



REPUBLIC OF THE PHILIPPINES

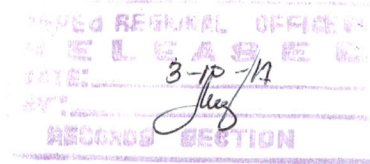
DEPARTMENT OF EDUCATION

Regional Office No. 02 (Cagayan Valley)



MARCH 10 2017

Regional M E M O  
No. 16 s. 2017



**ITO-R2 CONVERGENCE:  
MEETING OF THE INFORMATION TECHNOLOGY OFFICERS OF REGION 2  
FOR 1<sup>st</sup> QUARTER OF 2017**

To: Schools Division Superintendents  
Information Technology Officers I

1. The Office of the Regional Director, through the Information and Communications Technology Unit shall conduct a Meeting for the Information Technology Officers on March 28 – 29, 2017, 8:30 AM to 5:00 PM at the Regional ICT Unit Office.
2. The purpose of the activity is to discuss matters such as:
  - a. DCP Concerns
    - i. Issues and Concerns for SHS Packages (batches 37 and 38)
    - ii. Recipients of Batches 29 to 33
    - iii. Update regarding Batch 20/23B
    - iv. Sub-ARO for Monitoring
    - v. DCP Helpdesk
    - vi. Plans for rollout to schools of DCP Helpdesk
    - vii. Other Issues and Concerns with regard DCP
  - b. Inventory for ICT Related Programs and Projects
    - i. List of Names and Contact Numbers of School head, Property Custodian, and ICT Coordinator of Recipient schools for Batch 29-33 and 37-38
    - ii. List of Schools and their sources of Internet Connectivity
    - iii. List of Schools which did not receive any DCP yet
    - iv. List of Schools with stolen DCP Packages
    - v. List of Schools with damaged DCP Packages
    - vi. List of Unenergized Schools
    - vii. Other important lists that will be discussed
  - c. Information Systems for DepED Region 2
    - i. Document Processing and Tracking System (DPTS)
    - ii. Forming the CODE: Computer Operations Development Engineers
  - d. Accomplishment Reports from January to March 2017
    - i. Presentation of reports written using the Template attached in this memo (the template was also emailed to the ITOs last February)
    - ii. Consolidation of the reports.
  - e. Contextualization of National ICT Policies
  - f. Other Concerns
3. IT Officers are then requested to bring the following as prerequisites for this activity:
  - a. Hardcopy of their Accomplishment Reports (No MOVs needed in the meeting)
  - b. Softcopies of the Lists indicated in 2.b. of this memo that are readily available with them
  - c. Issues and Concerns they encountered in all DCP stages



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
*Regional Office No. 02 (Cagayan Valley)*




4. Aside from the meeting proper, TechShares to refresh and/or supplement the knowledge of the IT Officers in terms of technology shall also be held in this activity. The topic for the TechShare are as follows:
- RA 10173 – Data Privacy Act of 2012
  - RA 10175 – Cybercrime Prevention Act of 2012
  - IS Development using C# and MS SQL (part 1)

5. To facilitate the TechShare, the IT Officers are requested to download the following software from the links provided and install them in their devices:
- MS SQL Server Express Edition
  - Visual Studio .Net with C# (needs internet connection when installing)

Download Link: [deped.in/ITOR2convergence](http://deped.in/ITOR2convergence)

6. Meals and Accommodation shall be charged to the Regional Office Funds while travel and other incidental expenses of the participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.
7. The first meal to be served is breakfast of Day 1 and the last meal will be PM Snacks of Day 2.
8. For queries, please contact Mr. Christian N. Melad at [christian.melad@deped.gov.ph](mailto:christian.melad@deped.gov.ph).
9. For information and compliance.

  
**ESTELA L. CARIÑO, EdD, CESO IV**  
Director III  
Officer-In-Charge  
Office of the Regional Director

Encls:  
ICT Accomplishment Report Template

References:  
None

ictu/cnm





**ACCOMPLISHMENT REPORT**  
**Information and Communication Technology Unit**  
 Division of \_\_\_\_\_  
 January - March 2017

Activity	Date of Implementation	MOV
<b>ICT PLANS, PROGRAMS and PROJECT MANAGEMENT</b>		
• Activity 1	January 1	
• Activity 2	March 3 – 5	
<b>PARTNERSHIP and STAKEHOLDER MANAGEMENT</b>		
• Activity 1	February 6 - 10	
<b>ICT POLICIES and STANDARDS</b>		
•		
<b>ICT M&amp;E</b>		
•		
<b>ICT TECHNICAL ASSISTANCE</b>		
•		
<b>UNIT PERFORMANCE</b>		
•		
•		
<b>BAC WORKS (PhilGEPS Posting)</b>		
•		
<b>PLUS FACTOR</b>		
•		

Note: For KRAS without activities, you may remove the KRA. You need not to attach the MOVs

BOUNTFUL CAGAYAN VALLEY REGION

Prepared by:

**NAME**

IT Officer I  
 DepED - SDO

*Tro*