DEPED DIVISION OF
DAVAO DE ORO
RECORDS SECTION

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**Office of the Schools Division
Superintendent**

February 13, 2024

DIVISION MEMORANDUM
OSDS-2024-___111___

DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS

To: Concerned School Heads
       IT Officer

1. Attached is the Office of the Undersecretary for Administration Memorandum No. OUA-OUT-012524-I4-1 dated January 26, 2024, from Usec. Nolasco A. Mempin, Undersecretary for Administration, Department of Education, relative on the DCP Adoption Program: National Training of Trainers.

2. Participants and schedule to this activity are listed below:

Batch	Module	Participants	Schedule
A	1-2	Bob Dylan S. Milabat	February 18 – 21, 2024
	3-4		March 3 – 6, 2024
B	1-2	Sandy G. Yee	February 21 – 24, 2024
	3-4		March 6 – 9, 2024
C	1-2	Norman G. Jandog	February 25 – 28, 2024
	3-4		March 10 – 13, 2024

3. Other details of this memorandum are contained in the enclosure.

4. Travel, meals and other incidental expenses shall be charged against school MOOE for school-based while OSEC-11-23-3334 or division MOOE for division-based, subject to the usual accounting and auditing rules and regulations.

5. For information and guidance.

CRISTY C. EPE, CESO V
Schools Division Superintendent

Encl.: As stated

OSDS/ICTU
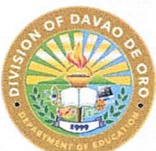
Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro
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Doc. Ref. Code	PAWIM-F-020	Rev	00
Effectivity	09.12.22	Page	1 of 1

OUA-OUT-012524-I4-1
MEMORANDUM

TO	:	**REGIONAL DIRECTORS** **SCHOOLS DIVISION SUPERINTENDENTS** **REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS** **ALL OTHERS CONCERNED**
ATTN	:	**ATTY. REVSEE A. ESCOBEDO** Undersecretary for Operations **FRANCIS CESAR B. BRINGAS** Assistant Secretary for Operations
FROM	:	**NOLASCO A. MEMPIN** Undersecretary for Administration
SUBJECT	:	*DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS*
DATE	:	**26 January 2024**

The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), will hold the **National Training of Trainers (NTOT)** in support of the *DepEd Computerization Program (DCP)* from February to March 2024 in Cebu City.

As part of the *DCP Adoption Program* that promotes full utilization of DCP computer packages in public schools, this Learning and Development (L&D) event aims to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DCP. By the end of this activity, attendees will:

- Gain expertise in modern educational methodologies, including Blended Learning, television-based learning, and effective use of the Microsoft 365 suite.
- Apply advanced techniques, such as learning accelerators and artificial intelligence (AI) in education, to create personalized and optimized learning experiences.
- Develop action plans for rollout and implementation of learned concepts among DCP recipient schools, promoting full utilization of DCP packages.

The NTOT is coordinated with the National Educators' Academy of the Philippines (NEAP) and the Bureau of Human Resources and Organizational Development (BHROD), and is developed in partnership with Microsoft Philippines, Inc., Audentes Technologies Inc., and Line Learning and Development Solutions Inc.

Room 508, 5ᵗʰ Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph

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f DepEd Philippines   @depedphilippines   @DepEd_PH   www.deped.gov.ph

This event will employ a *Blended Learning* approach, combining in-person sessions with online coursework. Kindly refer to the attached *Activity Design* and *Provisional Activity Matrix* for detailed schedules.

Regional and Schools Division Offices are requested to nominate **three (3) personnel** as **DCP Trainers** to attend the NTOT. For details of the event, including attendee qualifications and requirements, accommodation, travel arrangements, and nomination procedures, please refer to the attached *Administrative Notes*. Updates and announcements will be communicated via email or separate advisories.

For concerns, you may contact Mr. Gerard Joseph Atienza of ICTS through Microsoft Teams chat, through landline at (02) 8633 7264, or by email at **icts.usd@deped.gov.ph** (copy furnish **usecforadministration@deped.gov.ph / gerard.atienza@deped.gov.ph**; Subject: **DCP Adoption: NTOT**).

For your information and appropriate action.

DepED
MATATAG

Room 508, 5ᵗʰ Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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ADMINISTRATIVE NOTES
DCP Adoption Program: National Training of Trainers

Selection of NTOT Attendees

Each Regional Office and Schools Division Office is requested to send **three (3) personnel** from their respective jurisdictions to attend the NTOT as **DCP Trainers.**

Allocation of NTOT Attendees

BATCH	CLASS	NCR	CAR	R1	R2	R3	R4A	R4B	R5	R6	R7	R8	R9	R10	R11	R12	R13	TOTAL	
A	1	17	9	15	10	21	24	8	14									118	233
	2									22	21	14	9	15	12	9	13	115	
B	3	17	9	15	10	21	24	8	14									118	233
	4									22	21	14	9	15	12	9	13	115	
C	5	17	9	15	10	21	24	8	14									118	233
	6									22	21	14	9	15	12	9	13	115	
TOTAL		51	27	45	30	63	72	24	42	66	63	42	27	45	36	27	39	699	

DCP NTOT Attendee Qualifications

- Permanent, non-teaching or teaching-related employees of DepEd
- At least five (5) years of active service
- With at least three (3) years of teaching experience
- Heightened media and information literacy
- Excellent communication and facilitation skills
- Preferably with related L&D experience as trainers, facilitators, or program managers
- Preferably with any of the following certifications:
    - NEAP Certified Learning Facilitator
    - Microsoft Educator Trainer
    - Microsoft Innovative Educator Expert
    - Microsoft Education Ambassador

Note: One of the attendees must be the Regional/Division Information Technology Officer (RITO/DITO).

Technical Requirements

- Laptop computer with the following minimum specifications:
    a. Windows 10
    b. Microsoft 365 apps for Education
    c. Latest version of installed Internet browser and the Microsoft Teams desktop app
- Internet bandwidth of at least 5 Mb/s for online sessions
- An active DepEd email address with access to Microsoft 365 services
    - Access resources for downloading and installing Microsoft 365 through **bit.ly/DepEdM365Support.**
- Sign up to the Professional Development Learning Management System (PD-LMS) at least one week before the first day of Module 1. Access the required pre-activity materials via **training.deped.gov.ph.**
    - Refer to the PD-LMS User Guide: **bit.ly/PD-LMS_UserGuide**
- Accounts-related issues should be directed to the RITO or the DITO.

Expectations and Commitments for DCP NTOT attendees

- Willingness to support the DCP Adoption Program by serving as DCP Trainers in the training rollouts in their respective regions·and divisions.
- Attendance at **ALL** in-person sessions *and* completion of **ALL** online coursework.
- Submission of a Training Rollout Action Plan approved by their RD or SDS.

Registration

1. RDs and SDSs must nominate **DCP NTOT attendees** by issuing a memorandum or letter for **Ferdinand B. Pitagan,** Director IV of the ICTS. (See the attached *Sample Nomination Memorandum* for guidance.)
2. Only nominated DCP NTOT attendees can register using their *own* Microsoft 365 accounts at **bit.ly/2024DCP_NTOT_SignUp.**
3. The deadline for registration is on **7 February 2024.**
4. DCP NTOT attendees must keep their communication lines open for advisories, updates, and related notifications from the management team.
5. Attendance for all sessions and completion of course requirements are mandatory; substitutions or proxies are NOT ALLOWED.
6. Must provide an **explanation letter** to **Nolasco A. Mempin,** Undersecretary for Administration, should any of their attendees fail to meet the program requirements duly signed by the RDs/SDS.

Board and Lodging and Travel Arrangements

- Travel expenses of attendees, as well as any expenses they incur outside of the duration of the event, shall be charged to local funds.
- All other expenses, including board and lodging of attendees, organizers, and speakers, shall be charged to ICTS using the 2024 DCP Fund.
- Activity funds will not cover board and lodging expenses incurred outside pertinent dates.
- All expenditures are subject to the usual accounting and auditing rules and regulations.
- See table below for board and lodging arrangements, to wit:

Batch	Classes	Modules	Check-in and First Meal	Check-out and Last Meal
A	1 & 2	1-2	18 February 2024, 2:00 PM PM Snacks	21 February 2023, 12:00 PM Lunch
		3-4	3 March 2024, 2:00 PM PM Snacks	6 March 2024, 12:00 PM Lunch
B	3 & 4	1-2	21 February 2024, 2:00 PM PM Snacks	24 February 2024, 12:00 PM Lunch
		3-4	6 March 2024, 2:00 PM PM Snacks	9 March 2024, 12:00 PM Lunch
C	5 & 6	1-2	25 February 2024, 2:00 PM PM Snacks	28 February 2024, 12:00 PM Lunch
		3-4	10 March 2024, 2:00 PM PM Snacks	13 March 2024, 12:00 PM Lunch

Subject to Change

Event details including date, time, venue, and administrative logistics are subject to change. Updates will be communicated via email or Teams chat notifications.

Contact Us

For questions and clarifications, please contact **Mr. Gerard Joseph Atienza** of ICTS through Teams chat, email at **icts.usd@deped.gov.ph** (CC: **gerard.atienza@deped.gov.ph** and **usecforadministration@deped.gov.ph**; Subject: **DCP Adoption: NTOT**), or landline at **(02) 8633 7264.**

Rationale

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.

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, ICTS offers frontline support and capability building to users across governance levels that will play a crucial role in planning, designing, implementing, and monitoring ICT-related learning courses.

As part of the DCP Adoption Program, ICTS introduces new services for technological progression, teaching, welfare improvement, and adult learning, including helpdesk services, e-government administration, ICT integration in teaching, data management, and use of online platforms.

About this Activity

This L&D initiative, which forms part of and is in support of the adoption of the DepEd Computerization Program (DCP) packages among its recipient schools, is strategically designed for educators who aspire to become catalysts of change within their educational communities. Participants, poised to become trainers, will acquire the knowledge and skills essential to lead their peers through the integration of modern teaching methodologies and advanced technologies.

Objectives

At the end of this activity, attendees shall:
- Gain expertise in modern educational methodologies, including Blended Learning, television-based learning, and effective use of the Microsoft 365 suite.
- Apply advanced techniques, such as learning accelerators and AI in education, to create personalized and optimized learning experiences.
- Develop training roll-out action plan in cascading the training to teachers in schools promoting full utilization of DCP packages.

Expected Output

- **699 DepEd personnel** capacitated as DCP Trainers to roll out learned concepts to teaching personnel of DCP recipient schools.
- Training rollout action plans drafted by attendees.

Schedules

Batch	Classes	Deadline for Registration	Modules 1 and 2				Modules 3 and 4			
			In-Person	Online	Ask Me Anything	Online	In-Person	Online	Ask Me Anything	Online
A	1 & 2	**7 February 2024**	19-20 February 2024	21-23 February 2024	26 February 2024	27 February-1 March 2024	4-5 March 2024	6-8 March 2024	11 March 2024	12-15 March 2024
B	3 & 4		22-23 February 2024	26-28 February 2024	29 February 2024	1, 4-6 March 2024	7-8 March 2024	11-13 March 2024	14 March 2024	15, 18-20 March 2024
C	5 & 6		26-27 February 2024	28 February-1 March 2024	4 March 2024	5-8 March 2024	11-12 March 2024	13-15 March 2024	18 March 2024	19-22 March 2023

PROVISIONAL ACTIVITY MATRIX
DCP Adoption Program: National Training of Trainers

Notes

- Topics are subject to change as the need arises.
- Completion of pre-work courses hosted in the PD-LMS (**training.deped.gov.ph**) is required to attend in-person and further online sessions.
- Only those who attended and finished Modules 1 and 2 can proceed to Modules 3 and 4.
- The management team will strictly enforce attendees' completion of all prerequisite coursework before they are allowed to attend.
- Only those completing all sessions and coursework will receive certificates from DepEd and Microsoft, as well as Continuing Professional Development (CPD) credit units from NEAP.

Modules 1 and 2

IN-PERSON SESSIONS			
Day 0	**Day 1**	**Day 2**	**Day 3**
	6:30 AM – 8:30 AM | **Breakfast**		
	8:30 AM – 12:00 PM **Opening** • Philippine National Anthem • Invocation • Welcome Messages • Introduction to the Resource Persons **Module 1** • Blended Learning: Theoretical and Pedagogical Frameworks	*8:30 AM – 12:00 PM* **Management of Learning** **Module 2** • Microsoft 365 Overview • Microsoft Outlook	*9:00 AM* | **Egress**
2:00 PM | **Ingress**	12:00 PM – 1:00 PM | **Lunch**		
3:00 PM – 5:30 PM **Pre-work Session** • Expectation Setting • Usage of PD-LMS on an Instructor's Profile • Pre-course Work	*1:00 PM – 5:30 PM* **Module 1** • Blended Learning: Best Practices • Teaching and Learning with Television **Module 1 Assessment**	*1:00 PM – 5:30 PM* **Module 2** • Microsoft Teams • Microsoft Online Components **Module 2 Assessment** **Synthesis of Modules 1 and 2** **Distribution of Assignments** **Sign-Off** • Ways Forward • Distribution of Assignments • Sign-off Messages	
	6:00 PM – 8:00 PM | **Dinner**		

ONLINE SESSIONS		
Day 3-5	**Day 6**	**Day 7-10**
Online Courses Modules 1 and 2	*8:00 AM – 12:00 PM* **Ask Me Anything** | AM Session *1:00 PM – 5:00 PM* **Ask Me Anything** | PM Session	**Online Courses** Modules 1 and 2

Modules 3 and 4

IN-PERSON SESSIONS			
Day 0	**Day 1**	**Day 2**	**Day 3**
	6:30 AM – 8:30 AM | **Breakfast**		
	8:30 AM – 12:00 PM **Sign-On** • Philippine National Anthem • Invocation • Welcome Messages • Recap of Modules 1 and 2 • Introduction to the Resource Persons **Module 3** • Advanced Productivity (Word, Excel, PowerPoint)	*8:30 AM – 12:00 PM* **Management of Learning** **Module 4** • Learning Accelerators (Introduction, Reading Progress, Reading Coach, AI in Education)	*9:00 AM* | **Egress**
2:00 PM | **Ingress**	*12:00 PM – 1:00 PM* | **Lunch**		
3:00 PM – 5:30 PM **Pre-work Session** • Expectation Setting • Checking of Assignments • Pre-course Work	*1:00 PM – 5:30 PM* **Module 3** • Advanced Productivity (OneNote, OneDrive, Forms, Power BI) **Module 3 Assessment**	*1:00 PM – 5:30 PM* **Module 4 Assessment** **Workshop** • Drafting of Training Rollout Action Plans • Presentation of Selected Training Rollout Action Plans **Closing** • Ways Forward • Closing Messages	
	6:00 PM – 8:00 PM | **Dinner**		

ONLINE SESSIONS		
Day 3-5	**Day 6**	**Day 7-10**
Online Courses Modules 1 and 2	*8:00 AM – 12:00 PM* **Ask Me Anything** | AM Session	**Online Courses** Modules 1 and 2
	1:00 PM – 5:00 PM **Ask Me Anything** | PM Session	

DEADLINE OF SUBMISSION OF ALL COURSE REQUIREMENTS AND ACTION PLANS		
Batch A: **20 March 2024**	Batch B: **25 March 2024**	Batch C: **27 March 2024**

**Office of the Schools Division
Superintendent**

|		
FOR	:	**FERDINAND B. PITAGAN, PhD** Director IV Information and Communications Technology Service
FROM	:	**CRISTY C. EPE, CESO V** Schools Division Superintendent
SUBJECT	:	**NOMINATED ATTENDEES FROM DAVAO DE ORO DIVISION TO THE DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS**
DATED	:	**February 7, 2024**

This memorandum pertains to the **National Training of Trainers (NTOT)** in support of the **DepEd Computerization Program (DCP)** scheduled from February to March 2024 in Cebu City (OUA Memorandum No. OUA-OUT-012524-14-1).

In line with the DCP Adoption Program, aimed at maximizing the utilization of the DCP computer packages in public schools, this Learning and Development (L&D) event seeks to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel under of the DCP.

The following personnel are nominated to participate in the program as DCP NTOT Attendees:

Batch	Name	Position	Office	Email address	Mobile Number
A	Bob Dylan S. Milabat	IT Officer I	Region XI – Davao de Oro Division	bob.milabat@ deped.gov.ph	0917-7280100
B	Sandy G. Yee	School Principal IV	Region XI – Davao de Oro Division	sandy.yee@ deped.gov.ph	0909 3488088
C	Norman G. Jandog	School Principal IV	Region XI – Davao de Oro Division	norman.jandog001@ deped.gov.ph	0998-8666589

These personnel have been selected and qualified based on the criteria outlined by guidelines attached with the OUA Memorandum. They are expected to attend ALL in-person sessions, complete ALL online coursework, and submit a Training Rollout Action Plan for approval by this Office. Furthermore, they will serve as DCP Trainers
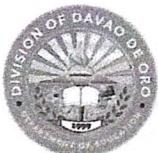
Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
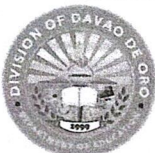Superintendent**

and assist in implementing the action plan while facilitating capacity-building activities for DCP recipient schools.

Travel expenses of these attendees shall be charged against school/division fund, subject to usual accounting and auditing rules and regulations. For questions and clarifications, the management team may contact Bob Dylan S. Milabat via email: bob.milabat@deped.gov.ph.

We appreciate your ongoing support.

By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT CE, MPA
Administrative Officer V
Officer-In-Charge

Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
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