



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF ILOILO CITY
Gen. Luna-Mabini Sts., Iloilo City
<http://depediloilocity.net>



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August 14, 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID/SGOD
Education Program Supervisors/Program Specialists
Public School District Supervisors
Secondary School Principals/Heads/Officers-In-Charge
Administrative Officer V
Public Elementary/Secondary Schools
Division Section Chiefs
ICT Coordinators/Staff
All Others Concerned

Subject: **DCP PACKAGE ORIENTATION OF DCP RECIPIENTS BATCHES 35, 36 and 40 to 44, DCP HANDBOOK, and DCP UTILIZATION TRAINING**

Sir/Madam:

In pursuit of proper implementation and maximized utilization of delivered 2018 DCP Packages, there will be a DCP PACKAGE ORIENTATION OF DCP RECIPIENTS BATCHES 35, 36 and 40 to 44, DCP HANDBOOK, and DCP UTILIZATION TRAINING to be conducted on September 5-6, at Iloilo Grand Tower Hotel, Iznart Street, Iloilo City.

Topics in this orientation/training include:

- a) DCP Handbook, Fund Utilization and Monitoring System
- b) Introduction to Office 365
- c) Hubhuman Platform
- d) ICT Updates

Each school must have 3 participants, one (1) ICT Coordinator, one (1) Property Custodian and one (1) School Head. Participants are required to bring their own laptop, extension cords, devices for internet connection, cellular phone headset, sample lesson plans in PowerPoint presentation, school logos, sample background designs, emojis, border designs, sample videos used in lesson presentations, school pictures, and external hard disk drives.

For inquiries as regards this issuance, contact Nilo N. Taroballes, ITO I, Mobile No. 09498512430 or through ICT Coordinators' Facebook Chat Group.

Immediate dissemination of the contents of this Letter is desired.

Very truly yours,


JERRY M. LEGO, Ed. D.
Chief Education Supervisor, SGOD
In-Charge of the Division 

Enclosure: Orientation/Training Matrix, Working Committees
DIVISION LETTER NO. 121, s. 2019



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**DCP PACKAGE ORIENTATION OF DCP RECIPIENTS BATCHES 35, 36 and 40 to 44, DCP HANDBOOK,
and DCP UTILIZATION TRAINING**

Venue: Iloilo Grand Tower Hotel, Gen. Luna Street, Iloilo City
Date: September 5-6, 2019

ORIENTATION/TRAINING MATRIX

Day 1 – September 5, 2019

Start Time	End Time	TOPIC	SPEAKER/IN-CHARGE
7:30 AM	8:20 AM	Registration	District VI – Molo ICT Coordinators
8:20 AM	9:00 AM	Opening Program	Mr. Arji Alvarado, Bakhaw IS and District V-B ICT Coordinators
9:00 AM	10:00 AM	Property Custodianship and Disposal	Mrs. Mary Ann Mendoza, AO IV (Supply), SDO Iloilo City
10:00 AM	11:00 AM	DCP Fund Utilization	Mrs. Ma. Glenne J. Besa, Accountant III, SDO Iloilo City
11:00 AM	12:00 NN	3 rd Quarter Conference and DCP Updates, Guidelines on E-Textbooks and IT Equipment for SHS	Mr. Nilo Taroballes ITO I, OSDS
12:00 NN	1:00 PM	LUNCH	
1:00 PM	2:30 PM	DCP Handbook	Mr. Nilo Taroballes ITO I, OSDS
2:30 PM	3:00 PM	Regional DCP Monitoring System	
3:00 PM	5:00 PM	Introduction to Office 365	Mrs. Jo-ann Requillo and Vincent Paul Requillo Microsoft Ambassadors Jalandoni Memorial NHS

Day 2 – September 6, 2019

Start Time	End Time	TOPIC	SPEAKER/IN-CHARGE
7:30 AM	8:30 AM	Management of Learning (MOL)	District I ICT Coordinators
8:30 AM	11:00 AM	Introduction and Workshop on Open Educational Resources (OER)	Ma. Hidelita Galaura, OER Focal Person TCT-AR Foundation Integrated School
11:00 AM	12:00	Priming Activity on Hubhuman Platform	Mr. Jessie Sondia, Rizal ES, and Mrs. Collen Villanueva, Iloilo City NHS, Hubhuman Ambassadors
12:00 NN	1:00 PM	LUNCH	
1:00 PM	1:30 PM	Introduction to Hubhuman	Mr. Jessie Sondia, Rizal ES, and Mrs. Collen Villanueva, Iloilo City NHS, Hubhuman Ambassadors
1:30 PM	2:00 PM	Hubhuman Domain Provisioning on Selected Schools	Mr. Nilo Taroballes ITO I, OSDS
2:00 PM	4:00 PM	Workshop on Hubhuman	Mr. Jessie Sondia, Rizal ES, and Mrs. Collen Villanueva, Iloilo City NHS, Hubhuman Ambassadors
4:00 PM	4:30 PM	Presentation of Selected Outputs	Facilitated by Hubhuman Ambassadors
4:30 PM	5:00 PM	Closing Program	Program Committee

Enclosure No. 2 to Division Letter No. 181, s. 2019

COMMITTEES:

PROGRAM	Mr. Arji Alvarado and District V-B ICT Coordinators
PROGRAM (HARD COPY)	Mr. Elmen Perez and District II ICT Coordinators
ACCOMMODATION	Ms. Elean Joy Salgado and District III ICT Coordinators
CERTIFICATES	Mrs. Dawn Batay and District IV-A→C – Jaro ICT Coordinators
FOOD AND SOUND	Mr. Roger Plana and District V-A – Mandurriao ICT Coordinators
REGISTRATION	Ms. Cherrie Alvior and District VI – Molo ICT Coordinators
DOCUMENTATION	Mrs. Marichel Surabella and District VII – Arevalo ICT Coordinators