DIVISION MEMO
No. ___764___ s.2019

THREE-DAY TRAINING WORKSHOP FOR THE INCOMING 2nd BATCH DCP PACKAGE ORIENTATION FOR DCP RECIPIENT (BATCHES 35 & 36 AND 40 & 44) WITH CAPACITY BUILDING ON THE USE AND CURATION OF OPEN EDUCATIONAL RESOURCES (OER)

TO: **Assistant Division Superintendents**
Education Program Supervisors/Coordinators
District Supervisors/OIC
Elementary and Secondary School Heads
ICT Development Team
And All Others Concerned

    1.   To ensure that DCP recipient schools for the 2nd batch DCP package allocation are properly identified, the Information and Communications Technology Unit (ICTU) of the Division Office is conducting a "**THREE-DAY TRAINING WORKSHOP FOR THE INCOMING 2nd BATCH DCP PACKAGE ORIENTATION FOR DCP RECIPIENT (BATCHES 35 & 36 AND 40 & 44) WITH CAPACITY BUILDING ON THE USE AND CURATION OF OPEN EDUCATIONAL RESOURCES (OER)**" on December 3 – 5, 2019 and December 5 – 7, 2019 at Ecotech Center, Sudlon, Lahug, Cebu City.

    2.   Participants to this three-day training workshop are the designated School ICT Coordinators for Other Programs. Second batch participants are entitled for a 1 day Service Credit for a training day that falls on a Saturday, December 7, 2019.

Batch 1				Batch 2			
Minglanilla 1	14	Samboan	19	Balamban 1	19	Daanbantayan 1	24
Minglanilla 2	12	Ginatilan	13	Balamban 2	22	Daanbantayan 2	19
San Fernando 1	15	Malabuyoc	19	Asturias 1	19	Tabogon	28
San Fernando 2	16	Alegria	33	Asturias 2	15	Borbon	24
Sibonga	29	Badian	31	Tuburan 1	25	Sogod	27
Argao 1	26	Moalboal	18	Tuburan 2	34	Carmen	23
Argao 2	29	Alcantara	11	Tabuelan	19	Compostela	19
Dalaguete 1	24	Ronda	12	San Remigio 1	17	Liloan	21
Dalaguete 2	26	Dumanjug 1	15	San Remigio 2	20	Consolacion 1	31
Alcoy	11	Dumanjug 2	20	Santa Fe	13	Pilar	15
Boljoon	15	Barili 1	22	Bantayan 1	15	Cordova	12
Oslob	23	Barili 2	24	Bantayan 2	16	San Francisco	28
Santander	11	Aloguinsan	20	Madridejos	18	Tudela	11
Catmon	24	Pinamungajan 1		Medellin	25	Poro	20
		Pinamungajan 2	16				
Total Number of Participants	=	548		Total Number of Participants	=	579	

3. First meal to be served will be breakfast of Day 1 while last meal to be served will be dinner of day 3 for each batch.

4. All participants are requested to bring the following, to wit:
   a. own laptop with preinstalled MS Office 2013 and up
   b. 64 bit Operating System
   c. softcopies of DLP; Formative & Summative Exam; Class Record
   d. headset/headphone
   e. extension cord
   f. 1TB clean External Drive

5. School Heads are directed to ensure that **NO classes** will be left unattended due to the attendance / participation of the said teachers to this training workshop.

6. Transportation, Incidental and other expenses relative to the conduct of this activity shall be charged against Local/School/MOOE Funds subject to the usual accounting and auditing rules and regulations while meals/snacks, accommodation, venue, activity materials and other expenses will charged against the Computerization Program (OSEC-7-19-0549)/HRTD Funds.

7. This Memorandum serves as Authority to Travel of the participants and of the Training And Management Team.

8. Immediate and wide dissemination of this Memorandum is desired.

MARILYN S. ANDALES, Ed. D., CESO V
Schools Division Superintendent

THREE-DAY TRAINING WORKSHOP FOR THE INCOMING 2nd BATCH DCP PACKAGE ORIENTATION FOR DCP RECIPIENT (BATCHES 35 & 36 AND 40 & 44) WITH CAPACITY BUILDING ON THE USE AND CURATION OF OPEN EDUCATIONAL RESOURCES (OER)

EMMANUEL MENDOZA	-	Division Office
JUVIMAR E. MONTOLO	-	Division Office
ZENIFER L. CORPUZ	-	Division Office
ROMMEL TANGGOL	-	Division Office
MARCONI R. ATILLO	-	Division Office
ARIEL ANDALES	-	Vicente Cabahug NHS, Tuburan II
WALTER RELACION	-	Argao ES, Argao
CHESTER S. ROSALEJOS	-	Bakhawan NHS, Daanbantayan
JONAVIEVE MAE C. OTERO	-	Lorenzo Tanza MNHS, San Francisco
GENIVEVE REBACA	-	Putat NHS, Tuburan
JEMAR CABALDE	-	Paypay NHS, Daanbantayan
EDA FLOR ARRABIS	-	Consolacion NHS, Consolacion
ROY JAMERO	-	Catmon NHS, Catmon
FRITZ MAHILUM	-	Balamban ES, Balamban
RENE BORGONIA	-	Buanoy NHS, Balamban
ALLAN CAñETE	-	San Remigio NHS, San Remigio
JONN DENVER ROSELL	-	Calape NHS, Daanbantayan
RYAN ROMANILLOS	-	Medellin NHS, Medellin
IAN THADEUS DELA CERNA	-	Bitoon NVHS, Dumanjug
JONEL FORSUELO	-	Madridejos NHS, Madridejos
JONATHAN P. LOZANO	-	Santa Filomena NHS, Alegria
JOEL P. RODRIGUEZ	-	Casay NHS, Dalaguete II
ATINEDORO ALLEGO, Jr.	-	Bala NHS, Moalboal
CHRISTIAN DOMOSMOG	-	Cerdeña NHS, Malabuyoc
CHARLES LACUñA	-	Boljoon NHS, Boljoon
CHARMAINE ROCAMORA	-	Lamac ES, Consolacion
JESON RODRIGO	-	Daanbantayan NHS, Daanbantayan
ROBERTO BENITEZ, Jr.	-	Aloguinsan NHS, Aloguinsan
JOHN CARLO NARDO	-	Liloan NHS, Liloan
GEORGE LUMAYAG, Jr.	-	Dalaguete NHS, Dalaguete
BRIGOLI PEPITO	-	Tapilon NHS, Daanbantayan
RAMONBOY ESPINOSA	-	Badian CES, Badian
ISIDRO ICOT	-	Liloan NHS, Liloan
CECILIA M. KANGKEE	-	Daanbantayan District
WILFREDO DELA CERNA, JR.	-	Compostela NHS, Compostela
CHESTER RYAN M. PASCUA	-	Compostela NHS, Compostela
GERALDINE C. FLORES	-	Bitoon ES, Dumanjug
BUENA CABRERA	-	Bakhawan NHS, Daanbantayan
ANNALIZA BAUTISTA	-	Cabangahan NHS, Consolacion
NOEME BATOCTOY	-	Consolacion NHS-EC, Consolacion
CHARLYN MAHILUM	-	Balamban ES, Balamban
JOSE ACLAN	-	Arcelo MNHS, Liloan

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Specific Objectives	Content	FACILITATOR	Suggested Activity	Duration	Expected Output
	Registration		Registration/Settling Down	8:00 AM - 8:30 AM	Registration/ Attendance
Opening Program	Philippine National Anthem Sugbo Hymn Prayer Welcome Address Rationale Message Presentation of Participants Introduction of the Training Team House Rules Energizer	Mr. Walter Relacion Mr. Emmanuel Mendoza Dr. Marilyn S. Andales Mrs. Eda Flor Arabis Mrs. Zennifer Corpuz Mr. Allan Cañete	Opening Program	8:30 AM - 9:15 AM	Overview of the Training
			BREAKOUT SESSIONS		
1. Review on DCP Handbook 2. Familiarize with the Ncomputing and Share thin client models, its features, support software and drivers.	1. DCP Handbook Review on its content 2. Ncomputing features and different models and set up. 3. Supporting software and drivers.	F1 – Jonel Forsuelo F2 – George Lumayag	- Orientation/Discussion on DCP Packages Hand book. - Orientation/Discussion on Ncomputing models and its features and supporting drivers	9:15 AM - 10:30 PM	- Clear understanding on the DCP handbooks - Familiar with the models and feature and supporting drivers of Ncomputing DCP package
3. Demonstrate common troubleshooting of DCP NComputing and Share thin client packages, activation Online or Offline, reconnection process and internet connection and provide technical assistance on how to revive old DCP units and be able to use it in the teaching and learning process.	4. Ncomputing troubleshooting on Offline and Online Activation. 5. Reconnection Process and Internet Connection	F1 – George Lumayag F2 – Jonel Forsuelo	Actual Demonstration on troubleshooting of DCP Ncomputing packages including activation Online and Offline reconnection process and internet connection.	10:30 AM -12:00 PM	- Troubleshoot Ncomputing DCP Package

L U N C H   B R E A K | 12:00 NN - 1:00 PM

Objective	Activity	Facilitator	NCOMPUTING CONTINUATION	Time	Output
			NCOMPUTING CONTINUATION	12:00 NN - 1:00 PM	- Troubleshoot Ncomputing DCP Package - Solve problem on DCP
4. Demonstrate common troubleshooting of DCP NComputing and Share thin client packages, activation Online or Offline, reconnection process and internet connection and provide technical assistance on how to revive old DCP units and be able to use it in the teaching and learning process.	6. Problems meet in School DCP batches	F1 – Jonel Forsuelo F2 – George Lumayag	Participants are to share their problems regarding DCP for possible solutions	1:00 PM –2:00 PM	- Troubleshoot SHARE thin client DCP Batch
	1. Share Client DCP Batches Troubleshooting, connecting thin client and internet	F1 – Jonel Forsuelo F2 – George Lumayag	Continuation of Actual Demonstration of Troubleshooting of Share Thin Client	2:00 PM - 4:30 PM	
	2. Problems meet in School DCP batches		Participants are to share their problems regarding DCP for possible solutions		- Solve problem on DCP
	Problems meet in School DCP batches				
6. Inculcate self-actualization and sense of responsibilities on the duties and functions of District ICT Coordinators on reporting and responding to the issues and concern DCP Packages in their respective district.	7. District ICT and School ICT Coordinator functions and responsibilities in the DCP Packages	F1 – Jonel Forsuelo F2 – George Lumayag	Participant are to understand their functions and responsibilities as District and School ICT Coordinator	4:30 PM - 5:00 PM	- ICT Designation - Action Plan/ Accomplishment Report

REGISTRATION: CHARMAINE M. ROCAMORA

DOCUMENTOR: RAMONBOY ESPINOSA

PROCESS OBSERVER: ROBERTO BENITEZ

OFFICER OF THE DAY: ROY JAMERO

Day 2

			7:30 – 8:00
MOL			
5. Demonstrate the use of Open Educational Resources and its vital importance in the teaching instructions.			
3. Introduction of OER and its vital role in the teaching learning instructions	F1 – Eda Flor Arrabis	Discuss and Demonstrate OER for teaching instructions	8:00 AM to 9:30 AM
4. Use of OER in the teaching and learning instructions			
↓ HATS & CROSSWORD	F1 – Isidro Icot Jr.	HATS CROSSWORD	9:31 – 10:00 AM 10:01 – 10:31 AM
↓ WORD SEARCH & HOT POTATOES	F1 – Isidro Icot Jr. F2 – Roberto Benitez	WORD SEARCH HOT POTATOES	10:31 – 11:00 AM 11:01 – 12:00 AM
LUNCH BREAK			12:00 PM – 1:00 PM
↓ COMICS MAKER	F1 – Roberto Benitez	COMICS MAKER	1:00 – 2:30 PM
↓ QUIZ MAKER	F1 – Jeson Rodrigo F2 – Ramonboy Espinosa	QUIZ MAKER (WONDERSHARE)	2:31 – 5:00 PM

REGISTRATION: CHARMAINE M. ROCAMORA

DOCUMENTOR: JONEL FORSUELO

PROCESS OBSERVER: EDA FLOR ARRABIS

OFFICER OF THE DAY: ISIDRO ICOT JR.

DAY 3

	7:30 – 8:00				
MOL					
	CONTINUATION QUIZ MAKER (WONDERSHARE)	8:00 –10:00			
	✦ WHO WANTS TO BE A MILLIONAIRE & WHEEL OF FORTUNE	WHO WANTS TO BE A MILLIONAIRE	10:01 –10:30		
	F1 – Charmaine Rocamora	WHEEL OF FORTUNE	10:31 –11:00		
Closing Program		Closing Program	11:01 AM - 12:00 PM	End of the Training

OFFICER OF THE DAY: JESON RODRIGO

PROCESS OBSERVER: GEORGE LUMAYAG

DOCUMENTOR: ROBERTO BENITEZ

REGISTRATION: ALLAN CAÑETE

PREPARED BY:

1. ROY P. JAMERO
2. ISIDRO P. ICOT JR.
3. RAMONBOY S. ESPINOSA
4. GEORGE P. LUMAYAG
5. CHARMAINE M. ROCAMORA
6. EDA FLOR M. ARRABIS
7. JESON U. RODRIGO
8. ROBERTO M. BENITEZ
9. JONEL G. FORSUELO
10. ALLAN C. CAÑETE

THREE – DAY WORKSHOP ON 2ND BATCH DCP PACKAGE ORIENTATION FOR DCP RECIPIENT (BATCHES 35 & 36 AND 40 & 44)
WITH CAPACITY BUILDING ON THE USE AND CURATION OF OPEN EDUCATIONAL RESOURCES (OER) - CLUSTER 2

Specific Objectives	Content	FACILITATOR	Suggested Activity	Duration	Expected Output
			DAY 1		
Registration			Registration/Settling Down	8:00 AM - 8:30 AM	Registration/ Attendance
Opening Program	Phil. National Anthem Sugbo Hymn Prayer Welcome Address Rationale Message Presentation of Participants Introduction of the Training Team House Rules Energizer	Mr. Walter Relacion Mr. Emmanuel Mendoza Dr. Marilyn S. Andales Ms. Eda Flor Arabis Ms. Zennifer Corpuz Mr. Allan Cañete	Opening Program	8:30 AM - 9:15 AM	Overview of the Training
			BREAKOUT SESSIONS		
1. Review on DCP Handbook 2. Familiarize with the Ncomputing and Share thin client models, its features, support software and drivers.	1. DCP Handbook Review on its content 2. Ncomputing features and different models and set up. 3. Supporting software and drivers.	F1 - Brigoli Pepito F2 – Jonn Denver Rosell	- Orientation/Discussion on DCP Packages Hand book. - Orientation/Discussion on Ncomputing models and its features and supporting drivers	9:15 AM - 10:30 PM	- Clear understanding on the DCP handbooks - Familiar with the models and feature and supporting drivers of Ncomputing DCP package
3. Demonstrate common troubleshooting of DCP NComputing and Share thin client packages, activation Online or Offline, reconnection process and internet connection and provide technical assistance on how to revive old DCP units and be able to use it in the teaching and learning process.	4. Ncomputing troubleshooting on Offline and Online Activation. 5. Reconnection Process and Internet Connection	F1 - Fritz Mahilum F2 – Atenedoro Allego	Actual Demonstration on troubleshooting of DCP Ncomputing packages including activation Online and Offline reconnection process and internet connection.	10:30 AM -12:00 PM	- Troubleshoot Ncomputing DCP Package

L U N C H   B R E A K — 12:00 NN - 1:00 PM

Objective	Activity	Facilitator	Description	Time	Output
	6. Problems meet in School DCP batches	F1 - Fritz Mahilum; F2 – Atenedoro Allego	NCOMPUTING CONTINUATION; Participants are to share their problems regarding DCP for possible solutions	1:00 PM –2:00 PM	- Troubleshoot Ncomputing DCP Package; - Solve problem on DCP
4. Demonstrate common troubleshooting of DCP NComputing and Share thin client packages, activation Online or Offline, reconnection process and internet connection and provide technical assistance on how to revive old DCP units and be able to use it in the teaching and learning process.	7. Share Client DCP Batches Troubleshooting, connecting thin client and internet	F1 – Jonn Denver Rosell; F2 – Geneveve Rebaca	Continuation of Actual Demonstration of Troubleshooting of Share Thin Client	2:00 PM - 4:30 PM	- Troubleshoot SHARE thin client DCP Batch
	8. Problems meet in School DCP batches		Participants are to share their problems regarding DCP for possible solutions		- Solve problem on DCP
5. Inculcate self-actualization and sense of responsibilities on the duties and functions of District ICT Coordinators on reporting and responding to the issues and concern DCP Packages in their respective district.	9. District ICT and School ICT Coordinator functions and responsibilities in the DCP Packages	F1 – Jonn Denver Rosell; F2 – Geneveve Rebaca	Participant are to understand their functions and responsibilities as District and School ICT Coordinator	4:30 PM - 5:00 PM	- ICT Designation; - Action Plan/ Accomplishment Report

REGISTRATION: CHARLYN MAHILUM

DOCUMENTOR: CHESTER RYAN PASCUA

PROCESS OBSERVER: ATENEDORO ALLEGO

OFFICER OF THE DAY: ARIEL ANDALES

Day 2

MOL			7:30 – 8:00
6. Demonstrate the use of Open Educational Resources and its vital importance in the teaching instructions.	10. Introduction of OER and its vital role in the teaching learning instructions		
	F1 – Ariel Andales F2 – Chester Ryan Pascua	Discuss and Demonstrate OER for teaching instructions	8:00 AM to 9:30 AM
	11. Use of OER in the teaching and learning instructions		
	✦ HATS & CROSSWORD	HATS CROSSWORD	9:31 – 10:00 AM 10:01 – 10:31 AM
	F1 – Charlyn Mahilium F2 – Fritz Mahilium		
	✦ WORD SEARCH & HOT POTATOES	WORD SEARCH HOT POTATOES	10:31 – 11:00 AM 11:01 – 12:00 AM
	F1 – Ann Liza Bautista F2 – Charlyn Mahilium		
LUNCH BREAK			12:00 PM – 1:00 PM
	✦ COMICS MAKER	COMICS MAKER	1:00 – 2:30 PM
	F1 – Atenedoro Allego F2 – Brigoli Pepito		
	✦ QUIZ MAKER	QUIZ MAKER (WONDERSHARE)	2:31 –5:00 PM
	F1 - Chester Ryan Pascua F2 – Fritz Mahilium		

- Actual Performance

REGISTRATION: GENEVEVE T. REBACA

DOCUMENTOR: ATENEDORO ALLEGO

PROCESS OBSERVER: BRIGOLI PEPITO

OFFICER OF THE DAY: FRITZ MAHILIUM

DAY 3

MOL	7:30 – 8:00				
	CONTINUATIONQUIZ MAKER (WONDERSHARE)	WHO WANTS TO BE A MILLIONAIRE	WHEEL OF FORTUNE	Closing Program	End of the Training
	8:00 –10:00	10:01 –10:30	10:31 –11:00	11:01 AM - 12:00 PM	
Closing Program	WHO WANTS TO BE A MILLIONAIRE & WHEEL OF FORTUNE				
	F1 – Geneveve T. Rebaca				
	F2 – Jonn Denver Rosell				

OFFICER OF THE DAY: JONN DENVER ROSELL

PROCESS OBSERVER: CHARLYN MAHILUM

DOCUMENTOR: GENEVEVE REBACA

REGISTRATION: ANNA LIZA BAUTISTA

Facilitators:

1. Ariel G. Andales
2. Fritz G. Mahilum
3. Jonn Denver S. Rosell
4. Charlyn M. Mahilum
5. Geneveve T. Rebaca
6. Atenedoro Allego
7. Brigoli E. Pepito
8. Chester Ryan M. Pascua
9. Anna Liza B. Bautista
10. Marconi Atillo