



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. 1274 s, 2019

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

NATHANIEL E. LAJOT, JR
ICT Coordinator, Casiano Z. Napigkit NHS

DOMINIC B. VIDAL
ICT Coordinator, Jimalalud NHS

DICKY R. ELENTORIO
ICT Coordinator, Martilo ES



PURPOSE: To attend the Region VII ITOs' DepEd Computerization Program (DCP) Training Focusing on Troubleshooting of DCP Packages especially those outside of Warranty at DepEd Applied Nutrition Center, Banilad, Cebu City.

DATE OF TRAVEL: October 1-2, 2019.

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

- _____ : Transportation and other Incidental Expenses
- 1 : Registration Fee, 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 25 2019

REGIONAL MEMORANDUM

No. **0506**, s. 2019

REGION VII ITOS' DEPED COMPUTERIZATION PROGRAM (DCP) TRAINING FOCUSING ON
TROUBLESHOOTING OF DCP PACKAGES ESPECIALLY THOSE OUTSIDE OF WARRANTY

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. To ensure that DCP packages delivered to schools are properly utilized, maximized and maintained, the Division ITOs together with selected School ICT Coordinators will be trained on troubleshooting and setting up of DCP packages especially on packages that are not covered by the warranty.
2. The DCP training will be on **October 1-2, 2019 (8am-5pm)** at the **DepEd Applied Nutrition Center, Baniad, Cebu City.**
3. Division ITOs are allowed to bring with them 1 to 3 duly designated School ICT Coordinators or Division Computer Maintenance Technologist (if available) provided all expenses of the ICT Coordinators relative to the conduct of this activity will be charged against the **Division DCP ISF or local funds** subject to the usual accounting and auditing rules and regulations.
4. Participating School ICT Coordinators/Division CMT will pay the registration fee of **Php 2,500.00** per participant to cover for their accommodation and meals. Registration fee, transportation, incidental and other expenses of ICT Coordinators/Division CMT relative to the conduct of this activity will be charged against their *respective local funds* subject to the usual accounting and auditing rules and regulations.
5. Transportation, incidental and other expenses of the Division ITOs relative to the conduct of this activity shall be charged against the **Division DCP ISF or 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 October 1** and last meal to be served will be **PM snacks of October 2.**

	Day 1 (October 1)	Day 2 (October 2)
Breakfast	✓	✓
AM Snacks	✓	✓
Lunch	✓	✓
PM Snacks	✓	✓
Dinner	✓	X
Board and Lodging	✓	X

6. All participants are requested to register via: <http://bit.ly/ITOCapBldng>
7. Participants are requested to bring laptop, extension cord, external drive, and mobile wifi.
8. Immediate and wide dissemination of this memorandum is desired.



SALUSTIANO T. JIMENEZ, JD, CESO V

Director III

OIC-Regional Director