



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



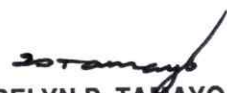
May 19, 2021

**DIVISION MEMORANDUM**  
No. 122 S.2021

**Seminar-Workshop on the Proper Maintenance of DepEd Computerization Program**

To: All Heads of Public Elementary Schools

1. Pursuant to to DepEd Order No. 78 s.2010 entitled Guidelines on the Implementation of the DepEd Computerization Program, this division announces the conduct of Seminar-Workshop on the Proper Maintenance of DepEd Computerization Program (DCP). All designated Elementary School ICT Coordinators (ICT Infrastructure and Related Programs and Projects) will be the participants on May 25, 2021 form 8:00am to 5:00pm via on-line platform. The link of the virtual seminar-workshop will be posted on the Microsoft Teams channel DepEd Angeles City – School ICT Coordinators.
2. This seminar-workshop aims to:
  - a. Obtain up-to-date and accurate data on DCP status of the 43 public elementary schools in the division;
  - b. Equip all public elementary School ICT Coordinators designated on ICT Infrastructure and Related Programs and Projects with the skills needed for the proper maintenance of DCP Packages in their respective schools through a workshop on:
    - Installation of Operating System and Application for Laptop and Desktop
    - Installation and Configuration of peripherals and networking devices
    - Backing-up of Operating System
    - Familiarization of ICT Equipment and peripherals
3. All participants are advised to pick-up their training materials in the Division ICT Office on May 20 and 24, 2021 only.
4. Enclosed to this Memorandum is the Training Matrix.
5. Immediate dissemination of this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
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**TRAINING MATRIX**  
**May 25, 2021**

7:45AM – 8:00AM	Preliminaries (National Anthem & Prayer)
8:01AM – 8:15AM	Introduction of Objectives
8:16AM – 9:15AM	Installation of Operating System and Application for Laptop/Desktop
9:16AM – 10:00AM	Backing Up Operating System
10:01AM – 10:30AM	Familiarization of ICT Equipment and Peripherals
10:31AM - 12:00NN	Installation and Configuration of Peripherals and Networking Devices (Workshop on Networking)
12:01PM – 1:00PM	Lunch Break
1:01PM - 2:00PM	DCP Program Support Fund (discussion)
2:00PM – 4:00PM	Updates/Status of DCP per School
4:01PM - 4:30PM	Updates on plans and programs of DepEd ICTS
4:31PM - 5:00PM	Awarding of Certificates



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