



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. 199, s 2016

To : All Concerned Public District Supervisors
All Concerned Elementary and Secondary School Heads
All Concerned School ICT Coordinators
All Concerned School Property Custodians
COA Representatives

Subject: **"DEPED COMPUTERIZATION PROGRAM (DCP) BATCH 26 and 27
Cluster Orientation Training Workshop"**

Date : March 8, 2016

-
1. Pursuant to Regional Memorandum No. 0127 from Regional Director Juliet A. Jeruta, Director III of Region VII, with attached letter from RedDot Imaging Philippines Inc., the supplier of the DCP Computer Packages for Batch 26 and 27, this Office announces the Division-Level Cluster Orientation and Training Workshop for the aforementioned recipient schools that will be conducted on March 14 -17, 2016.
 2. The DCP recipient schools are clustered into three (3). Clusters 1 and 2 are advised to attend a two-day training workshop on March 14-15 while the training of the schools under cluster 3 is on March 16-17, 2016. For the designated venues, see attached List of Schools per cluster.
 3. Three (3) representatives per school with officially-issued DepEd Identification Cards (required) shall attend the training workshop namely the: a) School Head b) School ICT Coordinator c) School Property Custodian. In the event of absence or non-attendance in the following scenarios enumerated below, the said school need to provide the necessary letters as prescribed herewith:

11 MAR 2016



Republic of the Philippines

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Scenario 1: In the absence of one (1) or any among the three (3) personnel enumerated above, a letter of explanation will be required from the personnel that is absent, indicating a) reason for being absent and b) the nominated proxy that will be attending on his behalf. This letter should be brought by the proxy to the Cluster Training session.

Scenario 2: If the School Head is the same person as the Property Custodian/ ICT Coordinator, a letter coming from the School Head indicating that he/she is also designated as Property Custodian/ ICT Coordinator of the school. This letter should be presented to the venue as he/she register.

4. Bring a copy of the duly signed and accomplished DCP School Readiness Checklist Form.
5. Meals will be provided by RedDot Imaging Philippines Inc., while transportation and other incidental expenses will be charged to school MOOE funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance to this memorandum is hereby desired.


LELANIE T. CABRERA, CESE

Asst. Schools Division Superintendent
Officer-In-Charge 

CLUSTER 1

	Division	Team	Date	MUNICIPALITY	SCHOOLS	Batch No	HOSTING VENUE	PREFERRED DATE
1	Negros Oriental	Team 1-4	Mar 14-15	Amlan	1 Aurelio Ibero MES (Jugno ES)	Batch 26	Team 1 (Sibulan CES)	Mar. 14-15
2					2 Cafiete ES	Batch 26		Mar. 14-15
3					3 Cantalina ES	Batch 26		Mar. 14-15
4					4 Martin Benjamin MES (Tambojangin ES)	Batch 26		Mar. 14-15
5					5 Panusuan ES	Batch 26		Mar. 14-15
6					6 Tandayag ES	Batch 26		Mar. 14-15
7				San Jose	7 Alicia C. Calumpang ES (Naiba ES)	Batch 26		Mar. 14-15
8					8 Basak PS	Batch 26		Mar. 14-15
9					9 Cancawas PS	Batch 26		Mar. 14-15
10					10 Guilongsoran PS	Batch 26		Mar. 14-15
11					11 Janay-Janay ES	Batch 26		Mar. 14-15
12					12 Jose R. Remollo ES (Cambalootot ES)	Batch 26		Mar. 14-15
13					13 Pedro A. Remoto ES	Batch 26		Mar. 14-15
14					14 San Roque PS			Mar. 14-15
15	Negros Oriental			Sibulan	1 Calabnugan ES	Batch 26	Team 2 (Valencia CES)	Mar. 14-15
16					2 Calinawan ES	Batch 26		Mar. 14-15
17					3 Cambajao ES	Batch 26		Mar. 14-15
18					4 Cantalawan PS	Batch 26		Mar. 14-15
19					5 Escaguit ES	Batch 26		Mar. 14-15
20					6 Lo-oc ES	Batch 26		Mar. 14-15
21					7 Magatas ES	Batch 26		Mar. 14-15
22					8 Tubigon ES	Batch 26		Mar. 14-15
23	Negros Oriental			Valencia	1 Badiang PS	Batch 26		Mar. 14-15
24					2 Balabag ES	Batch 26		Mar. 14-15
25					3 Dobdob ES	Batch 26		Mar. 14-15
26					4 Dungga PS	Batch 26		Mar. 14-15
27					5 Inas PS	Batch 26		Mar. 14-15
28					6 Malabo PS	Batch 26		Mar. 14-15
29					7 Nasuji PS	Batch 26		Mar. 14-15
30					8 Puhagan ES	Batch 26		Mar. 14-15
31					9 Pulangbato ES	Batch 26		Mar. 14-15
32					10 Sagbang ES	Batch 26		Mar. 14-15
33					11 Vicente I. Villa MS	Batch 26		Mar. 14-15
34					12 Valencia NHS-Dobdob Ext.	Batch 27		Mar. 14-15
35	Negros Oriental			DUMAGUETE CITY (Ca	1 West City Science ES	Batch 26	Team 2 (Valencia CES)	Mar. 14-15
36					2 Dumaguete City HS	Batch 27		Mar. 14-15
37				Bacong	3 Calangag ES	Batch 26		Mar. 14-15
38					4 Fausto M. Saron - Tubod ES	Batch 26		Mar. 14-15
39					5 Timbanga ES	Batch 26		Mar. 14-15

40					6	Timbao ES	Batch 26		Mar. 14-15
				Dauin	6	Bagacay ES	Batch 26		Mar. 14-15
					7	Baslay ES	Batch 26		Mar. 14-15
					8	Bulak ES	Batch 26		Mar. 14-15
					9	Casile ES	Batch 26		Mar. 14-15
					10	Mag-aso ES	Batch 26		Mar. 14-15
					11	Malongcay ES	Batch 26		Mar. 14-15
					12	Masaplod ES	Batch 26		Mar. 14-15
					13	Panubtuban ES	Batch 26		Mar. 14-15
					14	Tugawe ES	Batch 26		Mar. 14-15
41	Negros Oriental			Zamboanganita	1	Calango ES	Batch 26		Mar. 14-15
42					2	FELIX M. TIO MEMORIAL E/S (Bangcolotan ES)	Batch 26		Mar. 14-15
43					3	Malongcay ES	Batch 26		Mar. 14-15
44					4	Nabago ES	Batch 26		Mar. 14-15
45					5	Gregorio Elmaga MHS	Batch 27		Mar. 14-15
55	Negros Oriental			Siaton	1	Antulang ES	Batch 26		Mar. 14-15
56					2	Caticugan ES	Batch 26	Team 3 (Zamboaguita CES)	Mar. 14-15
57					3	Catipon ES	Batch 26		Mar. 14-15
58					4	Datag ES	Batch 26		Mar. 14-15
59					5	Lico-Lico ES	Batch 26		Mar. 14-15
60					6	Palayuhan ES	Batch 26		Mar. 14-15
61					7	San Jose ES	Batch 26		Mar. 14-15
62					8	Tayak ES	Batch 26		Mar. 14-15
63	Negros Oriental			Santa Catalina	1	Aw-a ES	Batch 26		Mar. 14-15
64					2	Buenavista ES	Batch 26		Mar. 14-15
65					3	Fatima ES	Batch 26		Mar. 14-15
66					4	Manggolod ES	Batch 26		Mar. 14-15
67					5	Mansagomayon ES	Batch 26		Mar. 14-15
68					6	San Jose ES	Batch 26		Mar. 14-15
69					7	San Vicente ES	Batch 26		Mar. 14-15
70					8	Sta. Catalina Science ES	Batch 26	Team 4 (Sta. Catalina CES)	Mar. 14-15
71					9	Sto. Rosario ES	Batch 26		Mar. 14-15
72					10	Talalak ES	Batch 26		Mar. 14-15
73					11	Tamlang ES	Batch 26		Mar. 14-15
74					12	Milagrosa HS	Batch 27		Mar. 14-15
75					13	Nagbinlod HS	Batch 27		Mar. 14-15
76					14	Tamlang HS	Batch 27		Mar. 14-15
	CLUSTER 2								
77	Negros Oriental	Team 5-7	Mar14-15	MABINAY	1	Baliw ES	Batch 26		Mar. 14-15

78				2	Basakan ES	Batch 26	Mar. 14-15
79				3	Bugnay ES	Batch 26	Mar. 14-15
80				4	Bulibulihan ES	Batch 26	Mar. 14-15
81				5	Bulwang ES	Batch 26	Mar. 14-15
82				6	Cantombol ES	Batch 26	Mar. 14-15
83				7	Danawan ES	Batch 26	Mar. 14-15
84				8	Hagtu ES	Batch 26	Mar. 14-15
85				9	Lanot ES	Batch 26	Mar. 14-15
86				10	Lapong ES	Batch 26	Mar. 14-15
87				11	Lower Capanun-an ES	Batch 26	Mar. 14-15
88				12	Mampalasan ES	Batch 26	Mar. 14-15
89				13	Namangka ES	Batch 26	Mar. 14-15
90				14	Napasu-an ES	Batch 26	Mar. 14-15
91				15	New Namangka ES	Batch 26	Mar. 14-15
92				16	Old Namangka PS	Batch 26	Mar. 14-15
93				17	Pantao Brgy. Site Elementary School	Batch 26	Mar. 14-15
94				18	Pedro Gobuyan, Sr. MES (Mayaposi ES)	Batch 26	Mar. 14-15
95				19	Pinayon-an ES	Batch 26	Mar. 14-15
96				20	Tadlong ES	Batch 26	Mar. 14-15
97				21	Tampa ES	Batch 26	Mar. 14-15
98				22	Tingtingon ES	Batch 26	Mar. 14-15
99				23	Mayaposi CHS	Batch 27	Mar. 14-15
100	Negros Oriental		MANJUYOD	1	Balaas ES	Batch 26	Mar. 14-15
101				2	Concepcion ES	Batch 26	Mar. 14-15
102				3	Dungoan ES	Batch 26	Mar. 14-15
103				4	Libjo ES	Batch 26	Mar. 14-15
104				5	Managba ES	Batch 26	Mar. 14-15
105				6	Mandalupang ES	Batch 26	Mar. 14-15
106				7	Sacsac ES	Batch 26	Mar. 14-15
107				8	Salvacion ES	Batch 26	Mar. 14-15
108				9	San Isidro ES	Batch 26	Mar. 14-15
109				10	San Jose ES	Batch 26	Mar. 14-15
110				11	Tanglad ES	Batch 26	Mar. 14-15
111				12	Tubod ES	Batch 26	Mar. 14-15
112				13	Tupas ES	Batch 26	Mar. 14-15
113				14	Manjuyod NHS - Panciao Ext.	Batch 27	Mar. 14-15
114				15	Manjuyod Science HS	Batch 27	Mar. 14-15
115	Negros Oriental		BINDOY (PAYABON)	1	Batangan ES	Batch 26	Mar. 14-15
116				2	Cabugan ES	Batch 26	Mar. 14-15
117				3	Calatagan ES	Batch 26	Mar. 14-15

Team 1 (Mabinay CES)

Team 2 (Manjuyod CES)

118					4	Campulay ES	Batch 26		Mar. 14-15
119					5	Camudlas PS	Batch 26		Mar. 14-15
120					6	Danao ES	Batch 26		Mar. 14-15
121					7	Danawan ES	Batch 26		Mar. 14-15
122					8	Manseje ES	Batch 26		Mar. 14-15
123					9	Mantahaw ES	Batch 26		Mar. 14-15
124					10	Nagcasunog ES	Batch 26		Mar. 14-15
125					11	Naula-an ES	Batch 26		Mar. 14-15
126					12	Pagsalayon ES	Batch 26		Mar. 14-15
127					13	Pangalaycayan ES	Batch 26		Mar. 14-15
128					14	Peñahan ES	Batch 26		Mar. 14-15
129					15	Salong ES	Batch 26		Mar. 14-15
130					16	Talaptapan ES	Batch 26		Mar. 14-15
131					17	Tubod ES	Batch 26		Mar. 14-15
132	Negros Oriental			CANLAON CITY	1	Gaboc ES	Batch 26	Team 3 (Macario Española MES)	Mar. 14-15
133					2	Guibawan PS	Batch 26		Mar. 14-15
134					3	Kalubihan PS	Batch 26		Mar. 14-15
135					4	Mananawin ES	Batch 26		Mar. 14-15
136					5	Manggapa PS	Batch 26		Mar. 14-15
137					6	Pinamentigan ES	Batch 26		Mar. 14-15
138					7	Tigbahi ES	Batch 26		Mar. 14-15
139					8	Upper Lumapao PS	Batch 26		Mar. 14-15
140					9	Jose B. Cardenas - Bayog Ext.	Batch 27		Mar. 14-15
141					10	Jose B. Cardenas MHS - Tabalogo Ext.	Batch 27		Mar. 14-15
142					11	Malaiba HS	Batch 27		Mar. 14-15
					12	Masulog HS	Batch 27		Mar. 14-15
	CLUSTER 3								
144	Negros Oriental	Team 1-3	Mar 16-17	AYUNGON	1	Amdus ES	Batch 26	Team 1(Ayungon CES)	Mar. 16-17
145					2	Awa-an ES	Batch 26		Mar. 16-17
146					3	Buenavista ES	Batch 26		Mar. 16-17
147					4	Inacban PS	Batch 26		Mar. 16-17
148					5	Iniban ES	Batch 26		Mar. 16-17
149					6	Jandalamanon ES	Batch 26		Mar. 16-17
150					7	Kilaban ES	Batch 26		Mar. 16-17
151					8	Lamigan ES	Batch 26		Mar. 16-17
152					9	Maaslum ES	Batch 26		Mar. 16-17
153					10	Manogtong ES	Batch 26		Mar. 16-17
154					11	Nabalian ES	Batch 26		Mar. 16-17
155					12	Nabhang ES	Batch 26		Mar. 16-17
156					13	Talanyog ES	Batch 26		Mar. 16-17

157				14	Tampocon I ES	Batch 26	Mar. 16-17
158				15	Tiguib ES	Batch 26	Mar. 16-17
159				16	Tumampon ES	Batch 26	Mar. 16-17
160				17	Ayungon NHS - Carol-an Extension	Batch 27	Mar. 16-17
161	Negros Oriental		TAYASAN	1	Banga ES	Batch 26	Mar. 16-17
162				2	Dalaupon ES	Batch 26	Mar. 16-17
163				3	Ilaya-Tayasan ES	Batch 26	Mar. 16-17
164				4	Linao ES	Batch 26	Mar. 16-17
165				5	Maglihe ES	Batch 26	Mar. 16-17
166				6	Matauta ES	Batch 26	Mar. 16-17
167				7	Nabilog ES	Batch 26	Mar. 16-17
168				8	Numnum ES	Batch 26	Mar. 16-17
169				9	Pinalubngan ES	Batch 26	Mar. 16-17
170				10	Sacsac ES	Batch 26	Mar. 16-17
171				11	Saying ES	Batch 26	Mar. 16-17
172				12	Suquib ES	Batch 26	Mar. 16-17
173				13	Tamao ES	Batch 26	Mar. 16-17
174				14	Tanlad ES	Batch 26	Mar. 16-17
175	Negros Oriental		JIMALALUD	1	Aglahug ES	Batch 26	Mar. 16-17
176				2	Apanangon ES	Batch 26	Mar. 16-17
177				3	Balaas PS	Batch 26	Mar. 16-17
178				4	Banog ES	Batch 26	Mar. 16-17
179				5	Cabang ES	Batch 26	Mar. 16-17
180				6	Camandayon ES	Batch 26	Mar. 16-17
181				7	Cangharay Elementary School	Batch 26	Mar. 16-17
182				8	Lacaon ES	Batch 26	Mar. 16-17
183				9	Mahanlod ES	Batch 26	Mar. 16-17
184				10	Malabago PS	Batch 26	Mar. 16-17
185				11	Mambaid ES	Batch 26	Mar. 16-17
186				12	Mongpong PS	Batch 26	Mar. 16-17
187				13	Pacuan ES	Batch 26	Mar. 16-17
188				14	Talamban ES	Batch 26	Mar. 16-17
189	Negros Oriental	Team 6	LA LIBERTAD	1	Agbobolo ES (Aya ES)	Batch 26	Mar. 16-17
190				2	Aniniaw ES	Batch 26	Mar. 16-17
191				3	Aya ES	Batch 26	Mar. 16-17
192				4	Big-a ES	Batch 26	Mar. 16-17
193				5	Busilac ES	Batch 26	Mar. 16-17
194				6	Cangabo ES	Batch 26	Mar. 16-17
195				7	Eli ES	Batch 26	Mar. 16-17
196				8	Mambulod ES	Batch 26	Mar. 16-17

Team 2 (Jimalaud CES)

Team 3 (La Libertad CES)

197					9	Mandapaton ES	Batch 26	Team 3 (La Libertad CES)	Mar. 16-17
198					10	Manghulyawon ES	Batch 26		Mar. 16-17
199					11	Manluminsag ES	Batch 26		Mar. 16-17
200					12	Mapalasan ES	Batch 26		Mar. 16-17
201					13	Pangca ES	Batch 26		Mar. 16-17
202					14	Pisong ES	Batch 26		Mar. 16-17
203					15	Tala-on ES	Batch 26		Mar. 16-17



SCHOOL READINESS CHECKLIST
DepEd Computerization Program



SCHOOL ID: _____ **NAME OF SCHOOL:** _____

Classification (if recipient pls. check):

- ☐ Main ☐ Annex ☐ Annex A ☐ Annex B
☐ Campus A ☐ Campus B ☐ Campus C

Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

Name of Principal/School Head: _____

Contact No./Cellphone No.: _____ E-mail: _____

Name of Computer Laboratory In-Charge: _____

Contact No./Cellphone No.: _____

Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

In compliance to DepEd Memo No. 280, series of 2011, the school's readiness for the DCP shall be assessed by the Division ICT Coordinator according to the following criteria. Please tick appropriate box.

Criteria	Yes	No	Remarks
1. Multi-media Classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Computer Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Windows and Doors with iron grills	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Proper electrical wirings and outlets duly certified by the Municipal/City Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Provision of adequate security mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. School Inspectorate team were organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. 50 pieces mono chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. At least 2 units of stand fan	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Sufficient electrical lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Based on the assessment above, the school is:

- Ready ☐ All criteria (1-9) were satisfactorily met
- Partially Ready ☐ Criteria 1-6 were met but criteria 7-9 are to be complied with prior to the installation of equipment
- Not Ready ☐ At least one of critical 1-6 is not met

RECOMMENDATIONS:

Assessed by:

Concurred by:

(Name and signature of District Supervisor)

(Name and signature of School Head)

Evaluated by:

REMYLIN V. GAO-GAO
Information Technology Officer - I



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM

No. 0127 , s. 2016

Red Dot DCP Cluster Training

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. In relation to the DepEd Computerization Program, Red Dot Imaging Philippines, Inc. (Supplier of DCP Batches 24, 26 – 28) will conduct a face-to-face training to the following personnel of recipient schools:
 - a. School Head
 - b. Property Custodian
 - c. ICT School Coordinator
2. Training will be done in clusters (refer to attached spreadsheet for the list). Division ITOs are required to facilitate the training of the schools under their respective division.
3. Division ITO of the host venue together with the host school personnel must ensure training necessities are prepared and ready before the actual training. Please refer to the attached letter from Red Dot on the list of requirements.
4. Red Dot will provide for the meals but transportation and other incidental expenses of the participants will be chargeable to Local/School/Division MDDE funds subject to the usual accounting and auditing rules and regulations.
5. Participants are required to bring their fully accomplished School Readiness Checklist.
6. Immediate and wide dissemination of this memorandum is desired.


JULIET A. JERUTA
Director III
Officer-in-Charge

Office of the Director (ORDr), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
IAI/CTU/IPJ Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Panunagutan ng Lahat"



1817-25 España Cor. Prudencio St. Sampaloc Manila
Tel. # 734-7703/734-7704 * Telefax 523-8214

February 26, 2016

DR. JULIET A. JERUTA, CESO V
Director III, OIC- Regional Director
Division of CEBU

Through : Ms. Johnnyline P. Jagdon
IT Officer I - DEPED Region VII

**RE: "Supply, Delivery, Installation, Configuration, Testing,
Commissioning, Training and Maintenance of E-classroom
for 1,908 Public Elementary Schools (Batch 24 Luzon)
for the DepEd under BAC2PB 14-114"**

Sir / Madam:

Greetings!

The undersigned, representing RedDot Imaging Philippines Inc. under joint venture with Shenzhen Hasee Computer Co., Ltd. / China Great Wall Computer Shenzhen Co. Ltd., being awarded the contract for the above-captioned project, would like to inform you of the Division-Level Cluster Training that will be conducted involving the following DepEd Computerization Program (DCP) recipient schools, as per the list / schedule, attached, hereto, as Annex 'A,' and made an integral part of this document.

The aforesaid undertaking is being conducted in compliance with the face-to-face training requirements of the above-captioned project, duly approved, beforehand, by the Technical Service, Department of Education Central Office, a copy of which is attached, herewith, as Annex 'B,' and made an integral part of this instrument.

In this regard, we would appreciate it very much if you could promptly assist us with the following, to wit:

1. Coordinate the said Cluster Training with *all the personnel concerned*, more particularly the hosting venue personnel and the training participants, composed of three (3) representatives from the DCP recipient school, namely:

1.1 School Head

1.2 Property Custodian

1.3 ICT Officer

with officially-issued DepEd Identification Cards (required). In the event of absence or non-attendance in the following scenarios enumerated below, the

said schools will need to provide the necessary letters as prescribed herewith:

Scenario 1: In the absence of (1) one or any among the 3 (three) personnel enumerated above, a letter of explanation (excuse letter) will be required from the personnel that is absent, indicating: *a.) reason for being absent* and *b.) the nominated proxy that will be attending on his behalf.* This letter should be brought by the proxy to the Cluster Training session to be able to be accepted.

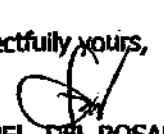
Scenario 2: If the School Head is the same person (one and the same) as the Property Custodian/ICT officer, a letter coming from the School Head indicating that he/she is also the designated Property Custodian/ICT officer for that school. This letter should be presented to the venue at time of registration.

2. Prepare the Division-Level Training necessities, such as suitably-sized tables for the equipment to be set-up, and ample number of chairs for the training participants at the venue of the same;
3. Help secure, overnight, all the equipment to be used for the aforesaid training, at the training venue, which would be held for two (2) consecutive days, as per the contract requirements of the said project; and
4. Request to allow for the provision for an overnight stay for three (3) to five (5) of our Company Representatives at the training venue for practicality and convenience since the training duration would be for two (2) days.

We would also like to request that we be advised of the *school-readiness status* of each and every DCP recipient school, under your jurisdiction.

Should you have any queries or other questions regarding the aforesaid, you may contact the undersigned.

Respectfully yours,


RAQUEL DEL ROSARIO
Supplier's Project Coordinator
DCP Project Batch 24, 26, 27 & 28