



Republic of the Philippines

DEPARTMENT OF EDUCATION

Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

 www.depednegor.net  negros.oriental@deped.gov.ph  (035) 225 2376 / 225 2838 / 422 5283

Division Memorandum

No. 360, s 2016

To: All Public School District Supervisors
All Elementary and Secondary School Heads
All Elementary and Secondary School ICT Coordinators

Subject: **"DCP DELIVERY/ INSTALLATION STATUS AND UPDATES"**

Date: June 22, 2016

1. As per instruction from the Regional Commission and Audit (COA) through the Division COA, all DCP recipient schools both Elementary and Secondary are requested to provide status and updates of delivery and installation of computer packages received. To comply, let the school ICT Coordinators accomplish the online form the soonest possible or before June 29, 2016 using this URL: **deped.in/dcpstatus2016**.
2. The following information are to be made available for the online submission:
 - a. Name of School Head and mobile no.
 - b. Name of School ICT Coordinator and mobile no.
 - c. Name of School Property Custodian and mobile no.
 - d. DCP batch no.
 - e. Date computers were delivered and problems encountered
 - f. Date computers were installed and problems encountered
 - g. Actions taken on problems encountered during delivery and installation
 - h. Name of person wherein the Acknowledgement Receipt on Equipment (ARE) was issued.
3. In preparation for the ICT Literacy Training, all DCP recipient school heads and school ICT coordinators are required to sign up at **education.microsoft.com** on or before June 29, 2016. As proof that you've successfully signed up, take a screen shot of your profile and send it to: joseph.gemina@outlook.com. The first 250

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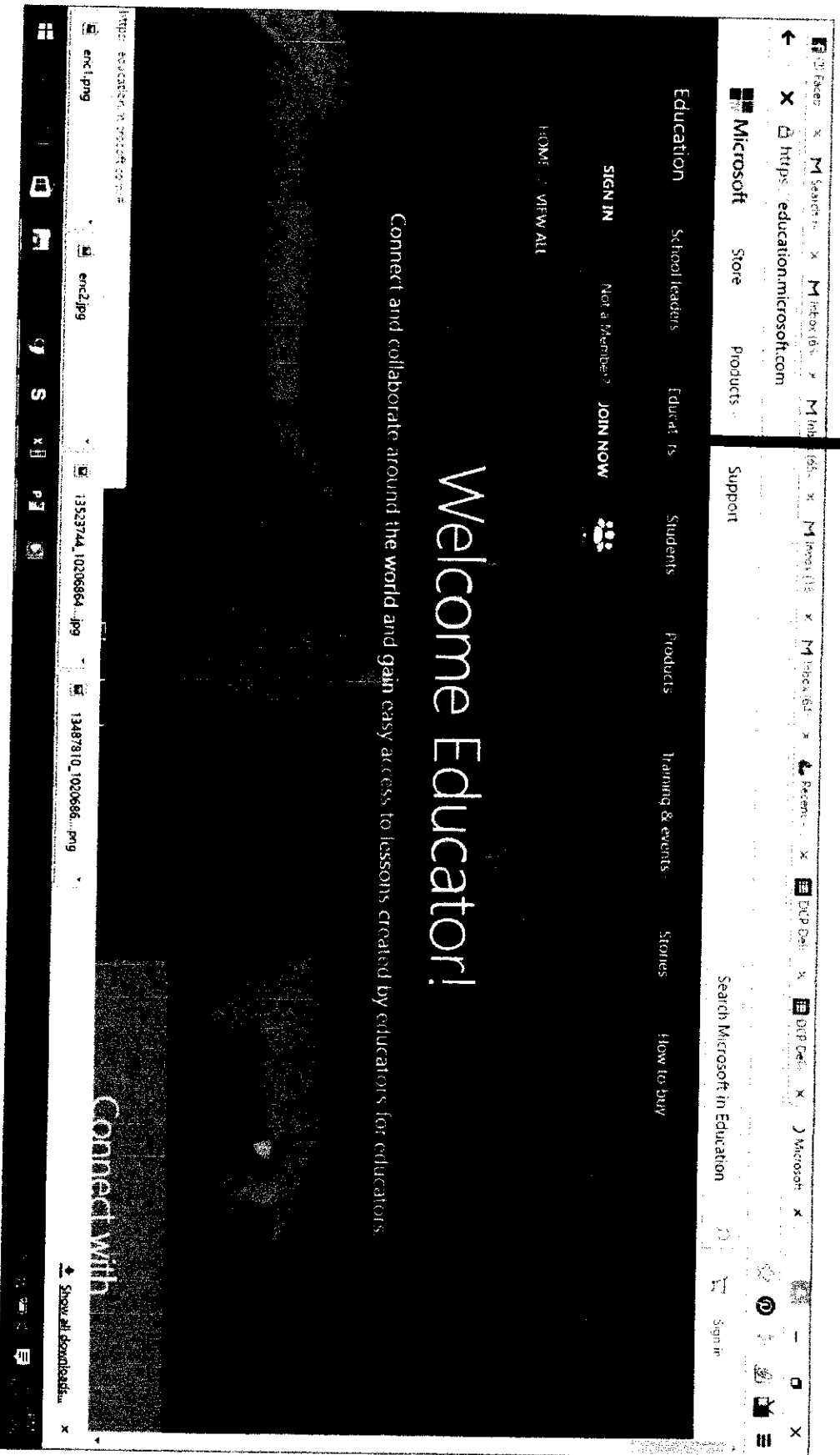
DepEd personnel to sign up successfully will receive a lanyard from Microsoft Company. See attachment for instructions on how to sign up and claim your lanyard. Venue and date will be announced later.

4. Immediate dissemination and compliance to this memorandum is hereby desired.

A handwritten signature in black ink, appearing to read "Lelanie T. Cabrera".

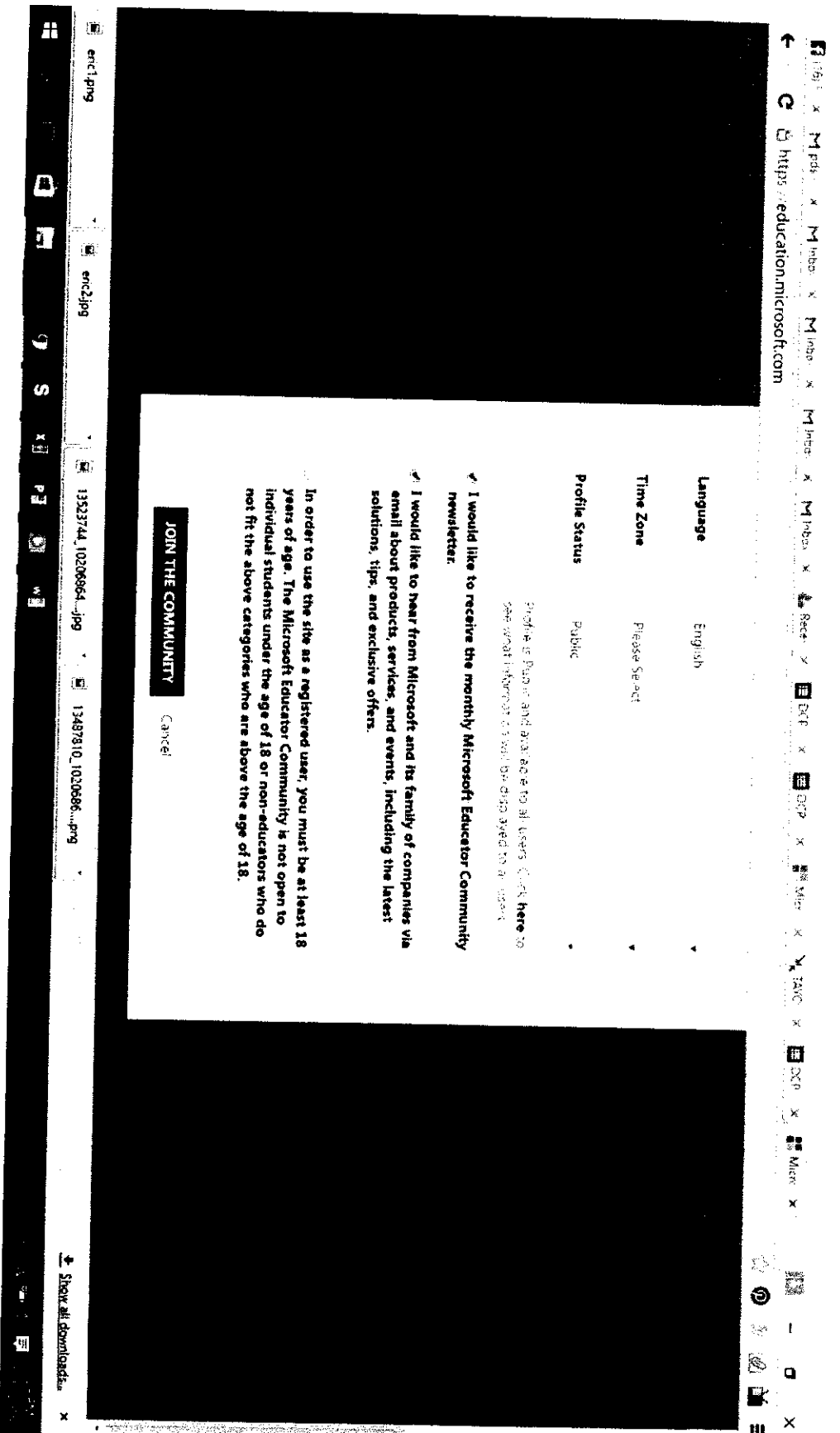
LELANIE T. CABRERA, CESE

Asst. Schools Division Superintendent
Officer - In - Charge



TO START: (here's how to sign up at education.microsoft.com)

- 1. Type the URL: education.microsoft.com**
- 2. Click JOIN NOW button.**



5. The screen shot shown below is for those with existing Microsoft Account, just simply click the YES button and fill up the data being asked as shown in the next screen shot.

Let this app access your info? - Google Chrome

Microsoft Corporation [url: https://account.live.com/consent/Details?ua=1&from=13523744-10206864-13487810-10206865.png]

education.microsoft.com

Let this app access your info?

Educator Network (MSEN) needs your permission to:

- Access your email addresses
- Educator Network (MSEN) will be able to see the email addresses in your profile.

You can change these application permissions at any time in your account settings.

Yes No

Terms of Use Privacy & Cookies Sign Out Microsoft

Show all downloads

M10box165 x M10box165 x M10box165

SECRET - 1

DCP Det.

Def De X Microsoft X

[illegible]

Already a Member? Sign In:



Microsoft

First/Given Name

Last/Family Name

Country/Region United States


English

Time Zone Please Specify

Public

For a 100% guarantee to all clients, we have no fee when the services are not displayed to a client.

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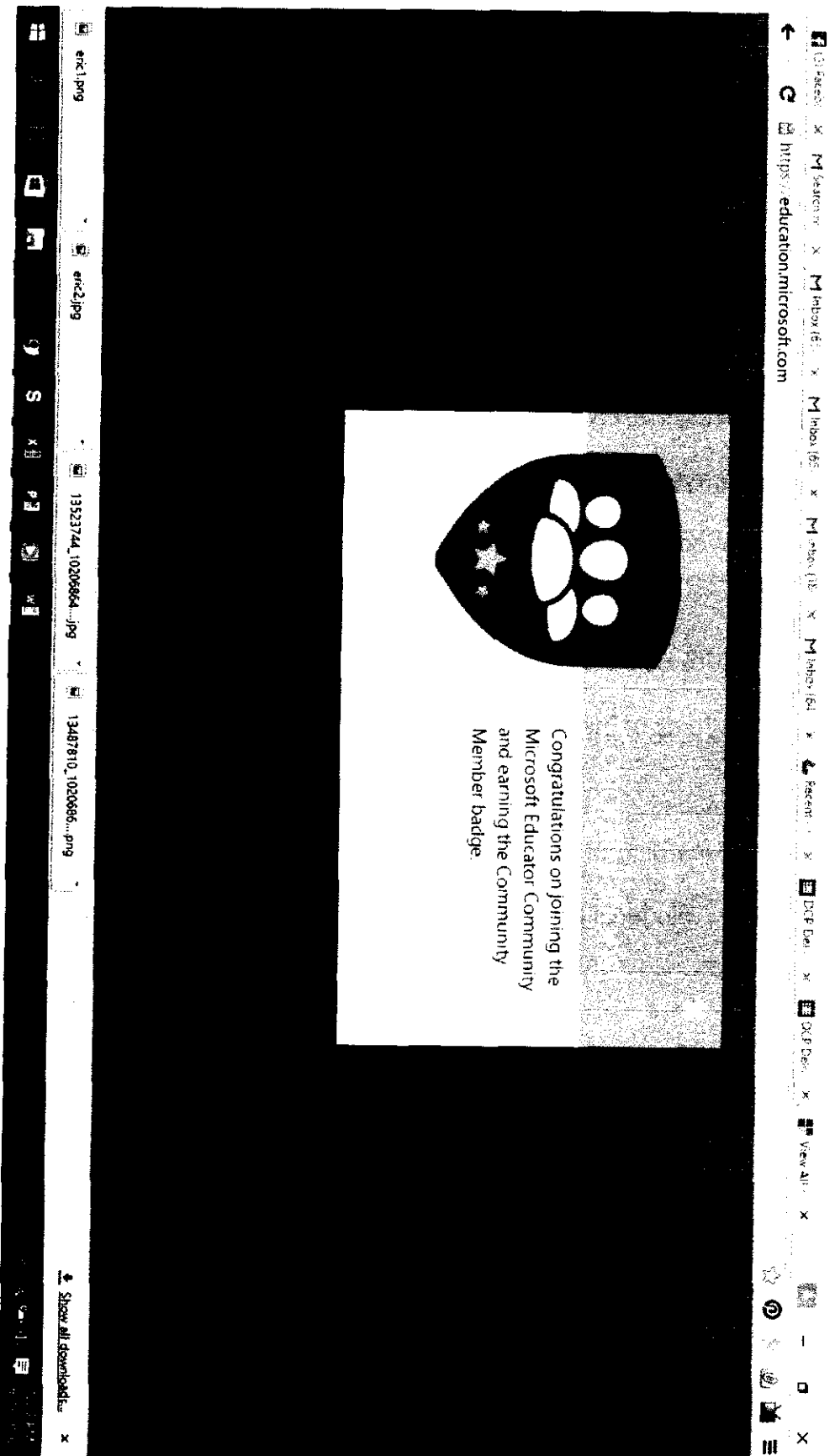












6. This screen shot means you have successfully signed up the Microsoft Educator Community.

7. Click MY PROFILE, and take a screen shot of your profile to be sent to joseph.gemina@outlook.com together with your school name and contact details.

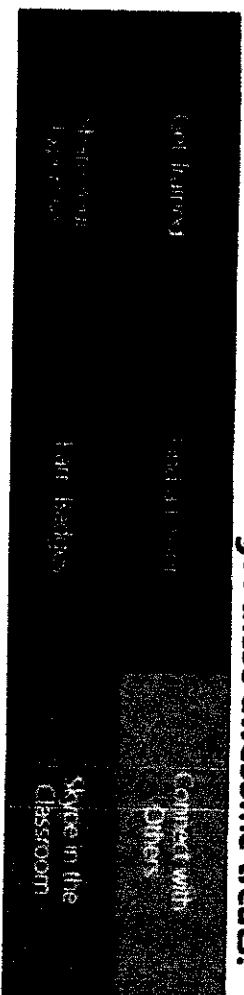
Here's how to send and claim your lanyard:



Celebrate
the new school year
with this back to school
Microsoft Lanyard!

<https://education.microsoft.com>

Make a Microsoft account to get these awesome treats!



Claim your Microsoft Lanyard from
JOSEPH R. GEMINA in 3 easy steps:

1. Sign up for FREE at
<https://education.microsoft.com>
and get access to thousands of
resources for educators!
2. Go to your profile and take a
Screenshot of the page
3. Send the picture to
joseph.gemina@outlook.com
together with your name, school
and contact details.

This is only open to Educators and
Academic staff from the Province of
Negros Oriental