



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 1096, s. 2019

November 27, 2019

**ATTENDANCE TO PRE-SUMMIT COORDINATION MEETING**

To: **INDA D. NACUA**  
School Principal II  
Digos City CES

Attention:  
**DEMOSTHENES O. CAJES**  
ICT Coordinator

1. In reference to Regional Memorandum dated November 18, 2019 regarding the conduct of Pre-Summit Coordination Meeting, this office advises the following personnel to attend in the said meeting on December 3, 2019, 8:00 AM at Waling-waling Conference Room, DepEd RO XI, F. Torres St. Davao City
2. Inline with this, Mr. Demosthenes O. Cajes (ICT Summit Presenter) is directed to attend the said meeting in lieu of Mr. Stephen R. Pascual, IT Officer, for he is not available to attend due to the conflict of schedule of the rolling conference of Project PAKIGHINABI.
3. The objective of this activity is to finalize the preparations for the implementation of Regional DepEd ICT Summit.
4. Classes handed by the above teacher is expected to be arranged by the School Head to ensure that there will be no disruption of classes.
5. Travel and other incidental expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations. Other details are in the enclosure.
6. For your information and guidance.

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
47397  
DATE: **NOV 28 2019** TIME: **12:34**  
BY: 

Encls: List Enclosures  
References: DeEd Regional Memo  
To be indicated in the Perpetual Index under the following subjects:  
ICT



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
Davao City



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Website: www.depedroxi.ph

**MEMORANDUM**

To : All Schools Division Superintendents

Subject: PRE-SUMMIT COORDINATION MEETING

Date : November 18, 2019

DepEd Schools Division of Digos City  
RECORDS SECTION



**RECEIVED** 47397

DATE: NOV 22 2019

TIME: 3:43 PM

BY:

On December 9-11, 2019, this Office will conduct the 2<sup>nd</sup> Regional DepEd ICT Summit 2019 Using DCP as a Tool Towards Digital Education with the theme, "Our Investment in ICT Education Today, will be the Digital Education Tomorrow".

In this regard, the ICTU-RO XI will conduct a Pre-Summit Coordination Meeting on December 3, 2019 (Tuesday) at exactly 8:00 AM at the Waling-Waling Conference Room, DepEd RO XI, F. Torres St. Davao City. The objective of the said meeting is to finalize the preparations for the implementation of Regional DepEd ICT Summit.

Participants to this activity are the following:

| Participant                             | Pax       |
|-----------------------------------------|-----------|
| 1. Regional ITO                         | 1         |
| 2. Regional TLE Supervisor              | 1         |
| 3. Regional Science Supervisor          | 1         |
| 4. Division ITO                         | 11        |
| 5. Division TLE Supervisor              | 11        |
| 6. Division Science Supervisor          | 11        |
| 7. Technical Working Group for Robotics | 8         |
| 8. Technical Working Group for TLE      | 1         |
| 9. Technical Working Group for DCP      | 1         |
| 10. ICTU Staff                          | 2         |
| <b>TOTAL:</b>                           | <b>48</b> |

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Partners Number 51110-0197



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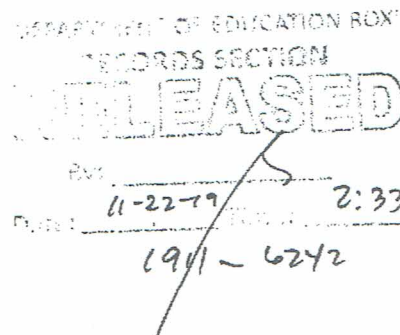
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Travel and other incidental expenses of the participants shall be charged to their respective local funds while snacks and lunch will be charged to DCP funds, all subject to usual accounting and auditing rules and regulation.

Immediate dissemination of this memorandum is desired.

  
EVELYN R. FETALVERO, CESO V  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

ORD/ICT2/pch



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MEMORANDUM

To : Schools Division Superintendents  
Division Science & TLE Education Program Supervisors  
Division Information Technology Officer

Subject: 2ND REGIONAL DEPED ICT SUMMIT 2019  
USING DCP AS A TOOL TOWARDS  
DIGITAL EDUCATION

Date : November 8, 2019

1. The Department of Education Region XI through the Information Communication Technology Unit (ICTU) will conduct the **2ND REGIONAL DEPED ICT SUMMIT 2019 USING DCP AS A TOOL TOWARDS DIGITAL EDUCATION** with the theme **"OUR INVESTMENT IN ICT EDUCATION TODAY, WILL BE THE DIGITAL EDUCATION TOMORROW"** on December 9-11, 2019, venue to be announced later.

2. The Regional Summit aims to:

- Update ICT practitioners in DepEd Region XI on emerging technologies;
- start the culture of sharing and collaborating of ICT in Teaching and Learning and Governance;
- provide a forum to update everyone on current ICT projects and implementations in DepEd as well as future plans; and
- recognize ICT Best Projects and Implementers.

3. Participants to this Regional ICT Summit are the following:

- Regional Director (Officer In-Charge)
- Assistant Regional Director (Concurrent OIC)
- Regional ITO
- Regional TVL EPS
- Regional Science EPS
- Two ICTU Staff
- Ten Region XI TWG
- Division ITO
- Division TLE EPS
- Technical Working Group for Robotics – (three pax)
- Selected Robotics Presenters – (three pax)
- Selected Governance Presenters – (three pax)

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- Selected ICT Schools Coordinators (live out)
- Selected Microsoft Educators Ambassadors (live out)
- Director OF ICTS, DepEd Central Office (or representative)
- Chief, Technical Infrastructure Division, ICTS, DepEd Central Office (or representative)
- Chief, User Support Division, ICTS, DepEd Central Office (or representative)
- Chief, Solution Development Division, ICTS, DepEd Central Office (or representative)
- Speakers and Jury

4. Selected ICT School Coordinators and Microsoft Educator Ambassadors are expected to attend on December 10, 2019 only.

5. School Division Offices (SDOs) must submit to the Information Communication Technology Unit, the entry files for Teaching and Learning Category, Governance Category and a three minute video presentation of the finalist/s in the Division Tier not later than December 3, 2019.

5. Board and lodging of the identified participants shall be charged to the DCP Implementation Support Fund, while travel and other incidental expenses shall be charged to local funds.

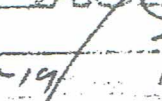
6. Immediate dissemination and compliance of this Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO V**  
Assistant Regional Director  
Office in-Charge  
Office of the Regional Director

Enclosed: Enclosure 1&2

ORD/ICTI/rcg

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Enclosure No 1.  
2ND REGIONAL DEPED ICT SUMMIT 2019 USING  
DCP AS A TOOL TOWARDS DIGITAL EDUCATION

A. ICT INNOVATIONS FOR TEACHING AND LEARNING:

This category highlights the intensification of the use of DepEd Computerization Program (DCP) packages and other available technologies integrated in the curriculum.

| CRITERIA            | INDICATORS                                  | YES | NO | REFERENCE DOCUMENTS (MOV)                                                                                                                    | REMARKS |
|---------------------|---------------------------------------------|-----|----|----------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Achievement (20%)   | 1. Participation of School Management       |     |    | Minutes of Meeting, SIP, AIP, APP, PPMP, Supervisory Chart, Class Observation Report                                                         |         |
|                     | 2. Promoting Usage of DCP packages          |     |    | Schedule Program (DCP, Utilization Plan/Matrix, Attendance Sheet, ICT LAC Session minutes, DLL/Plan with ICT Integration, Learners Portfolio |         |
|                     | 3. Support of the school community          |     |    | Resolution, letters, OR (official receipt), letter of request, minutes of the meeting, proof of donations                                    |         |
| Effectiveness (30%) | 1. Outcome and functionality of the project |     |    | ICT LAC matrix, Attendance Sheet, Learners Project,                                                                                          |         |
|                     | 2. Length of project implementation         |     |    | DR, IAR, Utilization Matrix, Logbook, ICT LAC Report                                                                                         |         |

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|                         |                                                           |  |  |                                                                                                                             |  |
|-------------------------|-----------------------------------------------------------|--|--|-----------------------------------------------------------------------------------------------------------------------------|--|
| Sustainability<br>(20%) | 1. Documentation<br>(M&E) files and video                 |  |  | Minutes of<br>meeting, SIP, AIP,<br>APP, PPMP,<br>Sustainability<br>Plan, Video<br>Presentation, M&E<br>Tool                |  |
|                         | 2. Replicability of the<br>project                        |  |  | Action<br>Plan/Research,<br>ICT Project<br>Proposal                                                                         |  |
|                         | 3. Implementing<br>mechanism                              |  |  | Utilization<br>Plan/Matrix, ICT<br>LAC Schedule,<br>Logbook,<br>Attendance Sheet                                            |  |
| Innovativeness<br>(30%) | 1. Creativity on the<br>integration of<br>available tools |  |  | DLL/Plan, Class<br>Observation,<br>Grading System,<br>Teachers/Learners<br>portfolio,<br>Assessment<br>instrument           |  |
|                         | 2. Uniqueness of the<br>project                           |  |  | Learners and<br>Teachers<br>projects/experimen<br>ts/portfolio/exhibit<br>s/awards/recogniti<br>on/assessment<br>instrument |  |

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**B. ICT INNOVATIONS FOR GOVERNANCE:**

This category FEATURES ict INGENUITIES THAT FURTHER IMPROVE dEPeD SERVICES IN THE SCHOOL, DIVISION, AND OTHER LEVELS.

| CRITERIA            | INDICATORS                                                | YES | NO | REFERENCE DOCUMENTS (MOV)                                                                                                                            | REMARKS |
|---------------------|-----------------------------------------------------------|-----|----|------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Achievement (20%)   | 1. Improvement of operations & delivery of services       |     |    | Office memo, Flow Chart, Interview, Inventory of DCP deliveries/status, Updated Filing System, Storage of Records/Files                              |         |
|                     | 2. Involvement level of school/division heads & personnel |     |    | Memorandum, Letters, Attendance Sheet, Minutes of the Meeting/Mancom, List of School DCP Packages, List of other ICT donated equipment and its uses. |         |
| Effectiveness (30%) | 1. Outcome and functionality of the project               |     |    | Awards, Recognition, Publications, Flow Chart, Interview, Updated Filing System, Capability Building Program for Teaching & Non Teaching Personnel   |         |
|                     | 2. Length of project implementation                       |     |    | DR, IAR, Utilization Matrix, Logbook, ICT LAC Report                                                                                                 |         |

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|                         |                                                           |  |  |                                                                                           |  |
|-------------------------|-----------------------------------------------------------|--|--|-------------------------------------------------------------------------------------------|--|
| Sustainability<br>(20%) | 1. Documentation<br>(M&E) files and video                 |  |  | Video<br>Presentation, M&E<br>Tool, Portfolio                                             |  |
|                         | 2. Replicability of the<br>project                        |  |  | Action<br>Plan/Research,<br>ICT Project<br>Proposal                                       |  |
|                         | 3. Implementing<br>mechanism                              |  |  | Memorandum,<br>Flow Chart, M&E<br>Mechanism,<br>Sustainability<br>Plan, WFP, APP,<br>PPMP |  |
| Innovativeness<br>(30%) | 1. Creativity on the<br>integration of<br>available tools |  |  | Interview,<br>Application of<br>Available Tools                                           |  |
|                         | 2. Uniqueness of the<br>project                           |  |  | Activity Design,<br>Interview, Exhibit,<br>Awards,<br>Recognition                         |  |

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Enclosure No 2.  
2ND REGIONAL DEPED ICT SUMMIT 2019 USING  
DCP AS A TOOL TOWARDS DIGITAL EDUCATION

**2ND REGIONAL DEPED ICT SUMMIT 2019 USING DCP  
AS A TOOL TOWARDS DIGITAL EDUCATION**

**REGIONAL ORGANIZING COMMITTEE**

| WORKING COMMITTEES                   | NAME                                                                                                                                             | DIVISION                                                                                                                                         |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| PROGRAM & INVITATION                 | RICARDO C. GUINTO<br>DR. MA. LIZA BERANDOY<br>DR. PEDELINA HUEVOS<br>DR. GEMIMA GALANG<br>MYRA UDI                                               | ICTU<br>CLMD<br>CLMD<br>PAU<br>PAU                                                                                                               |
| REGISTRATION/HOTEL &<br>ACCOMODATION | SYLVIA GUERREO<br>MYRTLE PACIO<br>NAPDEO NATKA E. NATAD<br>ROGAR GARCIA<br>BRYLLE CADIGAL<br><br>HAIDEE M. SIASON<br>RONALD APAO<br>JET THOMPSON | RECORDS SECTION<br>ADMIN<br>DRANH – DAVAO CITY<br>BNHS – DAVAO CITY<br>T. FERNANDES NHS – DAVAO<br>CITY<br>MATI CITY<br>TAGUM CITY<br>TAGUM CITY |
| TRANSPORTATION                       | EDGAR CASTIGON<br>ALLAN COSE<br>ERNESTO PROSPERO, JR<br>CIRILO PUTOL                                                                             | ADMIN<br>ADMIN<br>ADMIN                                                                                                                          |
| WAYS & MEANS                         | NAIDOT SENCIO<br>ELVIN ANAJAO<br>APRIL BAÑADOS<br>PERLITA MULLOT                                                                                 | CAS<br>ASET & MANAGEMENT<br>CAS<br>CAS                                                                                                           |
| AWARDS                               | RICARDO C. GUINTO<br>DR. LIZA BERANDOY<br>DR. PEDELINA HUEVOS<br>POCHOLO HERNANDEZ<br>KARLO ESMERALDA                                            | ICTU<br>CLMD<br>CLMD<br>ICTU<br>ICTU                                                                                                             |

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