Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan

August 6, 2019

DIVISION MEMORANDUM
No. 038, s. 2019

ONE DAY ORIENTATION ON DepEd COMPUTERIZATION PROGRAM (DCP) MANUAL TRAINING-WORKSHOP, DCP MONITORING SYSTEM AND HUMANHUB

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to inform the field that there will be a One-day Orientation on DCP Manual Training-Workshop, DCP Monitoring System and HubHuman on September 2 to 6, 2019. Venue will be announced later.

2. Participants to this workshop are School Heads, School Property Custodian and School ICT Coordinators In-Charge of Data Management.

3. This training-workshop aims to:

   a. train the participants to have common understanding on the proper procedures of accepting, recording of DCP deliveries and to orient the School Heads, School Property Custodians and School ICT Coordinators on the inspection and acceptance of DCP packages.
   b. equip participants with the knowledge and skills on how to manage the Region VI DepEd Computerization Monitoring Management System (DCPMS); and
   c. recognize the general characteristics of social media network and to identify the salient features of HubHuman technology that can be used by DepEd.

4. Participants are advised to register on this **link http://deped.in/orientdcp** on or before August 30, 2019. The purpose of this registration is for your attendance and transportation allowance.

6. Participants are advised to bring laptop, extension cord and broadband to be used during the workshop.

7. The Workshop Program is found in Enclosure No. 1 and Schedule of Orientation per Batch in Enclosure No 2 of this Memorandum.

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8. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

JOSE NIRO R. NILLASCA
Education Program Supervisor - LRMDS
Officer-In- Charge
Office of the Asst. Schools Division Superintendent
In-charge of the Division

Enclosure: as stated
Reference: Master Plan for Professional Development
Allotment: 1 (R.O. s. 1994)
To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY **POLICY** **PROJECT** **SCHOOLS**

/fpj

Enclosure No. 1 of Division Memorandum No. _____. S. 2019

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WORKSHOP PROGRAM

September 2-6, 2019	**AGENDA**	**Person In-Charge**
7:30 AM – 8:00 AM	Registration	
8:00 AM – 8:30 AM	National Anthem/Opening prayer Welcome remarks	
8:30 AM - 12:00 NN	DCP Manual Orientation	**FLORADEL P. JAMERO**
12:00 PM - 1:00 PM	**LUNCH**	
1:00 PM - 2:30 PM	DCP Monitoring System	**FLORADEL P. JAMERO**
2:31 PM – 4:30 PM	HubHuman	**JOSE EMILIO REYES & MAYLORD BONIFACIO**
4:30 PM – 5:00 PM	Closing Program	

Expected Output:

Common understanding on the guidelines stated in DCP Manual
Accomplished DCPMS Templates

- School Profile
- Inventory

HubHuman Account

Enclosure No. 2 of Division Memorandum No. _____. S. 2019

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SCHEDULE OF THE ORIENTATION PER BATCH

Batch 1 (September 2, 2019)

Libacao - 96
Altavas - 69
New Wash. - 57
222

Batch 2 (September 3, 2019)

Madalag - 96
Ibajay I - 57
Kalibo II - 33
Numancia - 39
225

Batch 3 (September 4, 2019)

Malinao - 57
Buruanga - 48
Makato - 57
Tangalan - 45
231

Batch 4 (September 5, 2019)

Batan - 81
Kalibo I - 30
Nabas - 69
Malay - 48
228

Batch 5 (September 6, 2019)

Ibajay I - 57
Balete - 54
Banga - 90
Lezo - 27
228