



No.: 0121

Republic of the Philippines  
**Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

DepEd  
**RELEASE**  
 NO. **024-0378**  
 DATE **19 FEB 2024**  
 RECORDS SECTION

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	REMYLIN V. GAO-GAO
<b>Position/Designation</b>	ITO - I
<b>Permanent Station</b>	Division of Negros Oriental
<b>Purpose of Travel</b> <i>(must be supported by attachments)</i>	To attend the DCP Adoption Program: National Training of Trainers (NTOT)
<b>Host of Activity</b>	DepEd Central Office
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	February 18-21, 2024
<b>Venue/Destination</b>	Alta Cebu Village Garden Resort
<b>Fund Source</b>	Division MOOE

*I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.*

**REMYLIN V. GAO-GAO**  
 \_\_\_\_\_  
 Division ITO - I

02/16/2024  
 \_\_\_\_\_  
 Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.*

\_\_\_\_\_ N/A

\_\_\_\_\_ N/A

**NERI C. OJASTRO EdD, CESO V**  
 \_\_\_\_\_  
 Schools Division Superintendent

2/19/24  
 \_\_\_\_\_  
 Date



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

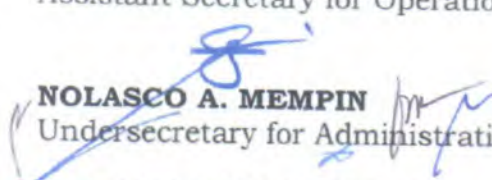
OUA-OUT-012524-I4-1

**MEMORANDUM**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**ALL OTHERS CONCERNED**

ATTN : **ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**FRANCIS CESAR B. BRINGAS**  
Assistant Secretary for Operations

FROM : **NOLASCO A. MEMPIN**   
Undersecretary for Administration

SUBJECT : **DCP ADOPTION PROGRAM: NATIONAL TRAINING OF TRAINERS**

DATE : **26 January 2024**

The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), will hold the **National Training of Trainers (NTOT)** in support of the **DepEd Computerization Program (DCP)** from February to March 2024 in Cebu City.

As part of the **DCP Adoption Program** that promotes full utilization of DCP computer packages in public schools, this Learning and Development (L&D) event aims to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DCP. By the end of this activity, attendees will:

- Gain expertise in modern educational methodologies, including Blended Learning, television-based learning, and effective use of the Microsoft 365 suite.
- Apply advanced techniques, such as learning accelerators and artificial intelligence (AI) in education, to create personalized and optimized learning experiences.
- Develop action plans for rollout and implementation of learned concepts among DCP recipient schools, promoting full utilization of DCP packages.

The NTOT is coordinated with the National Educators' Academy of the Philippines (NEAP) and the Bureau of Human Resources and Organizational Development (BHROD), and is developed in partnership with Microsoft Philippines, Inc., Audentes Technologies Inc., and Line Learning and Development Solutions Inc.

This event will employ a *Blended Learning* approach, combining in-person sessions with online coursework. Kindly refer to the attached *Activity Design* and *Provisional Activity Matrix* for detailed schedules.

Regional and Schools Division Offices are requested to nominate **three (3) personnel** as **DCP Trainers** to attend the NTOT. For details of the event, including attendee qualifications and requirements, accommodation, travel arrangements, and nomination procedures, please refer to the attached *Administrative Notes*. Updates and announcements will be communicated via email or separate advisories.

For concerns, you may contact Mr. Gerard Joseph Atienza of ICTS through Microsoft Teams chat, through landline at (02) 8633 7264, or by email at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (copy furnish [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph) / [gerard.atienza@deped.gov.ph](mailto:gerard.atienza@deped.gov.ph); Subject: **DCP Adoption: NTOT**).

For your information and appropriate action.

## ADMINISTRATIVE NOTES

*DCP Adoption Program: National Training of Trainers*

### Selection of NTOT Attendees

Each Regional Office and Schools Division Office is requested to send **three (3) personnel** from their respective jurisdictions to attend the NTOT as **DCP Trainers**.

### Allocation of NTOT Attendees

BATCH	CLASS	NCR	CAR	R1	R2	R3	R4A	R4B	R5	R6	R7	R8	R9	R10	R11	R12	R13	TOTAL	
A	1	17	9	15	10	21	24	8	14									118	233
	2									22	21	14	9	15	12	9	13	115	
B	3	17	9	15	10	21	24	8	14									118	233
	4									22	21	14	9	15	12	9	13	115	
C	5	17	9	15	10	21	24	8	14									118	233
	6									22	21	14	9	15	12	9	13	115	
<b>TOTAL</b>		51	27	45	30	63	72	24	42	66	63	42	27	45	36	27	39	699	

### DCP NTOT Attendee Qualifications

- Permanent, non-teaching or teaching-related employees of DepEd
- At least five (5) years of active service
- With at least three (3) years of teaching experience
- Heightened media and information literacy
- Excellent communication and facilitation skills
- Preferably with related L&D experience as trainers, facilitators, or program managers
- Preferably with any of the following certifications:
  - NEAP Certified Learning Facilitator
  - Microsoft Educator Trainer
  - Microsoft Innovative Educator Expert
  - Microsoft Education Ambassador

*Note:* One of the attendees must be the Regional/Division Information Technology Officer (RITO/DITO).

### Technical Requirements

- Laptop computer with the following minimum specifications:
  - a. Windows 10
  - b. Microsoft 365 apps for Education
  - c. Latest version of installed Internet browser and the Microsoft Teams desktop app
- Internet bandwidth of at least 5 Mb/s for online sessions
- An active DepEd email address with access to Microsoft 365 services
  - Access resources for downloading and installing Microsoft 365 through [bit.ly/DepEdM365Support](https://bit.ly/DepEdM365Support).
- Sign up to the Professional Development Learning Management System (PD-LMS) at least one week before the first day of Module 1. Access the required pre-activity materials via [training.deped.gov.ph](https://training.deped.gov.ph).
  - Refer to the PD-LMS User Guide: [bit.ly/PD-LMS\\_UserGuide](https://bit.ly/PD-LMS_UserGuide)
- Accounts-related issues should be directed to the RITO or the DITO.

### Expectations and Commitments for DCP NTOT attendees

- Willingness to support the DCP Adoption Program by serving as DCP Trainers in the training rollouts in their respective regions and divisions.
- Attendance at **ALL** in-person sessions *and* completion of **ALL** online coursework.
- Submission of a Training Rollout Action Plan approved by their RD or SDS.

### Registration

1. RDs and SDSs must nominate **DCP NTOT attendees** by issuing a memorandum or letter for **Ferdinand B. Pitagan**, Director IV of the ICTS. (See the attached *Sample Nomination Memorandum* for guidance.)
2. Only nominated DCP NTOT attendees can register using their *own* Microsoft 365 accounts at [bit.ly/2024DCP\\_NTOT\\_SignUp](https://bit.ly/2024DCP_NTOT_SignUp).
3. The deadline for registration is on **7 February 2024**.
4. DCP NTOT attendees **must** keep their communication lines open for advisories, updates, and related notifications from the management team.
5. Attendance for all sessions and completion of course requirements are mandatory; substitutions or proxies are **NOT ALLOWED**.
6. Must provide an **explanation letter** to **Nolasco A. Mempin**, Undersecretary for Administration, should any of their attendees fail to meet the program requirements duly signed by the RDs/SDS.

### Board and Lodging and Travel Arrangements

- Travel expenses of attendees, as well as any expenses they incur outside of the duration of the event, shall be charged to local funds.
- All other expenses, including board and lodging of attendees, organizers, and speakers, shall be charged to ICTS using the 2024 DCP Fund.
- Activity funds will not cover board and lodging expenses incurred outside pertinent dates.
- All expenditures are subject to the usual accounting and auditing rules and regulations.
- See table below for board and lodging arrangements, to wit:

Batch	Classes	Modules	Check-in and First Meal	Check-out and Last Meal
A	1 & 2	1-2	18 February 2024, 2:00 PM PM Snacks	21 February 2024, 12:00 PM Lunch
		3-4	3 March 2024, 2:00 PM PM Snacks	6 March 2024, 12:00 PM Lunch
B	3 & 4	1-2	21 February 2024, 2:00 PM PM Snacks	24 February 2024, 12:00 PM Lunch
		3-4	6 March 2024, 2:00 PM PM Snacks	9 March 2024, 12:00 PM Lunch
C	5 & 6	1-2	25 February 2024, 2:00 PM PM Snacks	28 February 2024, 12:00 PM Lunch
		3-4	10 March 2024, 2:00 PM PM Snacks	13 March 2024, 12:00 PM Lunch

### Subject to Change

Event details including date, time, venue, and administrative logistics are subject to change. Updates will be communicated via email or Teams chat notifications.

### Contact Us

For questions and clarifications, please contact **Mr. Gerard Joseph Atienza** of ICTS through Teams chat, email at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (CC: [gerard.atienza@deped.gov.ph](mailto:gerard.atienza@deped.gov.ph) and [usecforadministration@deped.gov.ph](mailto:usecforadministration@deped.gov.ph); Subject: **DCP Adoption: NTOT**), or landline at **(02) 8633 7264**.

## ACTIVITY DESIGN

### DCP Adoption Program: National Training of Trainers

#### Rationale

Department of Education (DepEd) recognizes the importance of Information and Communications Technology (ICT) in education and related services. It aims to prepare learners, teachers, and staff for the modern era. This call is in line with DepEd's paramount goals of producing Filipinos able to realize their full potential and contribute meaningfully to build the nation with reference to the Basic Education Development Plan 2030, the MATATAG Agenda, Section 25 of Republic Act No. 2260, and DepEd Memorandum No. 50, s. 2023, among other relevant laws and policies.

To promote full utilization of computer packages issued to public schools through the DCP and address the need to improve ICT productivity skills together with the use of collaboration platforms among DepEd personnel, ICTS offers frontline support and capability building to users across governance levels that will play a crucial role in planning, designing, implementing, and monitoring ICT-related learning courses.

As part of the DCP Adoption Program, ICTS introduces new services for technological progression, teaching, welfare improvement, and adult learning, including helpdesk services, e-government administration, ICT integration in teaching, data management, and use of online platforms.

#### About this Activity

This L&D initiative, which forms part of and is in support of the adoption of the DepEd Computerization Program (DCP) packages among its recipient schools, is strategically designed for educators who aspire to become catalysts of change within their educational communities. Participants, poised to become trainers, will acquire the knowledge and skills essential to lead their peers through the integration of modern teaching methodologies and advanced technologies.

#### Objectives

At the end of this activity, attendees shall:

- Gain expertise in modern educational methodologies, including Blended Learning, television-based learning, and effective use of the Microsoft 365 suite.
- Apply advanced techniques, such as learning accelerators and AI in education, to create personalized and optimized learning experiences.
- Develop training roll-out action plan in cascading the training to teachers in schools promoting full utilization of DCP packages.

#### Expected Output

- **699 DepEd personnel** capacitated as DCP Trainers to roll out learned concepts to teaching personnel of DCP recipient schools.
- Training rollout action plans drafted by attendees.

#### Schedules

Batch	Classes	Deadline for Registration	Modules 1 and 2				Modules 3 and 4			
			In-Person	Online	Ask Me Anything	Online	In-Person	Online	Ask Me Anything	Online
A	1 & 2	<b>7 February 2024</b>	19-20 February 2024	21-23 February 2024	26 February 2024	27 February-1 March 2024	4-5 March 2024	6-8 March 2024	11 March 2024	12-15 March 2024
B	3 & 4		22-23 February 2024	26-28 February 2024	29 February 2024	1, 4-6 March 2024	7-8 March 2024	11-13 March 2024	14 March 2024	15, 18-20 March 2024
C	5 & 6		26-27 February 2024	28 February-1 March 2024	4 March 2024	5-8 March 2024	11-12 March 2024	13-15 March 2024	18 March 2024	19-22 March 2023

**PROVISIONAL ACTIVITY MATRIX**  
DCP Adoption Program: National Training of Trainers

**Notes**

- Topics are subject to change as the need arises.
- Completion of pre-work courses hosted in the PD-LMS ([training.deped.gov.ph](http://training.deped.gov.ph)) is required to attend in-person and further online sessions.
- Only those who attended and finished Modules 1 and 2 can proceed to Modules 3 and 4.
- The management team will strictly enforce attendees' completion of all prerequisite coursework before they are allowed to attend.
- Only those completing all sessions and coursework will receive certificates from DepEd and Microsoft, as well as Continuing Professional Development (CPD) credit units from NEAP.

**Modules 1 and 2**

<b>IN-PERSON SESSIONS</b>			
<b>Day 0</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
	6:30 AM – 8:30 AM   <b>Breakfast</b>		
	<p align="center">8:30 AM – 12:00 PM <b>Opening</b></p> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Invocation</li> <li>• Welcome Messages</li> <li>• Introduction to the Resource Persons</li> </ul> <p align="center"><b>Module 1</b></p> <ul style="list-style-type: none"> <li>• Blended Learning: Theoretical and Pedagogical Frameworks</li> </ul>	<p align="center">8:30 AM – 12:00 PM <b>Management of Learning</b></p> <p align="center"><b>Module 2</b></p> <ul style="list-style-type: none"> <li>• Microsoft 365 Overview</li> <li>• Microsoft Outlook</li> </ul>	9:00 AM   <b>Egress</b>
2:00 PM   <b>Ingress</b>	12:00 PM – 1:00 PM   <b>Lunch</b>		
<p align="center">3:00 PM – 5:30 PM <b>Pre-work Session</b></p> <ul style="list-style-type: none"> <li>• Expectation Setting</li> <li>• Usage of PD-LMS on an Instructor's Profile</li> <li>• Pre-course Work</li> </ul>	<p align="center">1:00 PM – 5:30 PM <b>Module 1</b></p> <ul style="list-style-type: none"> <li>• Blended Learning: Best Practices</li> <li>• Teaching and Learning with Television</li> </ul> <p align="center"><b>Module 1 Assessment</b></p>	<p align="center">1:00 PM – 5:30 PM <b>Module 2</b></p> <ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• Microsoft Online Components</li> </ul> <p align="center"><b>Module 2 Assessment</b></p> <p align="center"><b>Synthesis of Modules 1 and 2</b></p> <p align="center"><b>Distribution of Assignments</b></p> <p align="center"><b>Sign-Off</b></p> <ul style="list-style-type: none"> <li>• Ways Forward</li> <li>• Distribution of Assignments</li> <li>• Sign-off Messages</li> </ul>	
	6:00 PM – 8:00 PM   <b>Dinner</b>		

<b>ONLINE SESSIONS</b>		
<b>Day 3-5</b>	<b>Day 6</b>	<b>Day 7-10</b>
<b>Online Courses</b> Modules 1 and 2	8:00 AM – 12:00 PM <b>Ask Me Anything   AM Session</b>	<b>Online Courses</b> Modules 1 and 2
	1:00 PM – 5:00 PM <b>Ask Me Anything   PM Session</b>	

**SAMPLE NOMINATION MEMORANDUM**  
*DCP Adoption Program: National Training of Trainers*

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FOR : **FERDINAND B. PITAGAN, PhD**  
Director IV  
Information and Communications Technology Service

FROM : **<NAME OF RD/SDS>**  
<Position>

SUBJECT: : **NOMINATED ATTENDEES FROM <REGION/DIVISION>**  
**TO THE DCP ADOPTION PROGRAM: NATIONAL TRAINING**  
**OF TRAINERS**

DATE : **<Date Issued>**

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This memorandum pertains to the *National Training of Trainers (NTOT)* in support of the *DepEd Computerization Program (DCP)* scheduled from February to March 2024 in Cebu City (OUA Memorandum No. OUA-OUT-012524-I4-1)

In line with the *DCP Adoption Program*, aimed at maximizing the utilization of the DCP computer packages in public schools, this Learning and Development (L&D) event seeks to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel under of the DCP.

The following personnel are nominated to participate in the program as *DCP NTOT Attendees*:

<b>Batch</b>	<b>Name</b>	<b>Position</b>	<b>Office (Region &amp; Division)</b>	<b>Email Address</b>	<b>Mobile Number</b>
A					
B					
C					

These personnel have been selected and qualified based on the criteria outlined by guidelines attached with the OUA Memorandum. They are expected to attend **ALL** in-person sessions, complete **ALL** online coursework, and submit a Training Rollout Action Plan for approval by this Office. Furthermore, they will serve as **DCP Trainers** and assist in implementing implement the Action Plan while facilitating capacity-building activities for DCP recipient schools.

Travel expenses of these attendees shall be charged against <Fund Source of RO/SDO for travel expenses> subject to usual accounting and auditing rules and regulations. For questions and clarifications, the management team may contact <designated contact person from RO/SDO> via <contact details; phone, email, etc.>.

We appreciate your ongoing support.



**Modules 3 and 4**

<b>IN-PERSON SESSIONS</b>			
<b>Day 0</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
	<b>6:30 AM – 8:30 AM   Breakfast</b>		
	<p><b>8:30 AM – 12:00 PM</b> <b>Sign-On</b></p> <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Invocation</li> <li>Welcome Messages</li> <li>Recap of Modules 1 and 2</li> <li>Introduction to the Resource Persons</li> </ul> <p><b>Module 3</b></p> <ul style="list-style-type: none"> <li>Advanced Productivity (Word, Excel, PowerPoint)</li> </ul>	<p><b>8:30 AM – 12:00 PM</b> <b>Management of Learning</b></p> <p><b>Module 4</b></p> <ul style="list-style-type: none"> <li>Learning Accelerators (Introduction, Reading Progress, Reading Coach, AI in Education)</li> </ul>	<b>9:00 AM   Egress</b>
<b>2:00 PM   Ingress</b>	<b>12:00 PM – 1:00 PM   Lunch</b>		
<p><b>3:00 PM – 5:30 PM</b> <b>Pre-work Session</b></p> <ul style="list-style-type: none"> <li>Expectation Setting</li> <li>Checking of Assignments</li> <li>Pre-course Work</li> </ul>	<p><b>1:00 PM – 5:30 PM</b> <b>Module 3</b></p> <ul style="list-style-type: none"> <li>Advanced Productivity (OneNote, OneDrive, Forms, Power BI)</li> </ul> <p><b>Module 3 Assessment</b></p>	<p><b>1:00 PM – 5:30 PM</b> <b>Module 4 Assessment</b></p> <p><b>Workshop</b></p> <ul style="list-style-type: none"> <li>Drafting of Training Rollout Action Plans</li> <li>Presentation of Selected Training Rollout Action Plans</li> </ul> <p><b>Closing</b></p> <ul style="list-style-type: none"> <li>Ways Forward</li> <li>Closing Messages</li> </ul>	
	<b>6:00 PM – 8:00 PM   Dinner</b>		

<b>ONLINE SESSIONS</b>		
<b>Day 3-5</b>	<b>Day 6</b>	<b>Day 7-10</b>
<b>Online Courses</b> Modules 1 and 2	<b>8:00 AM – 12:00 PM</b> <b>Ask Me Anything   AM Session</b>	<b>Online Courses</b> Modules 1 and 2
	<b>1:00 PM – 5:00 PM</b> <b>Ask Me Anything   PM Session</b>	

<b>DEADLINE OF SUBMISSION OF ALL COURSE REQUIREMENTS AND ACTION PLANS</b>		
<b>Batch A: 20 March 2024</b>	<b>Batch B: 25 March 2024</b>	<b>Batch C: 27 March 2024</b>