



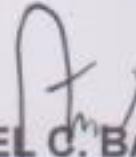
Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

MEMORANDUM

TO : Asst. Schools Division Superintendent
OIC-Chief Curriculum Implementation Division
Chief Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Division Personnel
School ICT Coordinators
School Registrars
School Administrative Officers
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **DIVISION ORIENTATION ON DEPED'S COMPLIANCE TO REPUBLIC ACT 10172 OF THE DATA PRIVACY ACT OF 2012 FOR SELECTED TEACHING AND NON-TEACHING PERSONNEL AND TRAINING ON SPECIALIZED SKILLS FOR SCHOOL ICT COORDINATORS IN COMPUTER SERVICING SYSTEM NCII - TESDA CERTIFICATION**

DATE : November 27, 2018

Pursuant to the mandate of the National Privacy Commission to administer and implement the provisions of the Data Privacy Act of 2012, and to ensure compliance of the all personnel with international standards set for data protection, RA 10173 also known as the Implementing Rules and Regulations (IRR) are promulgated to effectively implement the provisions of the Act

Moreover, Pursuant to Republic Act No. 10533 also known as the Enhanced Basic Education Act of 2013 and moving towards the realization of K to 12 Curriculum goals which aims to produce learners who are ready to be part of the workforce, teachers are provided with specialized training skills.

Thus, this office will conduct a Division Orientation for Selected Teaching and Non-Teaching Personnel on DepEd's Compliance to Republic Act 10172 of the Data Privacy Act of 2012 and Training Program on Specialized Skills for School ICT Coordinators on Computer Servicing System NC II- TESDA Certification on the following dates and venues:



Dec. 11-12, 2018	Orientation on Data Privacy Act of 2012 at Loreland Farm and Resort, Antipolo City.
Dec. 13-15, 2018	Training on Specialized Skills for School ICT Coordinators on CSS at Teksquad Institute of Information Technology
Dec. 18-19, 2018	CSS NC II Assessment for School ICT Coordinators at Teksquad Institute of Information Technology

The Training on Computer Servicing System NC II will be provided for free by Teksquad Institute of Information Technology, M.L. Quezon St., Antipolo City

The participants of this training are expected to:

- determine the salient points of IRR of Data Privacy Act of 2012
- discuss the security incidents and impacts to information and other related matter
- demonstrate skills in Computer Servicing through workshops
- provide School ICT Coordinators with the necessary skills in preparation for securing TESDA National Certificate NC II

Materials for the CSS Training will be provided except for the crimping tool; thus requiring all School ICT Coordinators to bring such.

Expenses to this **Live-out Training** shall be charged against the Division MOOE - HRTD Fund Capacity Building and Competency Development Program Professional Growth and Development subject to the usual auditing and accounting rules and procedures.

Attached herewith are the following enclosures as reference.

- Enclosure 1: Working Committee
- Enclosure 2: Training Matrix
- Enclosure 3: List of Participants
- Enclosure 4: Programme

Immediate dissemination and strict compliance of to this Memorandum is desired.

UM-627, s. 2018



Enclosure 1 to Division Memorandum 497 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

Co-Chairperson: **DR. GLORIA C. ROQUE**
OIC-Asst. Schools Division Superintendent

Members: **ATTY. JEREMIAH F. AGUSTIN**
Attorney

MR. FREDERICK C. VALLINAS
Administrative Officer V

MARIA FLORABEL M. TOLENTINO
Information Technology Officer I

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Ms. Elizabeth M. Ruiz	<ul style="list-style-type: none">• Prepares the Registration and Meal attendance Form• In-charge of attendance• Facilitates the signing of the Registration and Meal Attendance Form• Prepares and submits accomplished and completed forms to the in-charge• Ensures that participants issued an OR of registration
Program and Certificates (Participation, Appearance and Recognition)	Ms. Christine Joy Cabiles	<ul style="list-style-type: none">• Prepares the draft of the certificate and have it checked by the in-charge• Prints the number of needed certificates (speaker, participants and members of the TWG)• Presents the certificates to the SDS for signing• Assists in the distribution of the certificates during the Closing Program
Documentation	Mr. Noel C. Merino Mr. Jeffmark Pinaredondo Mrs. Michelle Cabot	<ul style="list-style-type: none">• Document event's significant details• Submit a narrative report containing the essential outcome of the event to the program head including the monitoring and evaluation results



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

Physical Arrangement/Sound System/Technical/ICT	Mr. Glenn Mangana Mr. John Joseph Atanacio Staff of the assigned venue	<ul style="list-style-type: none">• Checks the preparedness and order of the venue/session halls• Checks the proper functioning of the sound system, laptop and ICT equipment throughout the sessions• Assists the facilitators in the setting up of their laptops /gadgets
Logistics	Michael P. Glorial Rona Villete Joyce Ann Bulos	<ul style="list-style-type: none">• Plans and secures logistics to support the activity• Prepares materials and deliver it to the in-charge• Prepares contract/documents for the payment of speaker's honorarium
Food and Health	Mrs. Melanie F. Burgonia	<ul style="list-style-type: none">• Manages and facilitates the preparation and distribution of meals• Ensures that all participants were served
Monitoring and Evaluation	Dr. Isabel M. Gonzales	<ul style="list-style-type: none">• Prepares and administers questionnaire to participants• Monitor and evaluate conduct of the program• Prepares and submits evaluation results to the in-charge
Budget and Finance	Mrs. Raquel F. Esguerra Mr. Ragaam V. Dela Cruz	<ul style="list-style-type: none">• Oversees the efficient allocation of funds and timely release as well as documentation for payment
Health and Wellness	Ms. Arlene Dulin	<ul style="list-style-type: none">• Ensures the health and wellness of participants are taken care of
Technical Assistance Providers	Atty. Jeremiah Agustin Mr. Frederick B. Vallinas Mrs. Florabel M. Tolentino	<ul style="list-style-type: none">• Provides technical assistance



Enclosure 2 to Division Memorandum 627 s. 2018

TRAINING MATRIX

	ACTIVITIES	PARTICIPANTS / VENUE
DAY 1	Orientation on Data Privacy Act 2012 Atty. Jeremiah F. Agustin	Elem. & Sec. School Heads School Registrars School ICT Coordinators School Administrative Officers Non-Teaching Personnel concerned TWG / Teksquad Personnel <i>Loreland Farm Resort, Antipolo City</i>
DAY 2	AM : Continuation of Data Privacy Act 2012 Atty. Jeremiah F. Agustin PM : Defining the different Competencies of NC II, TESDA RPL and ICT Career Roadmaps Mr. Lughen Sidro & Don Arevalo and / Teksquad Institute of IT	AM : Same as day 1 participants PM : School ICT Coordinators TWG / Teksquad Personnel <i>Loreland Farm Resort, Antipolo City</i>
DAY 3	CSS Basic Competencies Bootcamp Mr. Lughen Sidro & Don Arevalo and / Teksquad Institute of IT	School ICT Coordinators <i>Teksquad Institute, Antipolo City</i>
DAY 4	CSS Common Competencies Bootcamp Mr. Lughen Sidro & Don Arevalo and / Teksquad Institute of IT	School ICT Coordinators <i>Teksquad Institute, Antipolo City</i>
DAY 5	CSS Core Competencies Bootcamp Mr. Lughen Sidro & Don Arevalo and / Teksquad Institute of IT	School ICT Coordinators <i>Teksquad Institute, Antipolo City</i>
DAY 6	Assessment Day Teksquad Institute of IT / TESDA	School ICT Coordinators <i>Teksquad Institute, Antipolo City</i>
DAY 7	Assessment Day Teksquad Institute of IT / TESDA	School ICT Coordinators <i>Teksquad Institute, Antipolo City</i>
	FACILITATORS: CSS Training <ul style="list-style-type: none"> • Jeffmark Pinaredondo – Muntindilaw NHS • Jezreel San Luis – Marcelino SMNHS • Joseph Vales – Maximo GMNHS • Lana Leyne Capistrano San Roque NHS • Sheren Garcia Marcelino SMNHS • Lorenzo Eduardo Rivera – Mayamot SHS 	



LIST OF PARTICIPANTS

DATA PRIVACY ACT 2012

(1)	Dr. Rommel C. Bautista	-	City Schools Division Superintendent
(1)	Dr. Gloria C. Roque	-	Asst. Schools Division Superintendent
(1)	Dr. Jonathan P. Domingo	-	Chief, Schools Gov. and Operations Div.
(1)	Mr. Lito A. Palomar	-	OIC Chief, Curriculum & Implementation Div.
(1)	Mrs. Christine T. Coronado	-	Administrative Officer IV, HRMO
(1)	Mrs. Raquel F. Esguerra	-	Accountant III
(1)	Mr. Gavino S. Francisco	-	Cashier
(1)	Ms. Lilian M. Ababon	-	Records Officer
(1)	Mr. Michael P. Glorial	-	Supply Officer
(1)	Mr. Ragaam V. Dela Cruz	-	Budget Officer
(1)	Engr. Madiel D. Verzola	-	Engineer
(1)	Mrs. Elizabeth Ruiz	-	Admin. Assistant
(1)	Ms. Christine Joy Cabiles	-	Admin. Assistant
(1)	Mrs. Priscilla V. Salo	-	EPS, LRMSD
(1)	Office of the Education Program Supervisors		
(1)	Office of the Public Schools District Supervisors		
(1)	Mr. Alfonso L. Abogado	-	SEPS, Planning & Research
(1)	Dr. Isabel M. Gonzales	-	SEPS, Monitoring & Evaluation
(1)	Mrs. Arlene L. Tayona	-	SEPS, HRTD
(1)	Mr. Albeno L. Del Monte	-	SEPS, SocMob
(1)	Dr. Rico Desiree Reyes	-	Medical Officer
(1)	Mr. Noel C. Merino	-	Project Dev. Officer II, DRRM
(45)	Elementary School Heads		
(22)	Secondary School Heads		
(68)	School Registrars		
(68)	School ICT Coordinators		
(9)	School Administrative Officers		
(10)	TWG/ Facilitators/ Teksquad		

CSS NC II Training

(67)	School ICT Coordinators
(10)	TWG/ Facilitators/ Teksquad



Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY



PROGRAM OF ACTIVITIES

Part I. Registration

Part II. Opening Program

National Anthem	Mr. Noel C. Merino PDO II - DRRM
Prayer	Dr. Isabel M. Gonzales SEPS – M and E
CALABARZON March Mabuhay Rizal Antipolo Hymn	Mr. Albano Del Monte Jr. SEPS, SocMob
Presentation of Participants	Engr. Madiel Verzola Division Engr.
Opening Remarks	Dr. Gloria C. Roque OIC-Asst. Schools Division Superintendent
Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
Statement of Purpose	Mrs. Florabel M. Tolentino Information Technology Officer I

Part III. Activity Proper

Part IV. Closing Program

Arlene L. Tayona
Master of Ceremony