



Republic of the Philippines
Department of Education
CARAGA REGION

OCT 04 2024

REGIONAL MEMORANDUM
No. **1036**, s. 2024

OCT 04 2024

To: Schools Division Superintendents
Division IT Officers
All Others Concerned

**CONDUCT ON WEB DEVELOPMENT AND HOSTING CUM DCP SYSTEMS
AND PROCESSES ASSESSMENT AND EVALUATION**

1. Pursuant to Administrative Order No. 39, s. 2013, which mandates government agencies to migrate their websites to the Government Web Hosting Service (GWHS) of the Department of Science and Technology-Information and Communications Technology Office (DOST-ICTO), now the Department of Information and Communications Technology (DICT), the Regional ICT Unit of DepEd Caraga, in partnership with DICT, will conduct the *Web Development and Hosting cum DCP Systems and Processes Assessment and Evaluation on October 14-18, 2024* (inclusive of travel time) at **Gregorio de Terraza, Cagwait, Surigao del Sur**.
2. Expected participants for this activity are Division IT Officers and designated SDO personnel responsible for managing their official websites.
3. The objectives of this activity are to
 - guide participants in developing and hosting their SDO websites in compliance with AO 39,
 - equip participants with the technical skills necessary for setting up and managing their SDO websites,
 - assess and evaluate the existing localized DCP systems and processes, and,
 - provide updates on current and upcoming DCP activities.
4. Board, lodging, meals, and snacks will be charged against the DCP-PSF funds downloaded to SDO-Tandag Division as the host division. Travel expenses and per diem of participants will be charged to the DCP-PSF funds downloaded to each SDO, subject to the usual accounting and auditing rules and regulations.
5. The first meal provision will be breakfast on October 15, 2024, and the last meal provision will be dinner on October 17, 2024.
6. Immediate dissemination of this memorandum is requested.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office Regional Director

Encl/s.: programme of activities
Reference/s: NONE



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

COMPUTER EDUCATION

DCP IMPLEMENTATION

DEPED WEBSITES

ORD/mma
10/01/2024

Republic of the Philippines
Department of Education
CARAGA REGIONAL OFFICE XIII

Web Development and Hosting cum DCP Systems and Processes Assessment and Evaluation

October 15-17, 2024

Venue: Gregorio de Terraza, Cagwait, Surigao del Sur

PROGRAMME

Time	Activities	Responsible Person
October 15, 2024		
Part I- Opening Amenities		
06:00 AM – 08:30 AM	Registration/ Attendance/Breakfast	Secretariat
08:31 AM – 08:40 AM	National Anthem	Multimedia Presentation
	Prayer	
	DepEd Quality Policy Statement	
08:41 AM – 09:00 AM	Recognition of Participants	Nerison S. Pitogo <i>Computer Programmer</i>
	Welcome Address	<i>Schools Division Superintendent Dinagat Islands Division</i>
	Statement of Purpose	Marcelino M. Ahon Jr. <i>Regional IT Officer</i>
	Message	Maria Ines C. Asuncion <i>Regional Director</i>
Part II - Program Proper		
09:01 AM – 10:30 AM	Module 1: Introduction to Government Web Hosting	DICT Resource Speaker
10:31 AM – 12:00 NN	Module 2: Mastering Content Management With Wordpress	DICT Resource Speaker
	Lunch Break	
01:00 PM – 04:30 PM	Module 2: (Continuation) Mastering Content Management With Wordpress	DICT Resource Speaker
04:31 PM – 05:30 PM	Question and Answer	Facilitator
05:31 PM – 06:00 PM	Wrap Up (1 st Day)	Facilitator
	Dinner	
October 16, 2024		
06:00 AM – 08:00 AM	Breakfast	
08:01 AM – 08:30 AM	Opening Amenities (Prayer, Checking of Attendance, Recap, Energizer)	Facilitator
08:31 AM – 12:00 NN	Module 3: cPanel: Your Web Hosting Control Panel	DICT Resource Speaker
	Lunch Break	
01:00 PM – 04:00 PM	Module 4: Securing your Website: Building a Robust Defense	DICT Resource Speaker
04:01 PM – 05:30 PM	Question and Answer	Facilitator

05:31 PM – 06:00 PM	Wrap Up (2 nd Day)	Facilitator
	Dinner	
October 17, 2024		
	Breakfast	
08:01 AM – 08:30 AM	Opening Amenities (Prayer, Checking of Attendance, Recap, Energizer)	Facilitator
08:31 AM – 08:45 AM	Reading on the minutes of the previous meeting -Status of Action	Facilitator
08:31 AM – 11:00 AM	Updates on ICT Programs and Projects - Early Procurement Activities for DCP FY 2025	Mr. Marcelino M. Ahon Jr. Regional IT Officer
11:01 AM – 12:00 AM	Presentation of DCP Systems and Processes Forms and Templates	SDO - ITOs
	Lunch Break	
01:01 PM – 02:30 PM	Discussion on DCP Monitoring, identification of Schools to be visited and the focus of monitoring	Mr. Marcelino M. Ahon Jr.
02:31 PM – 04:00 PM	Presentation of ITOs on the status of DCP Funds Utilization	SDO - ITOs
04:01 PM – 05:30 PM	Open Forum	Facilitator
05:31 PM – 06:00 PM	Wrap Up (3 rd Day)	Facilitator
	Dinner	
October 18, 2024		
	HOME SWEET HOME	