



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 400, s. 2024

**Division Rollout of the DepEd Computerization Program (DCP) Adoption
Capability Building for Teachers of DCP Recipient Schools**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) recognizes the importance of Information and Communications Technology (ICT) in education and related services. It aims to prepare learners, teachers, and staff for the modern era. This call is in line with DepEd's paramount goals of producing Filipinos able to realize their full potential and contribute meaningfully to build the nation with reference to the Basic Education Development Plan 2030, the MATATAG Agenda, Section 25 of Republic Act No. 2260, and DepEd Memorandum No. 50, s. 2023, among other relevant laws and policies.
2. To promote full utilization of computer packages issued to public schools through the DCP and address the need to improve ICT productivity skills together with the use of collaboration platforms among DepEd personnel, this division through the ICT Unit will conduct a Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools on November 28-29, 2024.
3. This capability building aims to:
 - a. Acquire advanced techniques to maximize the use of the Microsoft 365 suite and its applications, streamlining workflows, improving productivity, and enhancing student engagement;
 - b. Explore the potential of Learning Accelerators and Artificial Intelligence (AI) in education, learning to personalize instruction and drive innovative teaching practices; and
 - c. Engage with Scratch, a visual programming language, to inspire students through play, creativity, and hands-on learning in coding and digital storytelling.
4. The participants in this activity are the teachers of DCP Recipient Schools of DCP FY 2022, 2023 and 2024. *(Please see Enclosure No. 1)*



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Telephone No: (077) 722-20-23 / (077) 632-05-33
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5. School heads of the identified teachers in the activity shall institute administrative remedies to guarantee uninterrupted classes.
6. Meals, snacks and lodging by the participants during the conduct of this activity are chargeable against DepEd Computerization Program (DCP) Program Support Fund (PSF)
7. All participants shall bring the following: laptops, extension wires, and backup internet connection.
8. All participants must have access to their Microsoft 365 accounts to fully engage in the activities and maximize the hands-on learning opportunities provided during this training.
9. All participants must complete their online registration with their Microsoft account by November 22, 2024, using this link **<https://bit.ly/RegDCPAdoptionCB>**.
10. All participants must have the Scratch application installed on their laptops prior to the training. The installer can be accessed via this link: **<https://tinyurl.com/ScratchInst>**.
11. The Program Management Team and the Training Matrix are contained in *Enclosure No. 2 & 3*.
12. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V,
 Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 400, s. 2024

**List of participants to the Division Rollout of the DCP Adoption Capability
 Building of Teachers of DCP Recipient Schools**

#	NAME	SCHOOL	#	NAME	SCHOOL
1	Ma. Emma V. Prades	BPES	36	Josephine Mimi R. Hilario	ISNHS-JHS
2	Yolanda Palas	SPBES	37	Jennifer Rose B. Quitevis	ISNHS-JHS
3	Leslie Anne Consolacion	TES	38	Chrisitian Paul Arsitio	ISNHS-JHS
4	Reynor Valderosa	VCS	39	Christine Jane Ventura	ISNHS-JHS
5	Aleli Cuyo	MES	40	Rosario Gerard B. Quitevis	ISNHS-JHS
6	Julius Agapinan	GESIIMS	41	Mikko P. Ederon	ISNHS-JHS
7	Brenda De Guzman	APES	42	Froilan R. Pastor	ISNHS-JHS
8	Shahanie de Rosario	BMSW	43	Eddie James C. Fernandez	ISNHS-JHS
9	Rowel Rabang	PIS	44	George Mar Bien A. Ariola	ISNHS-JHS
10	Constancia Realin	SJES	45	Jerick Saupan	ISNHS-JHS
11	Teresita Quiton	JSES	46	Jeffrey Pido	ISNHS-JHS
12	Julie Anne Gelacio	CES	47	Juanito Juvel M. Nebab	ISNHS-JHS
13	Rhoda Mae Gacad	RES	48	Mike Christian A. Cortez	ISNHS-JHS
14	Frances Aina Altares	NES	49	Jhon Paul Ric Corpuz	ISNHS-JHS
15	Cheryl Ortiz	CES	50	Christine Qitoras	ISNHS-JHS
16	Marivic Raboy	BMSE	51	Marrione Kayle Aquino	ISNHS-JHS
17	Aiman Bajet	CCES	52	Kristel Cantaneda	ISNHS-JHS
18	Rutchie Alagadan	RPES	53	Cherry Lyn Rebutan	VNHSE
19	Kenneth Matthew V. Obrero	ISNHS-SHS	54	Fay Reutotar	VNHSE
20	Hary Bert B. Briones	ISNHS-SHS	55	Jane Pauleth Ragudo	VNHSE
21	Barbara Kathleen Purugganan	ISNHS-SHS	56	Antonio Rafanan	VNHSE
22	Rose Ann Sabado	ISNHS-SHS	57	Alvin Pajo	VNHSE
23	Romano F. Quitevis	ISNHS-SHS	58	Ammiel Dwane Alquetra	VNHSE
24	Mark Nickson Corpuz	ISNHS-SHS	59	Edison palacpac	VNHSW
25	Lani Rose Aquino	ISNHS-SHS	60	Maveric Arquillo	VNHSW
26	Cherilyn Moreta	ISNHS-SHS	61	Lizette G. Peralta	VNHSW
27	Shelanie Jean Lim	ISNHS-SHS	62	Jamaica S. Alzate	VNHSW
28	Wayne Alconis	ISNHS-SHS	63	Jukonn Niño Rivad	PIS
29	Theodore Dan C. Rivero	ISNHS-SHS	64	Rhoda Ped	PIS
30	Wegie Loy Urulaza	ISNHS-SHS	65	Hanna P. Larioza	NES
31	Kurt Kenneth Aspacio	ISNHS-SHS	66	Elaine Rae P. Pugrad	NES
32	Laurence Sales	ISNHS-SHS	67	Angelica T. Bucarili	SJES
33	Kniethel Rabara	ISNHS-SHS			
34	Richard Raqueño	ISNHS-SHS			
35	Phaula Louise Catura	ISNHS-SHS			



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Enclosure No. 2 to Division Memorandum No. 400, s. 2024

PROGRAM MANAGEMENT TEAM

Vilma D. Eda, CESO V	Consultant
Annie D. Pagdilao, EdD, CESO VI	Consultant
Grace F. Castañeda	QAME
Princess Torricer	Secretariat / QAME
Maria Korynne P. Taborda	Nurse
Jess Messiah Navarro	Documenter

LEARNING FACILITATORS

Eric L. Tapat	IT Officer I
Amelyn P. Abella	Education Program Supervisor
Aurelyn F. Fieldad	Education Program Specialist II
Angelica T. Bucarili	Teacher III



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2411-920

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TRAINING MATRIX

Title: **Division Rollout of the DCP Adoption Capability Building for Teachers of DCP Recipient Schools**

Participants: **Teachers of DCP Recipient Schools**

Date: **November 28-29, 2024**

Venue: **Ovemar Resort Hotel**

Date and Time	Topics	Person In-Charge
November 28, 2024		
7:30AM – 8:00AM	Arrival / Registration	PMT
8:00AM–8:30AM	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Opening Prayer • Welcome Message • Statement of Purpose • Message 	AVP AVP Annie D. Pagdilao, CESO VI ASDS Eric L. Tapat ITO I Vilma D. Eda, CESO V SDS
8:30AM–10:00AM	<ul style="list-style-type: none"> • Microsoft 365 Overview • Microsoft OneDrive 	Eric L. Tapat
10:00AM–10:15AM	Health Break	
10:15AM–12:00NN	<ul style="list-style-type: none"> • Microsoft OneDrive (Continuation) • Microsoft Forms 	Eric L. Tapat
12:00NN–1:00PM	Lunch Break	
1:00PM–3:00PM	<ul style="list-style-type: none"> • Microsoft PowerPoint • Microsoft Word 	Aurelyn F. Fieldad
3:00PM–3:15PM	Health Break	
3:15PM–5:00PM	<ul style="list-style-type: none"> • Microsoft Excel 	Amelyn P. Abella



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Date and Time	Topics	Person In-Charge
November 29, 2024		
8:00AM – 8:15AM	Management of Learning	
8:15AM–10:15AM	<ul style="list-style-type: none"> • Microsoft Teams • Microsoft SharePoint 	Amelyn P. Abella
10:15AM–10:30AM	Health Break	
10:30AM-12:00NN	<ul style="list-style-type: none"> • Learning Accelerators (Introduction, Reading Progress, Reading Coach, AI in Education) 	Aurelyn F. Fieldad
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	<ul style="list-style-type: none"> • Play, Create Learn and transform learning with SCRATCH (<i>Visual Programming Language</i>) 	Angelica T. Bucarili
3:00PM-3:30PM	Health Break	
3:30PM-4:30PM	Continuation of SCRATCH ...	Angelica T. Bucarili
4:30PM-5:00PM	Key Takeaways	Participants



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