



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2024- 017

TO : **JOSE C. MARINAS III**
JESILO G. JALA
SIMON T. RIOS

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS**

DATE : FEBUARY 15, 2024

Pursuant to Regional Memorandum No. 105, s. 2024 and Memorandum No. OUA-OUT-012524-14-1 **Re: DCP Adoption Program: National Training of Trainers (NTOT)**, a training shall be conducted from **February to March 2024** in **Cebu City**.

The following personnel are directed to attend the said training, to wit.

Batch A	JOSE C. MARINAS III	Information Technology Office-I
Batch B	JESILO G. JALA	Principal I
Batch C	SIMON T. RIOS	Project Development Officer II – LRMS

Please refer to the herein attached Memoranda for further details and be guided accordingly.

Board and lodging of the participants will be shouldered by DepEd ICTS using 2024 DCP Fund while travelling expenses will be charged against Division MOOE, all subject to the usual accounting rules and regulations.

Immediate dissemination of this Memorandum is desired.

WDB/EQA/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

WELCOME

DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS
14 February 2024

Greetings, NTOT Attendees, and welcome to the *DepEd Computerization Program (DCP) Adoption National Training of Trainers (NTOT)*!

The NTOT shall equip you with the knowledge, skills, and attitudes necessary for the effective and efficient integration of the DCP packages in learning, teaching, and services across all public schools nationwide. Gain a comprehensive understanding of educational technology tools and their analysis, design, development, implementation, and evaluation.

Please see the official attendee list to confirm your assigned batch. Before engaging in the sessions, sign up using your DepEd email at training.deped.gov.ph. Start the **2024 DCP Adoption Program –NTOT** course using the enrollment key below and start with the **Pre-work** module.

Official Attendee List
bit.ly/DCP-NTOT-2024-Attendees

PD-LMS Enrollment Key
DCPNTOT2024

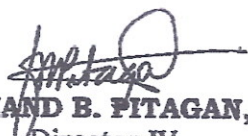
The course comprises four interconnected modules to be taken sequentially. Upon completing Pre-work, access Module 1 and subsequent modules.

Please find below the schedule for NTOT sessions:

	Batch A	Batch B	Batch C
Modules 1 & 2	In-Person: 18-21 February 2024 Online: 21 February-1 March 2024	In-Person: 21-24 February 2024 Online: 26 February-6 March 2024	In-Person: 25-28 February 2024 Online: 28 February-8 March 2028
Modules 3 & 4	In-Person: 3-6 March 2024 Online: 6-15 March 2024	In-Person: 6-9 March 2024 Online: 11-20 March 2024	In-Person: 10-13 March 2024 Online: 13-22 March 2028

Please expect updates via email throughout the program. For concerns, contact Mr. Gerard Joseph Atienza of ICTS via Microsoft Teams chat, email (icts.usd@deped.gov.ph, cc: gerard.atienza@deped.gov.ph; Subject: **DCP Adoption: NTOT**), or landline (02 8633 7264).

Once again, welcome to the DCP Adoption NTOT, and we hope that you have a fulfilling and enabling learning experience ahead!


FERDINAND B. PITAGAN, PhD
Director IV



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

06 FEB 2024

REGIONAL MEMORANDUM

No. **105**, s. 2024

DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. This has reference to OUA-OUT-012524-I4-1 titled **DCP Adoption Program: National Training of Trainers (NTOT)**.
2. In view of the foregoing, Schools Division Offices (SDOs) are requested to submit a list consisting of three (3) participants to the NTOT. The SDO is directed to adhere to the qualifications set forth in the attached document when selecting their participants. A sample/template of the Nomination Memorandum is also attached.
3. Furthermore, it is suggested that the Information Technology Officers attend the Batch C training.
4. The nomination memo should be submitted to icts.usd@deped.gov.ph, copy furnish region7@deped.gov.ph on or before February 7, 2024.
5. Immediate dissemination and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/ICTU/JPJ



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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.

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.

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
	2									22	21	14	9	15	12	9	13	115
B	3	17	9	15	10	21	24	8	14									118
	4									22	21	14	9	15	12	9	13	115
C	5	17	9	15	10	21	24	8	14									118
	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**.