Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

AUGUST 1, 2023

MEMORANDUM

Ctrl + P: CAPACITY BUILDING SEMINAR-WORKSHOP OF ICT COORDINATORS ON DEPED ICT SYSTEMS, DCP, CCTV AND OTHER ICT PROJECTS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads/OICs
School ICT Coordinators
All Others Concerned

1. Schools Division Office through the Information Communication Technology Unit will conduct a three – day **"Capacity Building Seminar – Workshop of ICT Coordinators on DepEd ICT Systems, DCP, CCTV and other ICT Projects"** on **August 7 – 9, 2023** at Tagaytay City.

2. The activity aims to:
   a. Outline the ICT Coordinators' critical roles to boost performance throughout the Information Communication Technology processes.
   b. Explain the DCP processes, maintenance of E-classroom and upgrade networking skills;
   c. Develop School ICT Plan in alignment with the DepEd Matatag Agenda and SDO Smart Schools with the Heart program and to improve standards and practices in ICT Services (Google Accounts, Office 365, National Education Portal and other ICT Related Systems.
   d. Create and update School Website.

3. Training cost for Division participants shall be charged from the MOOE of the Division Office while training cost for teacher – participants shall be charged from their respective schools' MOOE.

4. A registration fee of Five Thousand Four Hundred (P5,400.00) shall be paid on or before August 4, 2023 at the Division Cash Unit through Ms. Vilma Marquez.

5. For further details of this activity, please refer to the enclosed list of participants and training matrix.

UN-2023-240

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udent Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
305-9935, 805-9940
lo.muntinlupa@gmail.com

6. Likewise, all School ICT Coordinators are entitled to service credits for the days participated in the training as stipulated in DepEd Order No. 53 s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers.

7. Participants are advised to bring DCP Documents, ICT Plan, Laptop and extension cord.

8. Immediate dissemination and strict compliance of the Memorandum is desired.

For:

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

By

NOEMI A. VALDEZ
Administrative Officer V

Encl.: As stated
References: none
To be indicated in the Perpetual Index
Under the following subjects:
SCHOOLS TRAINING

MLB / CTRL + P SEMINAR
240 / July 31, 2023

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I. Activity Matrix

Ctrl + P: CAPACITY BUILDING SEMINAR-WORKSHOP OF ICT COORDINATORS ON DEPED ICT SYSTEMS, DCP, CCTV AND OTHER ICT PROJECTS

Date: August 7 - 9, 2023
Time: (8:00 a.m. - 5:00 p.m.)
Venue: Tagaytay City

Time	Activity	Person-in-Charge
8:00 – 9:30 am	Registration Opening Program - National Anthem/ Nationalistic Song - Prayer - Introduction of Participants - Statement of Purpose - Message/Opening Remarks	AVP **MAY L. BORJAL** ITO I **EVANGELINE P. LADINES** **CESO V** Schools Division Superintendent

Session Proper		
9:30 a.m.– 10:30 a.m.	**SESSION 1:** REVISITING THE ROLES AND RESPONSIBILITIES OF ICT COORDINATORS	**MAY L. BORJAL** ITO I
10:30 am – 12:00 noon	**SESSION 2: BASIC** PC TROUBLESHOOTING / NETWORK	**MARVIN CLUTARIO** TESDA CSS Accessor
12:00 n.n. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	**SESSION 3:** WORKSHOP: BASIC TROUBLESHOOTING IN DCP PACKAGES	**MARVIN CLUTARIO** TESDA CSS Accessor
3:00 – 4:00 pm	**SESSION 4:** CRAFTING OF ICT PLAN IN ALIGNMENT FOR MATATAG AND SMART SCHOOLS WITH THE HEART for 3 YEARS /	**MAY L. BORJAL** ITO I
4:00 to 5:00 p.m.	**SESSION 5:** LEARNING MANAGEMENT SYSTEM	**XEPTO**

DAY 2

Time	Activity	Person-in-Charge
7:45 a.m. – 8:00 a.m.	MOL	Elem ICT Coordinators
8:00 a.m. – 9:00 a.m.	**SESSION 6:** CCTV PROTOCOLS, PROCESSES	**UPLINK PERSONNEL / EDUARDO KONDO** PDO II – DRRM
9:00 a.m. – 9:30 a.m.	**BREAK**	
9:30 a.m. – 12:00 n.n	**SESSION 7:** OFFICE 365, NATIONAL EDUCATION PORTAL, ADOBE	**RAMIL SANTILLAN** ITO I – DepEd Taguig
12:00 n.n – 1:00 p.m	**LUNCH**	
1:00 p.m. – 1:15 p.m.	**ENERGIZER**	JHS ICT Coordinators
1:15 p.m. – 2:45 p.m	**SESSION 8:** WORKSHOP ON CREATING WEBSITE	**ADRIAN G. BUBAN** ITO I – DepEd Caloocan
2:45 p.m. – 3:00 p.m.	**BREAK**	
3:00 p.m. – 4:00 p.m.	**SESSION :** WORKSHOP ON CREATING WEBSITE /	**ADRIAN G. BUBAN** ITO I – DepEd Caloocan
4:00 p.m. – 5:00 p.m.	PRESENTATION OF WEBSITE / CRITIQUING	**ITOs**

Day 3		
7:45 a.m. – 8:00 a.m.	MOL	JHS / SHS ICT Coordinators
8:00 a.m. – 9:00 a.m.	**SESSION 8:** POLICY ON LEARNERS ACCOUNTS, COMPUTER LABORATORIES, PROJECTS AND OTHER ICT EQUIPMENTS	**MAY L. BORJAL** ITO I
9:00 a.m. – 9:30 a.m.	**Break**	
9:30 a.m. – 11:00 a.m.	**SESSION 9:** POLICY ON SOCIAL MEDIA POSTS / HANDLING OF SCHOOL FB PAGE / CYBER BULLYING / GUIDELINES IN INFORMATION DISSEMINATION	**ATTY. FAITH ERNESS REGACHO**

11: 00 a.m. – 12:00 p.m.	**Closing Program** **Closing Message**	Dr. Nerisse Roxas – Lomeda, CESE OIC – Assistant Schools Division Superintendent
12:00 p.m.	**LUNCH**	

PARTICIPANTS AND TWG FOR CTRL + P:

No	Name	Office / School	Designation
1	Evangeline P. Ladines, CESO V	SDO Muntinlupa	SDS
2	Nerisse Roxas Lomeda, CESE	SDO Muntinlupa	OIC - ASDS
3	May L. Borjal	SDO Muntinlupa	ITO 1
4	Eduardo Kondo	SDO Muntinlupa	PDO II
5	Dioscoro M. Vargas	SDO Muntinlupa	ADAS I
6	Wilfred Aman	SDO Muntinlupa	ADAS I
7	Joana Marie C. Benavidez	Alabang Elementary School	ICT Coordinator
8	Jc Lynn P. Recolosado	Bagong Silang Elementary School	ICT Coordinator
9	Erwin A. Pascual	Bayanan Elementary School Main	ICT Coordinator
10	Dindo A. Arciaga	Bayanan Elementary School Unit 1	ICT Coordinator
11	Essan Mae D. Balmeo	Buli Elementary School	ICT Coordinator
12	Martina Gebriel J. Guivencan	Cupang Elementary School Annex	ICT Coordinator
13	Dennis M. Romano	Cupang Elementary School Main	ICT Coordinator
14	Mark Albert Caacbay	F. De Mesa Elementary School	ICT Coordinator

15	Erlyn D. Galgo	Filinvest Alabang Elementary School	ICT Coordinator
16	Emily Kinna B. Caluza	Itaas Elementary School	ICT Coordinator
17	Ohjey S. Manio	Lakeview Integrated School	ICT Coordinator
18	Abigail B. Collarga	Muntinlupa Elementary School	ICT Coordinator
19	Naph Bryan C Gonzaga	Poblacion Elementary School	ICT Coordinator
20	MS-Donibeck G. San Jose	Putatan Elementary School	ICT Coordinator
21	Owen Earl D. Bautista	Soldiers' Hills Elementary School	ICT Coordinator
22	Melody Lozada	Sucat Elem. School Annex Zone 3	ICT Coordinator
23	Jayson D. Aala	Sucat Elementary School Main	ICT Coordinator
24	Eugenia Francia P. Pancipane	Sucat Elementary School Sitio Pagkakaisa Annex Zone 4	ICT Coordinator
25	Jun L. Cabagtong	Tunasan Elementary School	ICT Coordinator
26	Maria Diana B. Carmona	Victoria Homes Elementary School	ICT Coordinator
27	Ryan R. Francisco	Lakeview Integrated School	ICT Coordinator
28	Gregorio S. Quineri	Muntinlupa Business High School - Main	ICT Coordinator
29	Romeo T. Navarro Jr.	Muntinlupa Business High School - Sucat Annex	ICT Coordinator
30	Erwin Z. Moros	Muntinlupa National High School	ICT Coordinator
31	Paolo D. Bundoc	Muntinlupa Science High School	ICT Coordinator
32	Mary Ann R. Franco	Pedro E Diaz High School	ICT Coordinator

33	Shequine Glory Mayoni Pili	Poblacion National High School	ICT Coordinator
34	Lucille Andrea B. Dauis	Tunasan National High School	ICT Coordinator
35	Jannrei Anton T. Labuguen	Cupang Senior High School	ICT Coordinator
36	Rowell L. Marquina	Tunasan National High School (SHS)	ICT Coordinator
37	Michelle Enriquez	Muntinlupa National High School - SHS	ICT Coordinator
38	Shervin Rosopa	Alternative Learning System	ICT Coordinator
39	Chander Cachuela	Muntinlupa Science High School	ICT Coordinator
40	John Bert D. Lazaro	Cupang Senior High School	ICT Coordinator
41	Rico Bantiles	Muntinlupa National High School - SHS	ICT Coordinator
42	Adriel Rainier P. Romero	Muntinlupa National High School - SHS	ICT Coordinator