



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

10 September 2024

**DIVISION MEMORANDUM**

No. **246**s, 2024

**CONDUCT OF ORIENTATION MEETING CUM 2024 PROGRAM IMPLEMENTATION  
REVIEW (PIR) FOR THE DEPED COMPUTERIZATION PROGRAM**

TO: Asst. Schools Division Superintendent  
Elementary and Secondary Heads  
School ICT Coordinators  
All Other Concerned

1. In line with the commitment of this Office to enhance the efficiency and effectiveness of the DepEd Computerization Program (DCP), the OSDS-Information & Communications Technology Unit will be conducting an Orientation Meeting Cum 2024 PIR for the DepEd Computerization Program for School ICT Coordinators on October 12, 2024 at the Batanes National Science High School Auditorium, to start at 8:00 in the morning.
2. The objective of the activity includes:
  - Review accomplishment report vis-à-vis proposed/approved action plan
  - Orient the School ICT coordinators on DCP updates
  - School Wide Internet Project (SWIP) Project of DepEd and Starlink internet updates
  - Gmail, Microsoft O365, Canva and Adobe account updates
  - ICT infrastructure basic repair and maintenance
  - Migration of files from Gmail to Microsoft
  - Presentation of Innovations/ICT Best Practices
  - ICTU innovations for school adoption
  - Other Matters.
3. Enclosed are the List of Participants, Facilitators and Program Management Team.
4. Since the said activity falls on a Saturday, teacher participants shall be granted one-day service credit while non-teaching and PMT will earn an 8-hour Compensatory Time-Off (CTO).



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5. All expenses relative to the conduct of the activity shall be charged against the PSF DCP Funds while travelling expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.

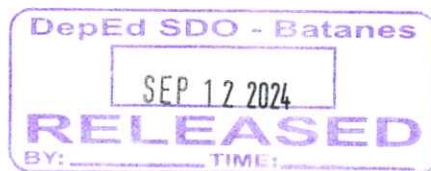
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: None  
Reference:

To be indicated in the Perpetual Index  
under the following subjects

MEETING  
ORIENTATION

ICTU/djm/jcft



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**FACILITATORS**

<b>Name</b>	<b>Position</b>
Jonas Carlo F. Trillana	Division ITO I
John Michael L. Viola	Administrative Aide VI
Pierce John Vargas	Administrative Aide VI
Hazel M. Velayo	Teacher III
Jain C. Esperanza	Teacher III
Rainer Henry C. Manansala	Teacher III

**PARTICIPANTS**

<b>Name</b>	<b>School</b>	<b>Designation</b>
Ma. Kaira H. Villarta	Basco CS	ICT Coordinator
Noel G. Buenafe	Diptan ES	ICT Coordinator
Hazel M. Velayo	Valugan IS	ICT Coordinator
Jonilyn Marie Entela	Chanarian ES	ICT Coordinator
Sheila C. Salengua	Tukon ES	ICT Coordinator
Jessamine Mari B. Ponce	Itbayat CS	ICT Coordinator
Kristine M. Gutierrez	Mayan ES	ICT Coordinator
Derlie Mae P. Villa	Yawran BS	ICT Coordinator
Reynard N. Robillos	Raele IS	ICT Coordinator
Mae Angenette Bartilad	Ivana ES	ICT Coordinator
Alma C. Alcantara	San Vicente ES	ICT Coordinator
Raquel A. Cariaso	Mahatao CS	ICT Coordinator
Shiela C. Carzon	Diura BS	ICT Coordinator
Regine Caballero	Sabtang CS	ICT Coordinator
Babylyn P. Homigop	Chavayan ES	ICT Coordinator
Nicey R. Jacobo	Savidug ES	ICT Coordinator
Geraldine A. Munalem	Sumnanga ES	ICT Coordinator
Jane Esperanza	Nakanmuan ES	ICT Coordinator
Aisa A. Nanud	Uyugan ES	ICT Coordinator
Stephanie Joy C. Ballada	Imnajbu ES	ICT Coordinator
Roxanne D. Adami	Itbud IS (Elem)	ICT Coordinator
Marites C. Sofetinia	Itbud IS (Sec)	ICT Coordinator
Rufa A. Cariaso	Batanes GCHS	ICT Coordinator
Jamilin P. Viola	Batanes NSHS	ICT Coordinator
John Rick Vasol	Batanes NSHS	Asst. ICT Coordinator
Ellian C. Ponce	Itbayat NAHS	ICT Coordinator
Jain C. Esperanza	Sabtang NSF	ICT Coordinator
John Wayne Aguas	Mahatao NHS	ICT Coordinator
Fria Rosanna B. Valones	Ivana NHS	ICT Coordinator

**PMT**

<b>Name</b>	<b>Position</b>
Miah Daphnie B. Buenafe	SEPS/ QAME
Leslie Joy S. Merina	ADAS III/ Finance Officer
Emerita D. Castellon	ADA I/ Logistics Officer
Angela Mae E. Pacapac	Nurse II/ Welfare Officer
Jennilyn C. Valiente	ADAS III/ Secretary