



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

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DIVISION
CAL SEP 17 2019 9:15
BY: [Signature]

DIVISION MEMORANDUM

No. 320, s. 2019

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Secondary School Heads**

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent *17 Sept 19*

Date: September 17, 2019

Subject: **ORIENTATION ON THE DEPLOYMENT/DELIVERY OF IT PACKAGES
(E-TEXTBOOKS) AND IT EQUIPMENT FOR SENIOR HIGH SCHOOLS
(SHS) WITH ICT TRACK FOR DCP FY 2018**

1. Pursuant to Unnumbered DepED Memorandum re: *Guidelines for the Deployment/Delivery of IT Packages (E-Textbooks) and IT Equipment for Senior High Schools (SHS) with ICT Track for DCP FY 2018*, this Office will conduct an orientation on the deployment/delivery of DCP packages on September 25, 2019 to start at 7:00 o'clock in the morning at Bukidnon Breeze, Sumpung.
2. The activity aims to:
 - a. Capacitate participants on the updated guidelines on delivery, inspection, acceptance and recording of DepED Procured Assets
 - b. Discuss the importance of School Counterpart Requirements and Request for Relief from Accountability
 - c. Address gaps and issues related to the DCP deployment process.
3. The participants of this activity are the Secondary School Heads, School ICT Coordinators and School Property Custodians. Enclosed is the list of participants for your reference.
4. Any changes of the designation (School ICT Coordinator and School Property Custodian) shall be communicated immediately.
5. Travel and other related expenses of the participants shall be charged against local Fund/School MOOE while meals and snacks shall be charged to DCP Implementation Support Fund subject to the existing accounting and auditing policies, rules and regulations.



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6. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated
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Records Unit

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Republic of the Philippines
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Orientation on the Deployment/Delivery of IT Packages (E-Textbooks) and IT Equipment for Senior High Schools (SHS) with ICT Track for DCP FY 2018
Bukidnon Breeze, Sumpung, Malaybalay City
September 25, 2019

LIST OF PARTICIPANTS

School	School Head	School ICT Coordinator	School Property Custodian
Apo Macote NHS	Rosabella B. Onipa	Analyn M. Esta	Irish Julyla Mea O. Diego
Bangcud NHS	Pastor P. Abejuela, III	Rolando S. Sudario	Emily T. dela Torre
Bukidnon NHS	Susan S. Olana, Ph.D.	Emmaylou J. Yacapin	Denise Karen L. Casinabe
Bukidnon NHS Annex Dalwangan	Roel F. Abecia	Faith Kathleen A. Abucejo	Alexis S. Litocon
Bukidnon NHS Annex Imbayao	Flavio D. Alas, Jr.	Jubert Jay A. Manegdeg	Emely R. Dinamling
Busdi IS	Raquel S. Ombayan	Jhon Ray S. Hugo	Gelina P. Gabot
Can-ayan IS	Genevieve P. Perino	Kathlene B. Loguiber	Jenelyn B. Gomez
Casisang NHS	Arlene C. Gantalao	Janice O. Rambuyon	John Michael B. Caga-Anan
Casisang SHS	Romeo T. Valdez	Roldan H. Lambo	Jade Grace T. Cabanelez
Kalasungay NHS	Elson L. Dahilog	Cloejane G. Gumayao	Leslie A. Muhammad
Luyungan HS	Edsel James R. Quemado	Sheila Mae S. Medez	Jasper G. Liman-ay
Malaybalay City National Science HS	John P. Rarogal	Kenneth James N. Alamillo	Lorna s. Jamago
Malaybalay City NHS	Rosalio P. Arangco	Girly L. Gallega	Jenifer T. Tanudra
Managok NHS	Paul O. Orong	Mary Grace M. Tagadiad	Garry D. Garcia
Managok NHS Annex Lalawan	Gemma A. Maramba	Daisy L. Tapio	Novem Mae Jane A. Yap
Managok NHS Annex Miglamin	Gemma A. Maramba	Michel L. Escabarte	Rowena A. Dela Rosa
San Martin Agro-Industrial HS	Perlita B. Wales	Kristine R. Lago	Cherry Mae V. Requilme
Silae NHS	Jose B. Cruz, Jr.	Julie Amor T. Callanta	Gemma S. Aclub
St. Peter NHS	Rogelio M. Minoza	John Ray D. Pancho	Jessa Mae P. Hingpit