



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

Office of the Schools Division Superintendent

INTER-OFFICE MEMORANDUM
OSDS-IM-2026- 019

TO : **ROMEO P. BALILING**
School ICT Coordinator
Dr. Cecilio Putong National High School

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

SUBJECT : **Training on Basic School Network Configuration and Management**

DATE : January 16, 2026

1. Attached is Regional Memorandum 0047, s. 2026, entitled: **“Addendum to Regional Memorandum No. 0020, s. 2026 (2025 2nd Semester Region VII IT Officers Conference cum Program Implementation Review)”**.
2. In line with this, you are hereby directed to attend on January 21-23, 2026, at the Hotel Fortuna, A. Borromeo St. Cebu City.
3. Transportation and other incidental expenses as well as meals expenses incurred on January 20, 2026, shall be charge against school MOOE subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as Travel Order.
5. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

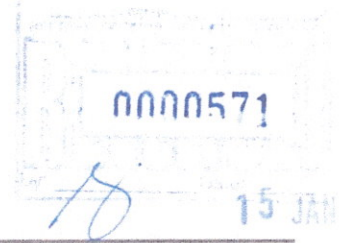
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 REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

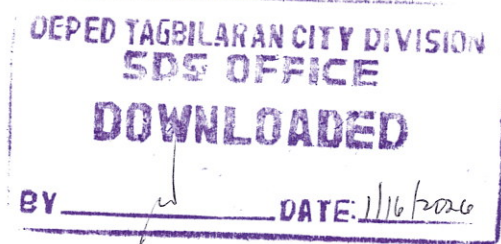
No. 0047 s. 2026

15 JAN 2026

Addendum to Regional Memorandum No. 0020, s. 2026
 (2025 2nd Semester Region VII IT Officers Conference cum Program Implementation Review)

1-133

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 Division Information Technology Officers
 All Others Concerned



1. In reference to Regional Memorandum No. 0020, s. 2026 entitled "**2025 2nd Semester Region VII ITO Conference cum Program Implementation Review**". The venue of the activity will be at the Hotel Fortuna, A. Borromeo St, Cebu City.
2. In addition, in relation to the **Training on Basic School Network Configuration and Management** and the benchmarking activities, scheduled on January 21–23, 2026, this Office hereby includes the following as additional participants to the said activity:
One (1) School ICT Coordinator or an **ICT staff member** from each Schools Division Office (SDO), preferably those directly handling school network setup and DCP equipment management.
3. The inclusion of the additional participants aims to:
 - Strengthen technical capability at the school and division levels; and
 - Ensure proper configuration, maintenance, and sustainability of school network infrastructures.
4. All participants are enjoined to bring their laptops and other necessary devices to be used for report presentations and during the training sessions.
5. All other provisions of the previously issued Memorandum shall remain in effect.



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6. Immediate dissemination of and compliance with this memorandum is enjoined.

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

STJ/FYA7/CTU/dim



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

0000161

07 JAN 2026

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0000161 s. 2026

07 JAN 2026

2025 2nd Semester Region VII IT Officers Conference cum Program Implementation Review

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Information Technology Officers
All Others Concerned

1. The Department of Education Regional Office VII through the Information and Communications Technology Unit conducts a semi-annual Information Technology Officer (ITO) Conference and Program Implementation Review to assess, review, discuss, report, and resolve matters concerning the implementation of DepEd Computerization Program (DCP) and other ICT-related programs and projects of the DepEd.
2. The 2025 2nd Semester conference will be hosted by the Division of Talisay on **January 21-23, 2026**. The venue shall be announced through a separate memorandum. Please refer to the attached Activity Matrix for the details. Participants are allowed to travel on **January 20, 2026**, to ensure timely arrival for the conference.
3. All Division IT Officers are hereby directed to present and upload their SDO report for **July-December 2025** duly signed by their respective Schools Division Superintendents, containing the following:
 - a. Status of Delivery (FY 2025 DCP Packages-L4T and L4NT)
 - b. Utilization of DCP packages
 - c. Updated inventory and status report of DCP and non-DCP packages
 - d. Updated School Profile (Connectivity Report, Energization Status, Masterlist of School Heads, and ICT Coordinators)
 - e. Status of DCP fund utilization (Hiring of Technical Assistant II)
 - f. ICT Issues and Concerns

IT Officers are also requested to accomplish the shared Excel file for consolidation.



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4. In addition to the reports, all FY 2025 DCP Packages: Laptop for Teaching (LAT) and Laptop for Non-Teaching (L4NT) Delivery MOVs must be uploaded to the shared folder. The links to the files and corresponding folders will be provided prior to the conference.
5. Furthermore, this office requests the SDO Talisay City ICT Core Team to serve as the technical working group during the conduct of this activity. The ICT Staff of SDO Cebu Province and ICT coordinator of San Fernando Central Elementary School are also requested to assist in the DCP Monitoring and benchmarking activities.
6. Meals, board, and lodging shall be charged against regional funds and DCP PSF downloaded to SDO Talisay City. Transportation and incidental expenses, as well as meals expenses incurred on January 20, 2026, shall be charged against their respective DCP PSF, Division, or local funds, subject to usual accounting and auditing rules and regulations.
7. First meal to be served is breakfast of January 21, 2026, and last meal to be served is dinner of January 23, 2026.
8. Immediate dissemination of and compliance with this memorandum is enjoined.

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

SDO TALISAY CITY



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ACTIVITY MATRIX
2nd Semester 2025 Region VII ITO Conference cum Program Implementation
Review
 August 18-20, 2025
 Cebu City

Date	Time	Activity
Day 0 January 20, 2026	3:00 PM-5:00 PM	Arrival
Day 1 January 21, 2026	7:00 AM-8:00 AM	Registration
	8:00AM-8:30AM	Preliminaries
	8:30 AM-12:00 PM	Presentation of Reports per SDO
	1:00 PM-5:00 PM	Training on Basic School Network Configuration and Management <ul style="list-style-type: none"> • Setting up Network Device and Appliance • Interface Configuration • Bridge • Multiple VLAN Configuration • Addressing (subnetting) • DHCP Server Configuration • DNS Configuration • DHCP Client • Routing configuration • Firewall NAT Configuration
Day 2 January 22, 2026	8:00AM-8:30AM	Preliminaries
	8:30AM-3:30 PM	<ul style="list-style-type: none"> • User manager & radius server configuration • Setting up Hotspot Server with radius server • Setting up Access point linked through • FOC (single core) • Testing network (client server and central server) • The Basic of VPN • Site to Site VPN • Endpoint VPN Client Solution
	3:30 PM-5:00 PM	Discussion of the following: <ul style="list-style-type: none"> • DCP PSF for COS • DCP Portal-Data • DCP Monitoring Tool • R7 DCP Inventory System • FY 2026 DCP Packages Recipients
Day 3 January 23, 2026	8:00AM-10:00AM	ORIENTATION OF MATATAG NETWORK INFRASTRUCTURE
	10:00AM-5:00 PM	DCP Monitoring and benchmarking of MATATAG Network Infrastructure at San Fernando Central Elementary School



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