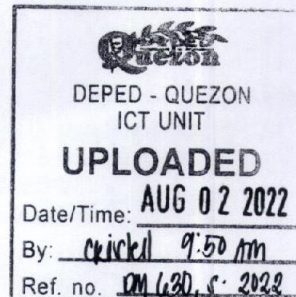




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Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 July 2022

DIVISION MEMORANDUM

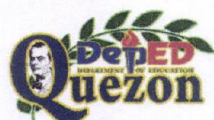
DM No. 630, s. 2022

**ICT TRAINING WORKSHOP ON DEPED COMPUTERIZATION PROGRAM (DCP)
BASIC TROUBLESHOOTING, MAINTENANCE AND
NETWORKING INCLUDING PC AND LAPTOP**

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary District ICT Coordinators
All Others Concerned

1. The Department of Information and Communications Technology Service Unit (ICTS), Regional ICT Unit and the Division of Quezon ICT Unit working hand in hand in continuously monitoring and evaluating the DepEd Computerization Program (DCP) of Quezon Province. Based on the data we gathered such as defective computer, usability of instructional delivery and preparing the computer laboratory for the face to face classes, the DepEd Quezon ICT Unit will conduct training workshop entitled **"ICT Training Workshop on DepEd Computerization Program (DCP) Basic Troubleshooting, Maintenance and Networking including PC and Laptop"** on August 9-11 (Batch 1) and August 15-17 (Batch 2) at Nawawalang Paraiso Resort and Hotel, Brgy. Camaysa, Tayabas City.
2. This training-workshop aims facilitate District ICT Coordinators to:
 - a. Equip basic DCP troubleshooting, maintenance and networking;
 - b. Apply basic PC and Laptop assembling/disassembling, troubleshooting and maintenance;
 - c. Enable ICT Coordinators to propose budget and analyze the needs of the computer laboratory facilities and to empower them in handling the DCP as the one most common factor in DepEd Program.

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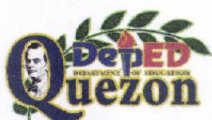


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3. All participants are advised to bring the following devices which are necessary to perform the activities:
- 5 meters UTP Cable Cat5
 - 10-20 pcs RJ45
 - LAN Tester
 - Crimping Tool
 - 1 Heavy duty Screw Driver
 - 1 Precision Screw Driver
 - 1 Good Laptop (OS Windows 10 or higher)
 - 1 Defective Laptop (No Warranty)
4. This is a live-in training. No registration fee will be required for this training. Participants are advised to come on Day 1 wherein first meal breakfast and last meal is dinner on Day 3. But we allotted Day 0 with dinner for the 14 participants in batch 1 and 15 participants in batch 2 based on the link. Expenses relative to this activity shall be charged to the HRTD Funds while travelling expenses and devices of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules.
5. To ensure the implementation of **health and safety protocol amidst this Covid-19 pandemic**, participants shall follow the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies. **ALL** participants are requested to bring vaccination card that will be presented to the Nurse on Duty for verification. It is also a **MUST** to wear facemask throughout the duration of the activity.
6. Please see enclosures for the list of participants, schedule and program matrix.

Congressional District	District ICT Elementary Coordinators August 9-11, 2022 (Batch 1)	District ICT Secondary Coordinators August 15-17, 2022 (Batch 2)
1st Congressional District	16	16
2nd Congressional District	9	9
3rd Congressional District	18	18
4th Congressional District	17	17

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8. For more details, you may contact Wilbert B. Porteza, IT Officer at (042) 7840321 local 100 or 145 or thru email at wilbert.porteza@deped.gov.ph / sdo.quezon.ict@deped.gov.ph

9. Immediate dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

ictwbp/07/27/2022

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SCHEDULE

Date	Time	Participants
August 09 – 11, 2022	8:00am to 5:00 pm.	District Elementary ICT Coordinators
August 15 – 17, 2022	8:00am to 5:00 pm.	District Secondary ICT Coordinators

PROGRAM MATRIX

AUGUST 9 / AUGUST 15		
Time	Activity / Topic	Speakers/Facilitator
8:00 – 8:30am	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Energizer	Audio Visual Presentation
8:30 – 8:45am	Presentation of Participants	Shean Racelis / Renato Agoba <i>District ICT, Agdangan District / Dolores District</i>
8:45 – 8:55am	Opening Remarks	Gregorio A. Co Jr. <i>ASDS, Office of the ASDS</i>
8:55 - 9:00am	Inspirational Message	Elias A. Alicaya, Jr. <i>OIC-SDS, Office of the SDS</i>
9:05 – 9:10am	Presentation of Rationale, Objectives and ICT Updates	Wilbert B. Porteza <i>IT Officer</i>
9:10 – 12:00nn	Topic: DepEd Computerization Program (DCP) Monitoring, Utilization of DCP, Programs and Activities	
12:00 onwards	Lunch	
1:00 – 5:00 pm	Topic: Basic PC Maintenance and Troubleshooting	Jayson B. Antig <i>IT Officer</i> <i>Cavite City</i>
AUGUST 10 / AUGUST 16		
Time	Activity / Topic	Facilitator
8:00 – 8:30am	National Anthem / Nationalistic Song Prayer	Audio Visual Presentation
8:30 – 8:45am	Checking of Attendance Introduction to Speaker	Shean Racelis / Renato Agoba <i>District ICT, Agdangan District / Dolores District</i>
9:00 – 12:00nn	Topic: PC Assembly and Disassembly	Mr. Jayson B. Antig <i>IT Officer</i> <i>Cavite City</i>
12:00 onwards	Lunch	
1:00 – 5:00 pm	Topic: Laptop Basic replacement of common parts, maintenance and troubleshooting	Mr. Jayson B. Antig <i>IT Officer</i> <i>Cavite City</i>

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AUGUST 11 / AUGUST 17		
Time	Activity / Topic	Facilitator
8:00 – 8:30am	Nationalistic Song Prayer	Audio Visual Presentation
8:30 – 8:45am	Checking of Attendance	Shean Racelis / Renato Agoba <i>District ICT, Agdangan District / Dolores District</i>
9:00 – 12:00nn	Topic: DCP Basic N Computing Repair and Maintenance, Setup and Troubleshooting	Mr. Darryl Chester Hidalgo <i>IT Specialist</i> Toolbox Techsolutions Company
12:00 onwards	Lunch	
1:00 – 5:00 pm	Topic: DCP Basic N Computing Networking, Installation and Configuration	Mr. Herbert Asnan <i>Service Partner Coordinator</i> Toolbox Techsolutions Company
4:30 – 5:00nn	Closing Remarks	Gregorio A. Co. Jr. ASDS, Office of the ASDS

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Enclosure to DM No. 630, s. 2022

**ICT Training Workshop on DepEd Computerization Program (DCP)
Basic Troubleshooting, Maintenance and Networking**

**List of Participants
August 9-11, 2022**

No.	District	School ID & School Name	Name
1	Burdeos	108561 Burdeos Central ES	Katherine Ann A. Banderada
2	Gen Nakar I	108719 Minahan ES	Claire Anne V. Villareal
3	Gen Nakar II	108715 Maligaya ES	Kimberlyn Q. Barotilla
4	Infanta	108785 Dinahican ES	Mark Aldrin E. Encina
5	Jomalig	108985 Jomalig Central ES	Risalie E. Campomanes
6	Lucban	108863 Paaralang Elementarya ng Lucban 1	John Arnold G. Nada
7	Mauban North	108900-SWA Elementary School	Mark Eugene M. Mendoza
8	Mauban South	108911 Mauban South Central ES I	Maria Leira C. Laurel
9	Pagbilao I	301292-Batangan National High School	Aino P. Coronacion
10	Pagbilao II	301361 -Paaralang Sek. ng Heneral Nakar-Main	Nancy T. Atentar
11	Panukulan	109042-Panukulan ES	Tatiana M. Nollado
12	Patnanungan	108989 Patnanungam Central School	Lorena B. Encontro
13	Pollillo	109033 Libjo Elementary School	Jewelyn F. Oxina
14	Real	109075 - Tagumpay ES	Jane J. Nepomuceno
15	Sampaloc	109085 -Sampaloc Elementary School Main	Roisa J. Generillo
16	Candelaria East	108626 - Pahinga Norte ES	Daphne I. Malabanan
17	Candelaria West	108637-Candelaria ES-Main	Luzviminda S. De Mesa
18	Dolores	301318 - Sta. Lucia NHS	Aries M. Rocafor
19	San Antonio	109112 - San Antonio CS	Rhea M. Laraya
20	Sariaya East	109169- Sariaya East Central Main ES	Inah Grace D. Amparo
21	Sariaya West	301349 - Lutucan INHS	Melisa D. Virrey
22	Tiaong I	109281 - San Agustin ES	Flora May M. Declaro
23	Tiaong II	109287 - Tagbakin ES	Apollo B. Amores
24	Agdangan	301356-Malinao Ilaya Integrated NHS	Ronalyn A. Abellanosa

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25	Buenavista I	108537 - Buenavista CES	Cristy P. Catchero
26	Buenavista II	108547-San Diego ES	Jonaliza L. Factor
27	Catanauan I	108669 - Peregrino C. Natividad ES	Marygrace P. Natividad
28	Catanauan II	108671-Tuhian ES	Maria Cecilia P. Capale
29	Gen Luna	108686 - Gen. Luna CS	Cita Mary Rose S. De Rama
30	Macalelon	108877-Macalelon Central ES	Rey E. Mallari
31	Mulanay I	301295 BPAHS	Miel M. Pineda
32	Mulanay II		Kim John R. Pontud
33	Padre Burgos	108954 Padre Burgos Central School	Czariza Mariel M. Mojares
34	Pitogo	109011 Rizalino Elementary School	Alvin T. Oriarte
35	San Andres	109095 San Andres Central ES	Carrion Anne S. Banal
36	San Francisco I	109114-Aurora Elementary School	George B. Perjes
37	San Francisco II	308039 Lualhati D. Edaño NHS	Ran John S. Cambe
38	San Narciso I	109152- San Narciso Central ES	Jeffrey S. Santos
39	San Narciso II	109137-Abuyon Elementary School	Blesilda A. Inoy
40	Unisan	109305-Santayana Elementary School	Ruel O. Yolip
41	Alabat		Mcnell A. Sumang
42	Atimonan I	108521 - Malusak Elementary School	Ginalyn A. Lopez
43	Atimonan II	108511-Atimonan Central School Annex	Frankie S. De Torres
44	Calauag East	108574 Calauag East Central ES	Suzette A. Borja
45	Calauag West	108607-Sabang ES	Aimee A. Villanueva
46	Guinayangan North	108726-Aloners Elementary School	Madel J. Borjal
47	Guinayangan South	108737-Gregorio M. Mendoza ES	Rosana F. Palomado
48	Gumaca East	108759 - Gumaca East Central School	Imelda R. Tumanan
49	Gumaca West	108767-Gumaca West Central School	Arnel D. Pardines
50	Lopez East	308009-Pamampangin NHS	Chester M. Gutierrez
51	Lopez West	108840-Gomez ES	Reynaldo Jr. C. Francia
52	Perez	108997- Perez West Elementary School	Ronalyn B. Macabansag
53	Plaridel	109015-Concepcion ES	Nerriel P. Bala
54	Quezon	109057-Quezon Elementary School	Eduardo M. Collado
55	Tagkawayan I	109219-San Diego ES	Mark Francis D. Opeña
56	Tagkawayan II	109229 Tagkawayan CES	Maricel D. Labaco

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Enclosure to DM No. 620, s. 2022

**ICT Training Workshop on DepEd Computerization Program (DCP)
Basic Troubleshooting, Maintenance and Networking**

**List of Participants
August 15-17, 2022**

No.	District	School ID & School Name	Name
1	Burdeos	301333-Burdeos National High School	Marietta A. Ayapana
2	Gen Nakar I	108970 Pagbilao Central Es	Riza T. Ocampo
3	Gen Nakar II	500862- Binahaan Integrated School	Jeriza T. Ruz
4	Infanta	500028 - Binulasan Integrated School	Rolando II P. Buado
5	Jomalig	301333-Jomalig National High School	Darry R. Flores
6	Lucban	301364-Paaralang Sekundarya Ng Lucban Integrated School	Jonald P. Seño
7	Mauban North	301350-Manuel S. Enverga Memorial School Of Arts And Trades	Rochelle M. Soriano
8	Mauban South	301319-Dr. Maria D. Pastrana Nhs	Renzdy A. Mejilla
9	Pagbilao I	301407 - Talipan National High School	Aivie A. Rabe
10	Pagbilao II	308030-Silangang Malicboy Nhs	Harlene Jay P. Gutierrez
11	Panukulan	301396-Panukulan National High School	Maricris A. Flora
12	Patnanungan	301374-Patnanungan National High School	Randy Boy C. Magno
13	Pollillo		Maricris T. Odi
14	Real	308026-Lubayat Nhs	Lovelyn S. Peregrina
15	Sampaloc		Jestoni E. Manipol
16	Candelaria East	301403 - Sta. Catalina Nhs	Mark Kim M. Villapando
17	Candelaria West	301297 - Bukal Sur Nhs	Rex R. Espiritu
18	Dolores	108677 - Dolores Central School	Arvin M. Casires
19	San Antonio	301385 - San Antonio Nhs	Maria Analyn M. Managbanag
20	Sariaya East	308041 - Castañas Nhs	Junel T. Romero
21	Sariaya West	109186-Lutucan Cs	Boyet B. Aluan
22	Tiaong II	301299- Cabay Nhs	Jewel Lucky Lyn R. Guinto
23	Tiaong I	301380- Recto Mnhs	Mark Joseph M. Maranan
24	Agdangan		Mike Aljon O. Mogol
25	Buenavista I	301296 - Buenavista Nhs	Romelyn O. Villasanta
26	Buenavista II	308006 -Hagonghong Integrated Hs	Teejay A. Valencia

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27	Catanauan I	301310-Catanauan Nhs	John Donald F. Garcia
28	Catanauan II	301391 - San Isidro Nhs	Mario P. Ariola
29	Gen Luna	301393-San Isidro Nhs	Myla M. Abadilla
30	Macalelon	301360-Olongtao Nat'L High School	Ronmark T. Roguin
31	Mulanay I	301295 Bpahs	Miel M. Pineda
32	Mulanay II		Maria Remily M. Alvarez
33	Padre Burgos	301337 Lina Gayeta Lasquety Nhs	Jonathan Cesar A. Mendoza
34	Pitogo	301376 - Pitogo Community Hs	Louis Andro A. Maranca
35	San Andres	301306 - Camflora Nhs	Delia M. Compra
36	San Francisco I	301309 - Casay National High School	John Howard D. Nombrefia
37	San Francisco II	109115 Aurora Central Annex I Es	Pearl Grace D. Erce
38	San Narciso I	301322 Gregorio Reyes Nhs	Romeo P. Nicoleta Jr.
39	San Narciso II	301280 Abuyon Nhs	Darlene A. Marasigan
40	Unisan	301414 - Unisan Integrated Hs	Joven R. Villegas
41	Alabat	301284 - Alabat Island Nhs	James Nichol D. Ungriano
42	Atimonan I	301286-Atimonan Nchs	Al A. Laurio
43	Atimonan II	108954 Agdangan Ces	Sherry Ann R. Casapao
44	Calauag East		Mirabel . Lorica
45	Calauag West	301304-Calauag National High School	Romulo A. Opeda
46	Guinayangan North	301323-Guinayangan National High School	Cristopher G. Duro
47	Guinayangan South	301359 - Nabangka Nhs	Joel B. Casungcad
48	Gumaca East	301372- Panikihan Nhs	Augustine S. Gonzales
49	Gumaca West	301325 - Gumaca National Hs	Nelson P. Reyes
50	Lopez East	108805-Don Emilio Salumbides Es	Jayson F. Luna
51	Lopez West	301345-Lopez National Chs	Melody E. Cerdon
52	Perez	301375-Perez Nhs	Jesster U. Belen
53	Plaridel	301316- Concepcion Nhs	Aaron M. Deseo
54	Quezon	301314-Cesar C. Tan Mnhs	Domingo J. Pancipane
55	Tagkawayan I	301395_San Isidro Integrated School	Francis John S. Aytona
56	Tagkawayan II	308002-Mapulot Nhs	Ronnel M. Atienza

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