



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 1098, s. 2019

November 27, 2019


**ORIENTATION-WORKSHOP FOR DCP BATCH 35,36,40-44 SCHOOL RECIPIENTS  
ON PROPERTY MANAGEMENT, INVENTORY SYSTEM  
AND DCP/ICT UTILIZATION**

To: **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS / SCHOOL PRINCIPALS  
SCHOOL PROPERTY CUSTODIANS  
SCHOOL ICT COORDINATORS  
DIVISION SUPPLY OFFICER  
IT OFFICER**

1. The Department of Education is gearing towards the transformation of education through the DepEd Computerization Program (DCP). It aims to provide public schools with appropriate technologies that would improve governance and enhance the teaching-learning process and meet the challenges of the 21<sup>st</sup> century.
2. In this regard, the ICT unit and Supply section of this office will conduct an Orientation-Workshop for all public schools in this Division on Property Management, Inventory System and DCP/ICT Utilization on December 5-6, 2019, venue to be announced later.
3. Participants for this activity are the Division IT Officer and Supply Personnel, School Heads, School ICT Coordinators, and School Property Custodians.
4. Each participant is requested to bring laptop, extension wire, pocket WiFi, DCP delivery documents, property inventory records, and ICT utilization plan or ICT class schedules.
5. Meals and snacks during the orientation shall be charge against downloaded funds (Sub-Aro No. OSEC-11-19-0715) while travel and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum is directed.

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

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References:  
To be indicated in the Perpetual Index under the following subjects:  
ICT