with data on bandwidth
 - d. Masterlist of Schools with DCP Information with actual status of packages
 - e. Validated list of Teachers to be given Microsoft O365 accounts
 - f. Status of Intervention given in related to the Result of the ICT Skills Literacy Survey for Teachers of Pilot School per Division

- g. DCP Concerns, Issues, Gaps and Problems Report focusing on the recent delivery and installation of DCP 2018 packages
 - h. Update on the Division ICT Planned Calendar of Activities for 2020
 - i. Status of the downloaded DCP Orientation Fund 2018
5. Transportation, incidental and other expenses relative to the conduct of this activity shall be charged against the **local funds** subject to the usual accounting and auditing rules and regulations while accommodation and meals will be charged against the **Regional DCP ISF**. First meal to be served will be **breakfast of September 30** and last meal to be served will be **dinner of the same day**.
6. All DITOs are requested to register via: <http://bit.ly/R73rdQMeeting>
7. All DITDs are also required to get the actual data from the field as to the status of the DCP packages delivered to ensure that the plotting of the DCP 2020 recipient schools will be based on:
- a. school have not received any DCP package ever since;
 - b. package received was five to ten (5-10) years ago;
 - c. school do not have any working/functioning DCP package; and
 - d. number of packages delivered is not substantial in relation to the number of enrolled learners.
8. Immediate and wide dissemination of this memorandum is desired.



SALUSTIANO T. JIMENEZ, ID, CESO V

Director III

DIC-Regional Director

JAJ/ICTU/IPJ