



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

November 25, 2024

DIVISION MEMORANDUM

No. ~~885~~,s. 2024

**DIVISION TRAINING FOR TEACHERS OF SCHOOL-RECIPIENTS OF DEPED
COMPUTERIZATION PROGRAM (DCP) FY 2022 AND 2023 ELECTRONIC
LEARNING CART (ELC) PACKAGES ON THE DCP ADOPTION PROGRAM**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education, through the Information and Communications Technology Service (ICTS), launched the DCP Adoption Program on February 2024. This program aims to promote full utilization of the computer packages issued to public schools and address the need to improve ICT productivity skills together with the use of collaboration platforms. The said program is a **MANDATORY** requirement for all DCP FY 2022 and 2023 school-recipients of the Electronic Learning Cart computer packages.
2. In line with this, the Schools Division of Pampanga, through the Information and Communications Technology (ICT) Unit and the Human Resource Development Section (HRDS), will conduct the **Division Training for Teachers of School-Recipients of DCP Electronic Learning Cart Packages on the DCP Adoption Program** from **December 5 to 7, 2024**, at a venue to be announced in a separate memorandum.
3. The said activity aims to:
 - a. equip teachers with foundational digital skills and competencies necessary to effectively use ICT tools and resources in the classroom.
 - b. develop teachers' ability to incorporate technology into their teaching methodologies to create engaging and interactive learning experiences.
 - c. facilitate the use of collaborative platforms and tools that enable students to work together and share knowledge effectively.



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- d. instill a mindset of continuous professional development and lifelong learning among teachers to keep up with evolving educational technologies.
4. The participants in the above-mentioned training are the teachers from the school-recipients of the DCP FY 2022 and 2023 Electronic Learning Cart Packages. School heads are requested to select 2 teachers that meet any of the following qualifications:
 - a. The teacher is designated as the School ICT Coordinator.
 - b. The teacher holds the position of Teacher I, II or III with proficient ICT skills
 - c. The teacher integrates ICT into his/her lessons.
5. The school must register the names of the participants through this link: <https://tinyurl.com/pampdcp>. Only one entry per school will be accepted.
6. Participants are requested to bring laptops, extension cords, and other possible sources of internet connectivity. The school may lend two laptops under the eLC package for use by the participants.
7. The above-cited activity is a **stay-in training**. The first meal to be served is breakfast on the first day and the last meal is PM snack on the last day.
8. Participants are entitled to a one-day service credit as stipulated in DO 53, s. 2023 – Updated Guidelines on Grant of Vacation Service Credits to Teachers. Likewise, travel expenses of the participants shall be charged to the School MOOE or other local funds subject to usual accounting and auditing rules.
9. This Memorandum shall serve as the Travel Order of the concerned participants.
10. Enclosed is the list of school recipients of the DCP FY 2022 and 2023 eLearning Cart Packages, along with the number of intended participants, training matrix, list of trainers and the Program Management Team.
11. Immediate and wide dissemination of this Memorandum is enjoined.



ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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**LIST OF SCHOOL-RECIPIENTS OF DCP FY 2022 AND 2023 ELECTRONIC
LEARNING CART PACKAGES**

ELC BATCH	School ID	School Name	No. of Teacher-Participants
ELC 2022	300527	Prado Siongco HS	2
ELC 2022	300877	Balucuc High School	2
ELC 2022	300880	Becuran National High School - JHS	2
ELC 2022	300880	Becuran National High School - JHS	2
ELC 2022	300882	Betis NHS - JHS	2
ELC 2022	300882	Betis NHS - SHS	2
ELC 2022	300884	Camba NHS - JHS	2
ELC 2022	300898	Justino Sevilla High School - SHS	2
ELC 2022	300898	Justino Sevilla High School - JHS	2
ELC 2022	300905	Don Jesus Gonzales High School - JHS	2
ELC 2022	300905	Don Jesus Gonzales High School - SHS	2
ELC 2022	300906	Pasig NHS - JHS	2
ELC 2022	300906	Pasig NHS - SHS	2
ELC 2022	300915	San Esteban NHS - JHS	2
ELC 2022	300916	San Esteban NHS - Consuelo - JHS	2
ELC 2022	300916	San Esteban NHS - Consuelo - SHS	2
ELC 2022	300917	San Isidro National High School (Bacolor) - JHS	2
ELC 2022	300918	San Isidro NHS (San Luis) - SHS	2
ELC 2022	300918	San Isidro NHS (San Luis) -JHS	2
ELC 2022	300933	Masantol HS (Sta. Lucia NHS, Masantol - JHS)	2
ELC 2022	300933	Masantol HS (Sta. Lucia NHS, Masantol - SHS)	2
ELC 2022	300935	Sta. Maria National High School (Minalin) - JHS	2
ELC 2022	300938	Sto. Tomas National High School (Sto. Tomas) - JHS	2
ELC 2022	300941	Telacsan NHS - JHS	2
ELC 2022	300943	Tinajero NHS - Sta. Lucia HS Annex - JHS	2
ELC 2022	300943	Tinajero NHS - Sta. Lucia HS Annex - SHS	2
ELC 2022	305738	SANTIAGO HS	2
ELC 2022	305740	San Juan Bano HS - JHS	2
ELC 2022	305740	San Juan Bano HS - SHS	2
ELC 2022	306078	Sta. Ana Central High School	2
ELC 2022	306911	AMBROCIO S.SIMPAO EDUCATIONAL AND TRADE CENTER OF LEARNING - JHS	2
ELC 2022	306912	Sta. Cruz High Integrated School - JHS	2
ELC 2022	306912	Sta. Cruz High Integrated School - SHS	2



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ELC 2022	306923	Sapang Kawayan High School - JHS	2
ELC 2022	306923	Sapang Kawayan High School - SHS	2
ELC 2022	306926	Malauli High School - JHS	2
ELC 2022	306935	Bacolor High School	2
ELC 2022	306951	Pulong Gubat High School - JHS	2
ELC 2022	306951	Pulong Gubat High School - SHS	2
ELC 2022	306952	Lanang High School	2
ELC 2022	306953	San Roque Arbol High School - JHS	2
ELC 2022	306954	Calantipe HS (Balucuc High School-Annex)	2
ELC 2022	345531	SHS in Magalang, Pampanga	2
ELC 2022	500026	Concepcion IS - JHS	2
ELC 2022	500123	San Nicolas IS - JHS	2
ELC 2022	501827	Nabuclod IS - JHS	2
ELC 2022	501827	Nabuclod IS - SHS	2
ELC 2022	501828	Sitio Mindanao Integrated School - JHS	2
ELC 2022	502141	Batang II Integrated School	2
ELC 2022	502153	Sebitanan IS (306948) - JHS	2
ELC 2023	105881	Batasan ES	2
ELC 2023	300873	Arayat National High School	2
ELC 2023	300884	Camba NHS	2
ELC 2023	300885	Cansinala NHS	2
ELC 2023	300886	Del Carmen National High School	2
ELC 2023	300891	Guillermo D. Mendoza NHS	2
ELC 2023	300892	Gutad NHS	2
ELC 2023	300894	Lubao NHS (Lubao Vocational School)	2
ELC 2023	300912	Remedios NHS	2
ELC 2023	300915	San Esteban NHS - SHS	2
ELC 2023	300917	San Isidro National High School (Bacolor) - SHS	2
ELC 2023	300925	San Pablo 2nd National High School	2
ELC 2023	300929	San Vicente NHS	2
ELC 2023	300935	Sta. Maria National High School (Minalin) - SHS	2
ELC 2023	300938	Sto. Tomas National High School (Sto. Tomas) - SHS	2
ELC 2023	300941	Telacsan NHS - SHS	2
ELC 2023	305365	Pasay City North High School	2
ELC 2023	306903	Bro. Andrew Gonzalez Tech.HS	2
ELC 2023	306908	Diosdado Macapagal HS	2
ELC 2023	306911	AMBROCIO S.SIMPAO EDUCATIONAL AND TRADE CENTER OF LEARNING - SHS	2
ELC 2023	306915	Apalit HS	2



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ELC 2023	306926	Malauli High School - SHS	2
ELC 2023	306937	Dalayap High School	2
ELC 2023	306947	Bancal Pugad IS	2
ELC 2023	306949	San Jose Gumi IS	2
ELC 2023	306953	San Roque Arbol High School - SHS	2
ELC 2023	306955	Mangga High School	2
ELC 2023	345530	SHS in Apalit, Pampanga	2
ELC 2023	500026	Concepcion IS -SHS	2
ELC 2023	501828	Sitio Mindanao Integrated School	2
ELC 2023	502153	Sebitanan IS (306948)	2



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**TRAINING MATRIX
 December 5 to 7, 2024**

Day 1 (December 5, 2024)		
08:00am-08:30am	Registration	PMT
08:30am-09:00am	Preliminaries	HR Fellows
PLENARY SESSIONS		
09:00am-10:00am	<i>Session 01:</i> An Overview of Cybersecurity	Tunie Gatlabayan Commercial Manager SME Business Converge ICT Solutions, Inc
10:00am-10:15am	<i>Health Break</i>	
10:15am-12:00nn	<i>Session 02:</i> Microsoft 365 Overview	Ruby M. Jimenez, PhD Public Schools District Supervisor <i>Certified DCP Adoption Program Trainer Certified Microsoft Innovative Educator</i>
12:00nn-01:00pm	<i>Lunch Break</i>	
BREAKOUT SESSIONS		
	GROUP A	GROUP B
01:00pm-02:45pm	<i>Session 03:</i> Microsoft OneDrive Jose Joel S. Pallasigui Master Teacher I San Matias ES	<i>Session 03:</i> Microsoft Word Katy Chenee S. Napao Teacher III San Luis NHS
03:00pm-04:45pm	<i>Session 04:</i> Microsoft Forms Apolinario L. Lapuz Head Teacher I Pasig NHS	<i>Session 04:</i> Microsoft PowerPoint Rachel P. Balajadia Master Teacher II San Juan ES
04:45pm-05:00pm	<i>End of Day Evaluation and Reminders</i>	



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Day 2 (December 6, 2024)		
08:00am-08:30am	Management of Learning	HR Fellows
BREAKOUT SESSIONS		
	GROUP A	GROUP B
08:30am-10:15am	Session 05: Microsoft Teams Nadine Muriel C. Alibutod Technical Staff, ICT Unit Certified Microsoft Innovative Educator	Session 05: Microsoft Excel John Paul B. Pallasigui Information Technology Officer Certified DCP Adoption Program Trainer Certified Microsoft Innovative Educator Certified Microsoft 365 Fundamentals Trainer
10:15am-12:00nn		Session 06: Microsoft OneDrive Jose Joel S. Pallasigui Master Teacher I San Matias ES
12:00nn-01:00pm	<i>Lunch Break</i>	
01:00pm-02:45pm	Session 06: Microsoft Word Simonette S. Cruz Master Teacher I San Roque Dau NHS	Session 07: Microsoft Teams Roland M. Suarez Master Teacher II Floridablanca ES
02:45pm-04:30pm	Session 07: Microsoft PowerPoint Michelle S. Reyes Master Teacher II San Antonio ES	
04:30pm-05:00pm	<i>End of Day Evaluation and Reminders</i>	



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Day 3 (December 7, 2024)		
08:00am-08:30am	Management of Learning	HR Fellows
BREAKOUT SESSIONS		
	GROUP A	GROUP B
08:30am-10:00am	<p><i>Session 08:</i> Microsoft Excel</p> <p>Ma. Krstjan Nickhol T. Gonzales Teacher III Camba NHS</p>	<p><i>Session 08:</i> Microsoft Forms</p> <p>David Russell C. Pre Teacher II Senior High School in Apalit (Stand Alone 1)</p>
10:00am-10:15am	<i>Health Break</i>	
PLENARY SESSIONS		
10:15am-12:00nn	<p><i>Session 09:</i> Learning Accelerators</p>	<p>John Paul B. Pallasigui Information Technology Officer <i>Certified DCP Adoption Program Trainer</i> <i>Certified Microsoft Innovative Educator</i> <i>Certified Microsoft 365 Fundamentals Trainer</i></p>
12:00nn-01:00pm	<i>Lunch Break</i>	
01:00pm-02:45pm	<p><i>Session 10:</i> Work Application Plan</p>	<p>Kristin Marie U. Santos Education Program Specialist <i>Certified DCP Adoption Program Trainer</i> <i>Certified Microsoft Innovative Educator</i></p>
02:45pm-03:00pm	<i>Health Break</i>	
03:00pm-04:00pm	Presentation of Outputs	PMT
04:00pm-05:00pm	Closing Program	HR Fellows



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LIST OF TRAINERS

No.	Name	Position
1	Ruby M. Jimenez, PhD	Public Schools District Supervisor
2	Kristin Marie U. Santos	Education Program Specialist II
3	John Paul B. Pallasigui	Information Technology Officer I
4	Roland M. Suarez	Master Teacher II
5	Jose Joel S. Pallasigui	Master Teacher I
6	David Russell C. Pre	Teacher II
7	Ma. Krstjan Nickhol T. Gonzales	Teacher III
8	Michelle S. Reyes	Master Teacher II
9	Simonette S. Cruz	Master Teacher I
10	Nadine Muriel C. Alibutod	Technical Staff, ICT Unit
11	Apolinario L. Lapuz	Head Teacher I
12	Rachel P. Balajadia	Master Teacher II
13	Katy Chenee S. Napao	Teacher III

PROGRAM MANAGEMENT TEAM

No.	Name	Position
1	Romeo M. Alip, PhD, CESO V	Schools Division Superintendent
2	Leandro C. Canlas, PhD, CESE	Asst. Schools Division Superintendent
3	Cecilia E. Valderama, PhD, CESE	Asst. Schools Division Superintendent
4	Ruby M. Jimenez, PhD	Public Schools District Supervisor
5	John Paul B. Pallasigui	Information Technology Officer
6	Kristin Marie U. Santos	Education Program Specialist – HRD
7	Jayson M. Santos	Senior Education Program Specialist – HRD
8	Michelle D. Mejia	Senior Education Program Specialist – SMM&E
9	Nerisse Nicole B. Torres	Education Program Specialist – SMM&E
10	Ryan L. Navarro	Head Teacher III, QATAME Associate
11	Rachelle Ann Guintu	Head Teacher III, QATAME Associate
12	Anna Marie B. Castaneda	Head Teacher I, HR Fellow
13	Christy Marie A. Gemperoa	Head Teacher III, HR Fellow
14	Brendalyne D. Liwanag	Head Teacher III, HR Fellow
15	Rayniel Rex A. Romano	Teacher III, Technical Support



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16	Jesielyn S. Ocampo	Teacher III, Technical Support
17	Lilibeth T. Simbul	Teacher III, Technical Support
18	Jacqueline E Libut-Paras	Teacher III, Technical Support
19	Maria Corazon M. Macalino	Teacher III, Technical Support



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