



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

15 AUG 2022


DIVISION MEMORANDUM

No. 604, s. 2022

**UPSKILLING OF TEACHERS HANDLING ICT-COMPUTER SYSTEM SERVICING IN
EPP/TLE/TVL SUBJECT**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
All Others Concerned

1. The Department of Education-Division of Negros Oriental through the Curriculum Implementation Division (CID) in Collaboration with Metro Dumaguete College and TESDA Province will conduct a LIVE-OUT ICT-CSS Upskilling for Teachers Handling ICT-CSS in EPP/TLE/TVL subject on August 8-12, 2022 at Metro Dumaguete College, Dumaguete City.
2. All Participants are advised to secure a Travel Order issued and signed by the PSDS/DICs or else you are not allowed to attend the said activity. Please see attachment for the list of participants and the training matrix. The following documents are needed during the said training in preparation for the assessment:
 - a. 2 pcs passport size ID picture
 - b. certificate of employment
 - c. registration fee
 - d. application form for NC II (c/o Reynald Manzano)
3. Travelling, training materials, board and lodging needed for the Upskilling training and other incidental expenses of the participants are chargeable against School MOOE for the teacher participants, all subject to the usual accounting rules and regulations.
4. Immediate dissemination of this memorandum to all concerned is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SPP/MKP/JMA/NLR/abbjr.
August 5, 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

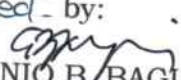
- Venue: Metro Dumaguete Collage Inc.
EJ. Blanco Extension, Daro, Dumaguete City, Negros Oriental,

Session Title	Session Objectives	Content	Expected Output
Session 1 Discussion /Hands-On Activity Unit of Competency 1: Install and Configure Computer Systems	To be able to understand and apply Install and Configure Computer Systems;	Install and Configure Computer Systems	All participants are able to: <ul style="list-style-type: none"> • Disassemble and Assemble Computer Hardware • Configure the BIOS • Install Software
Session 2 Discussion /Hands-On Activity Unit of Competency 2 Set up Network	To be able to Understand and apply Set up Network	Set up Network	All participants are able to: <ul style="list-style-type: none"> • Setup network configuration • Setup Router • Setup access point
Session 3 Discussion /Hands-On Unit of Competency 3 Set up Server	To be able to Understand and apply in Set up Network	Set up Server	All participants are able to: <ul style="list-style-type: none"> • Configure server • Install and Configure Active Directory (Domain Controller) • . Install and Configure Domain Name Services (DNS) • Install and Configure Dynamic Host Configuration Protocol (DHCP) • Install and Configure Filer Server • Configure Remote Desktop • Configure File and Printer Sharing (Folder Redirection)

TRAINING STAFF			
	Name	School & Division	Task
1	Antonio B. Baguio Jr	EPS EPP/TLE/TVL Division office	Program Director
2	Reynald M. Manzano	Cawitan HS Sta. Catalina II	Assistant Program Director Assessor/Demonstrator on Unit of Competency 1&2
3	Roland Palallos	Jandalamanon Elem, Ayungon 1	Assessor/Demonstrator on unit of Competency 3&4
4	Jessie Alcala	DNHS, Dauin	Facilitator on Unit of Competency 1
5	Aileen Rose N. Cruz	Apolinar BMHS, Dauin	Facilitator on Unit of Competency 2
6	Ruth Marie Eltanal	Santiago Delmo MHS, Zamboanguita	Facilitator on Unit of Competency 3
7	Helner Taghap	Ayungon NHS. Ayungon 1	Facilitator on Unit of Competency 4
8	Enrey Alam- alam	Santiago Delmo MHS, Zamboanguita	Technical Committee
9	Dennis S. Calinao	Silab Community HS, Amlan	Technical Committee
10	Jill Marie Ocat	Owacan Provincial Community High School	Emcee (Secretary)

PARTICIPANTS	
Name	School and District
1. Dumagan, Celene June Brendan	Maloh PCHS, Siaton 3
2. Duya, Nathalie Jane	Caniogan Valley ES Sta. Catalina II
3. Lajot, Alhyn Rhay	Danao ES Sta. Catalina II
4. Cuevas, Cheley	Tambo, NHS
5. Wileen Rio	Tugawe Elem School Dauin District
6. Echica, Jannus	Tambo, NHS
7. Banua, Miraflor	Jose Marie Locsin MHS Zambo 2
8. Vanesa Delena	Antonio B. Alijado MHS, Dauin District
9. Insisto, Narcel	Apolinar b macias mem high skul
10. Abingayan, Aiza	Sumaliring HS
11. Abingayan, Cherish Mae	Sumaliring HS
12. Zerna, Rose Janice	Owacan Provincial Community High School
13. Jocelyn A Frasco	Silab Community HS Amlan
14. Deguit, Alden	Tambo, NHS
15. Ibero, Gemuel	JNHS SH AMLAN
16. Calinao, Dennis	Silab Community HS, Amlan
17. Ege, Annabelle	Maloh High School Siaton III
18. Jill Marie Ocat	Owacan Provincial Community High School
19. Florencio, Florence Rose	Ayungon NHS
20. Mary dawn Mora	SIATON NATIONAL HIGH SCHOOL

Prepared by:


ANTONIO B. BAGUIO JR.
 EPP/TLE/TVL EPS

			Configuration Protocol (DHCP) •. Install and Configure Filer Server •Configure Remote Desktop •Configure File and Printer Sharing (Folder Redirection) Print Server	
AUGUST 11, 2022	8:00-8:30	• Phil. National Anthem • Prayer • Checking attendance		Video
	8:30- 12:00	Session 4 <i>Discussion on</i> Maintain and Repair Computer and Network	•Create backup or system image •Restore backup or system image Evaluate or diagnose problem (Troubleshooting)	Helner Taghap
	12:00-1:00	Lunch Break		
	1:00-1:10	Energizer		
	1:10-5:00	<i>Hands-on activity on</i> Maintain and Repair Computer and Network	•Create backup or system image •Restore backup or system image Evaluate or diagnose problem (Troubleshooting)	Roland Palallos
August 12, 2022	8:00-12:00	Competency Assessment Conducted by TESDA		
	12:00-1:00	Lunch Break		
	1:00-5:00	Competency Assessment Conducted by TESDA		

			<ul style="list-style-type: none"> • Restore backup or system image Evaluate or diagnose problem (Troubleshooting) 	
DAY 3				
AUGUST 10, 2022	8:00-8:30	<ul style="list-style-type: none"> • Phil. National Anthem • Prayer • Checking attendance 		Video
	8:30- 12:00	Session 3 <i>Discussion on</i> Set up Computer Server	<ul style="list-style-type: none"> • Install and Configure Active Directory (Domain Controller) • . Install and Configure Domain Name Services (DNS) • Install and Configure Dynamic Host Configuration Protocol (DHCP) • . Install and Configure Filer Server • Configure Remote Desktop • Configure File and Printer Sharing (Folder Redirection) Print Server 	Ruth Marie Eltanal
	12:00-1:00	Lunch Break		
	1:00-1:10			
	1:10-5:00	<i>Hands-on activity</i> Set up Computer Server	Energizer <ul style="list-style-type: none"> • Install and Configure Active Directory (Domain Controller) • . Install and Configure Domain Name Services (DNS) • Install and Configure Dynamic Host 	Roland Palallos

	9:15-12:00	Session 1 Discussion Install and Configure computer Systems Servicing	<ul style="list-style-type: none"> •OHS •Disassemble and Assemble Computer Hardware with inventory •Install Software •Install Application Software 	Jessie Alcala
	12:00-1:00	Lunch Break		
	1:00-1:10	Energizer		
	1:10-5:00	Hands-on activity on Install and Configure computer Systems Servicing	<ul style="list-style-type: none"> • OHS •Disassemble and Assemble Computer Hardware with inventory •Install Software •Install Application Software • 	Reynald M. Manzano
	DAY 2			
AUGUST 9, 2022	8:00-8:30	<ul style="list-style-type: none"> • Phil. National Anthem • Prayer • Checking attendance 		Video
	8:30- 12:00	Session 2 Discussion on Set up Computer Network	<ul style="list-style-type: none"> •Create Peer-to-Peer Networks •Create share folder permission •Setup router/Wi-Fi/Wireless •Setup access point 	Aileen Rose N. Cruz
	12:00-1:00	Lunch Break		
	1:00-1:10	Energizer		
	1:10-5:00	Hands-on activity on Set up Computer Network	<ul style="list-style-type: none"> •Create backup or system image 	Reynald M. Manzano

			<ul style="list-style-type: none"> • Print Server
Session 4 Discussion/Hands-On Unit of Competency 4 Maintain and repair in Computer Systems	To be able to Understand and apply in Maintain and repair in Computer Systems	Maintain and repair in Computer Systems	All participants are able to: <ul style="list-style-type: none"> • Create backup or system image • Restore backup or system image Evaluate or diagnose problem (Troubleshooting)

Activity Schedule

Date	Time	Activities	Topics	Resource Speakers/ Facilitators
DAY 1				
AUGUST 8, 2022	7:00-8:00	Arrival of Participants/Registration		Registration Committee
	8:00-9:00	Opening Program <ul style="list-style-type: none"> • Phil. National Anthem • Prayer • Welcome Message • Rationale • Message • Word of Gratitude • Introduction of Participants and Facilitators 		Video Delma P. Manila Teacher-In_Charge Silab Community HS Nilita L. Ragay, EDD OIC – ASDS/Chief, CID Senen Priscillo P. Paulin, CESO V School Division Superintendent Joelyza M. Arcilla EDD, CESE OIC – ASDS Dr. Marcelo K. Palispis OIC – ASDS Antonio B. Baguio Jr. EPS Epp/Tle/Tvl
	9:00-9:15		<i>Break</i>	