

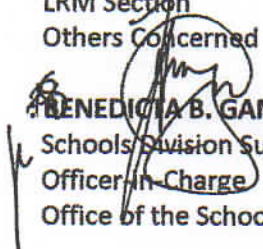


Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Tabuk City**  
City Hall Compound, Dagupan Centro, Tabuk City



Division Memorandum No. 139, s. 2019

**TO** : All Public Elementary Schools  
All Public Secondary Schools  
PSDS  
LRM Section  
Others Concerned

**FROM** :  **BENEDICTA B. GAMATERO**  
Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**DATE** : August 8, 2019

**SUBJECT** : DCP Orientation and Microsoft 0365 Rollout

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1. The Schools Division Office- Information and Communications Technology Services (SDO-ICTS) will be conducting DCP Orientation and Microsoft 0365 Rollout that will be held at Kingsquare Davidson Hotel and Restaurant. Below is the schedule for each batch and it is to be followed strictly.  
1st Batch- September 2-5, 2019: ETD2, ETD3, NTD2, STD3, WTD1  
2nd Batch- September 9-12, 2019: ETD1, NTD1, STD1, STD2, WTD2
2. Schools are requested to send two (2) teachers, 1 ICT Coordinator and 1 ICT inclined teacher, to the said activity and are required to bring the following:
  - a. Laptop (preferably DCP laptops)
  - b. Extension wires
  - c. Internet Service Provider (Pocket Wifi, Router, etc.)
  - d. Learning Materials (preferably activity sheets, SIM, modules, Test Examinations or quizzes)
3. To facilitate the installation of Microsoft 0365 to the participants' laptops, the PSDS are requested to set a date prior to the conduct of the activity and a place/school where installation will be done. Place of installation should have a strong signal since the software application requires internet connectivity. The following personnel will be in-charge of the installation:  
NTD: Dalen Catungal and Jayson Aduca  
STD: Rhomar Gamboa and Arjay Gullod  
ETD: Celso Paguel Jr. and Jardine Rose Balbuena  
WTD: Paul Francis Quines and Elizalde Blaza
4. For inquiries please approach or contact the IT Officer, Allan S. Dumalsin.

For information and compliance.