



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

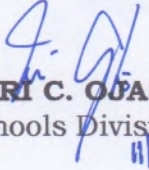
MEMORANDUM

MLC-2023- 891

TO : **THROUGH THE DISTRICT SUPERVISORS/ SCHOOL HEADS/  
SECTION AND UNIT HEADS**

**REMYLIN V. GAOGAO**  
**JUNE ARIEL F. GANTALAO**  
**DOMINIC B. VIDAL**  
**WENDELL CALINGACION**  
**NATHANIEL E. LAJOT, JR.**

*SDO, ICT Unit*  
*La Libertad TVS, La Libertad 1*  
*Jimalalud NHS, Jimalalud 1*  
*Dr. Benjamin T. Locsin HS, Sibulan 1*  
*Casiano Z. Napigkit NHS, Sta. Catalina 1*

FROM :   
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

11/7/2023

SUBJECT : **CAPABILITY BUILDING AND ESTABLISHMENT OF SCHOOL DCP  
REPAIR HUB**

DATE : November 3, 2023

The Information and Communications Technology Unit of the Deped Regional Office in collaboration with the Division of Mandaue City organizes a series of capability building for selected teacher/s from select secondary schools offering Computer Software Servicing (CSS) in their Senior High School (SHS) curriculum.


This undertaking aims to:

- Establish a DCP School Repair Hub that will cater to the repair needs of schools within the SDO/ district and
- Provide SHS learners with actual experience in doing the repair and maintenance of computers after they are trained by the teacher participants as part of their requirements in the CSS course.

7 8 NOV 2023



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**Office of the Schools Division Superintendent**

MEMORANDUM

Recommended Schools as DCP Repair Hub listed below are therefore requested to attend the first of the series of training to be participated by CSS Teachers together with the Division IT Officer. A registration link will be provided separately.

District	School	Remarks
LA LIBERTAD I	La Libertad Tech. Voc. HS	Original recommended school
JIMALALUD I	Jimalalud National HS	Original recommended school
SIBULAN I	Dr. Benjamin T. Locsin HS	To replace Valencia NHS
STA. CATALINA I	Casiano Z. Napigkit National HS	Original recommended school

Meals of the participants will be charged against the Regional DCP Program Support Fund while the transportation, accommodation, and incidental expenses relative to this activity will be charged against the Division MOOE/ DCP Program Support Fund subject to usual accounting and auditing rules and regulations.

First meal to be served is lunch of November 10, 2023 while last meal to be served will be morning snacks of November 12, 2023.

Participants are requested to bring with them the following:

- a. Flash drive (32 gb) or external drive
- b. Blower
- c. Screwdriver set

Since the activity falls on a weekend, participants will be granted a Compensatory Time Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2. S. 2004 on Non-Monetary Renumeration for Overtime Services Rendered or service credit per DepEd Order no. 53 s. 2003 Updated Guidelines on the Grant of Vacation Service Credits to Teachers.

For further information, read attached Regional Memorandum No. 745 s. 2023.

Immediate dissemination and compliance with this Memorandum is enjoined.

NCO/OSDS-ICT/RVG/gao *RVG*



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**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

09 OCT 2023

REGIONAL MEMORANDUM

No. || 745, s. 2023

**CAPABILITY BUILDING AND ESTABLISHMENT OF SCHOOL DCP REPAIR HUB**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. DepEd recognizes the importance of technology in education thus the implementation of the DepEd Computerization Program (DCP). However, the impact of the DCP implementation is challenged by the failure of sustaining its use in the teaching and learning process and governance. One of the reasons for this is the lack of personnel that can fix the equipment and/or limited resources to fund the repair or replacement of broken parts.
2. In 2011, DepEd released an order, DepEd Order No. 36 s. 2011, providing guidance on the repair and maintenance of computer units that are out of warranty. This policy directed all high schools with non-working computers to communicate with Tech-Voc Schools to provide repair and maintenance of said DepEd equipment. There were ninety-nine (99) Tech-Voc schools across the country identified in the said order. Out of the 99, nine (9) are from Region VII (1 from Bohol, none from Negros Oriental, 7 from Cebu Island and 1 from Siquijor).
3. Considering the number of defective computers needing repair in Region VII (3,933 units based on DCP Inventory System) and the location of the schools with defective units, these 9 schools cannot fully serve the schools that are needing assistance. Also, with the diverse technical specifications, these identified schools were no longer able to keep up with the skills needed to repair the DCP equipment. In addition to this, there is no Computer Technician plantilla in the Division Office nor in the schools that may provide repair and maintenance services.
4. Hence, the Information and Communications Technology Unit of the DepEd Regional Office organizes a series of capability building for selected teacher/s from select secondary schools offering Computer Software Servicing (CSS) in their Senior High School (SHS) curriculum.
5. This undertaking aims to:
  - a. establish a DCP School Repair Hub that will cater to the repair needs of schools within their SDO or district and



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

- b. provide SHS learners actual experience in doing the repair and maintenance of computers after they are trained by the teacher participants as part of their requirement in the CSS course.

6. The Schools Division Offices are therefore requested to provide their recommended schools that will become a DCP Repair Hub on or before October 13, 2023. Here is the initial list as agreed during the 1<sup>st</sup> Semester 2023 ITO Convergence cum Project Implementation Review.

Division	No. of Schools	List of Schools
Bais	1	Bais City NHS
Bayawan	1	Basay NHS
Bogo	1	Jovencio N. Masong NHS
Bohol	6	please provide
Bohol		please provide
Bohol		please provide
Bohol		please provide
Bohol		please provide
Bohol		please provide
Canlaon	1	Jose B. Cardenas MHS (Main Campus)
Carcar City	1	Carcar Central NHS
Cebu City	2	Abellana NHS
Cebu City		Don Carlos Gothong NHS
Cebu Province	6	Sta. Fe NHS
Cebu Province		Consolacion NHS
Cebu Province		Arcelo NHS
Cebu Province		Bitoon NHS
Cebu Province		Badian NHS
Cebu Province		Daan Bantayan NHS
City of Naga	1	Naga NHS
Danao	1	please provide
Dumaguete	1	Dumaguete City NHS
Guihulngan	2	please provide
Guihulngan		please provide
Lapu-Lapu	2	Pajo NHS SHS
Lapu-Lapu		please provide
Mandaue	2	Cabancalan NHS
Mandaue		Mandaue City Comprehensive NHS
Negros Oriental	4	La Libertad Tech
Negros Oriental		Jimalalud NHS
Negros Oriental		Valencia NHS

Negros Oriental		Casiano Z. Napikit NHS
Siquijor	3	DepEd Lazi National Agricultural School
Siquijor		Enrique Villanueva NHS
Siquijor		Cang-alwang NHS
Tagbilaran	1	Dr. Cecilio Putong NHS
Talisay	1	Talisay City NHS
Tanjay	1	please provide
Toledo	2	Toledo NHS
Toledo		please provide
Region	1	Regional Office

7. The first of the series of training will be from November 10 (afternoon) to 12 (morning), 2023 at the Mandaue City Comprehensive National High School. Each school repair hub is requested to send one participant (CSS Teacher) together with their Division IT Officer. A registration link will be provided separately.

8. The activity will be hosted by Mandaue City Division. The following personnel will facilitate the training/workshop:

- a. Mr. Felix Baculi III
- b. Mr. Daniel Feriol
- c. Mr. Kent Gareth
- d. Engr. Dinah Florence Talan

9. Meals of the participants will be charged against the Regional DCP PSF downloaded to the Division of Mandaue City. Transportation, accommodation, and incidental expenses relative to this activity will be charged against the Division, school, or local funds subject to the usual accounting and auditing rules and regulations.

10. The first meal to be served is Lunch of November 10, 2023, while the last meal to be served will be morning snacks of November 12, 2023.

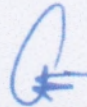
11. Since the activity falls on a weekend, the facilitators and participants will be granted a Compensatory Time Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered or service credit per DepEd Order 53 s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers

12. The participants are requested to bring with them the following:

- a. flash drive (32gb) or external drive
- b. blower

c. screwdriver set.

13. Immediate dissemination and compliance with this Memorandum is enjoined.



**SALUSTIANO T. JIMENEZ JD, EAD, CESO V**

Director IV  
Regional Director

STJ/PYA/ESSD/TTP/JRJ

### Activity Matrix

Day	Suggested Activity	Duration	Presenter
Nov. 10, 2023	Registration	1:00 PM to 1:30 PM	Mandaue PMT
	Opening Program	1:30 PM to 2:00 PM	Mandaue PMT
	Understanding the fundamentals of the various DCP packages	2:00 PM to 3:00 PM	Engr. Dinah Florence Talan
	Common issues/problems encountered on iShare, Coby Tablet PCs and Laptops	3:00 PM to 4:00 PM	Engr. Dinah Florence Talan
	Tools and processes used in the repair and maintenance of IT equipment	4:00 PM to 5:00 PM	Kent Garet
Nov. 11, 2023	Preventive maintenance (basic troubleshooting)	8:00 AM to 12:00 PM	Felix Baculi III and Daniel Feriol
	Corrective maintenance (hardware level)	1:00 PM to 5:00 PM	Engr. Dinah Florence Talan and Kent Garet
Nov. 12, 2023	Management of Learning	8:00 AM to 9:00 AM	Jaypee Manago
	Guidelines on how to avail of the repair and maintenance services of the Repair Hub Schools	9:00 AM to 11:00 AM	Johnnyline P. Jagdon
	Closing Program	11:00 AM to 12:00 PM	Mandaue PMT