



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

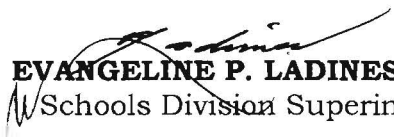
JAN 24 2024

MEMORANDUM
No. 010, s. 2024

**DCP ADOPTION PROGRAM : IN – SERVICE TRAINING FOR TEACHERS
SCHOOL YEAR 2023 - 2024**

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

1. Attached is OUA – OUT -012224-I4-1 entitled **DCP ADOPTION PROGRAM IN – SERVICE TRAINING FOR TEACHERS (INSET) SCHOOL YEAR 2023 – 2024** signed by Hon. Nolasco A. Mempin, Undersecretary for Administration, providing guidelines on the conduct of **Microsoft 365 Training for DepEd** on January 24,25,26,29 and 30, 2024 3:30 p.m. – 5:00 p.m. via DepEd Philippines Facebook Page.
2. School Principals through the School ICT Coordinators shall lead the coordination and management of this capacity building for teachers and non - teaching personnel.
3. Attached is memorandum for more information. You may contact the Division Information Technology Officer Mrs. May L. Borjal for any queries and clarifications.
4. For information and strict compliance.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

ICT TEACHERS TRAINING
MLB/DCP Adoption Program
010 /January 23, 2024

NUM-2024-010



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8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-012224-I4-1

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION IT OFFICERS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

SUBJECT : DCP ADOPTION PROGRAM: IN-SERVICE TRAINING
FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024

DATE : 22 January 2024

The Department of Education (DepEd), through the Office of the Undersecretary for Administration (OUA), in coordination with the Office of the Undersecretary for Human Resources and Organizational Development (OUHROD), the Information and Communications Technology Service (ICTS), and the National Educators' Academy of the Philippines (NEAP), in partnership with Microsoft Philippines, Inc., offers the **Microsoft 365 Trainings for DepEd** to be streamed live on **24, 25, 26, 29, and 30 January 2024, 3:30 PM to 5:00 PM**, via the **DepEd Philippines** Facebook (FB) page (www.facebook.com/DepartmentOfEducation.PH).

This training program is part of the National In-Service Training for Teachers (**INSET**) for SY 2023-2024. It also serves to kick off the **DepEd Computerization Program (DCP) Adoption Program**, which supports full utilization of DCP computer packages issued to public schools. By the end of this activity, the participants will be able to:

- Appreciate the DepEd Computerization Program by understanding its history, concepts, and current and upcoming activities.
- Get acquainted with Microsoft 365, including advanced productivity tools, learning accelerators, and artificial intelligence (AI) in education.
- Onboard themselves with other learning and development endeavors regarding DCP adoption.

In this regard, all Regional and Division Information Technology Officers (RITOs and DITOs) are enjoined to provide full support to the conduct of the DCP Adoption Program, starting with the conduct of the INSET.

Hence, they are requested to disseminate and share to school personnel within their areas the following links:

- Posts from the DepEd Philippines FB page linking to the sessions
- The INSET 2024 poster (attached): bit.ly/DCP_2024INSET_Poster
- OneDrive folder containing INSET session videos: bit.ly/DCP_INSET_2024

For any concerns, please contact **Mr. Gerard Joseph Atienza** of ICTS-USD through Teams chat, by email at icts.usd@deped.gov.ph (CC: gerard.atienza@deped.gov.ph; *Subject: **DCP Adoption: 2024 INSET***), or over the phone at +63 2 8633 7264.

For your information and appropriate action.