



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE
CITY OF MUNTINLUPA

DepEd - MUNTINLUPA

RELEASED *R*

DATE 2/27/17

February 27, 2017

DIVISION MEMORANDUM

TO : All School Principals, Public Elementary and Secondary Schools

**Division Training Workshop on the DepEd Email School Account,
eHRIS School Account, Policies on the Management
of the IP Camera Systems, Network Administration,
RFID Daily Attendance Monitoring System,
and Web Apps as Learning Resources**

This Office, through the SDO-ICT Unit, will conduct a Division Training Workshop on DepEd Email School Account; eHRIS School Account; Policies on the Management of the IP Camera Systems; Network Administration; RFID Daily Attendance Monitoring System; and Web Applications as Learning Resources from March 2-4 at Tagaytay Haven Hotel Mendez.

Payment for the registration fees of the school principals and the SDO Training Staff will be shouldered by the SDO-MOOE; while that of the ICT and EBEIS coordinators will be taken from the school MOOE.

Attached are the lists of the working committees and the participants, and a copy of the Training Matrix.

Immediate and wide dissemination of this Memorandum is desired.

(Signature)
MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





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SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

I. WORKING COMMITTEE

	Person Involved	School/Office
Chairman	Dr. Mauro C. De Gulan, SDS	SDO-Muntinlupa
Vice – Chairman	Noel D. Bagano, ASDS	SDO-Muntinlupa
Technical Working Group	Randy M. Vargas, ITO I	SDO-Muntinlupa
	Ivy M. Romano, SEPS	SDO-Muntinlupa
	John James Bagasol, EPS II	SDO-Muntinlupa
	Melanio R. San Jose Jr., Command Center Staff	SDO-Muntinlupa

REGISTRATION/DOCUMENTATION/OFFICERS-OF-THE-DAY

	First Day	Second Day	Third Day
Emcees	Arlene Joy C. Mananguit Lorelie Somolostro	Owen Bautista Zyra Trimidal	Albert Manalo Essan Mae D. Balmeo
Documentation/ Attendance	Naph Bryan Gonzaga Joy Dulce	Myra Sabater Marilou Riondanga	Emil Ortillo Sony Recto
Narrative	Janet Linquico	Dennis Romano	Nery Ann Lorenzo
Officers-in-Charge	Mark Caacbay	Reyn Espeleta	Jocelyn Clemente

II. List of Participants

No.	Elementary School	Principal/OIC	ICT Coordinator	EBEIS Coordinator
1	Alabang ES	Mrs. Clarita Alejandro	Janet Linquico	Emmanuel Masindo
2	Bagong Silang ES	Mrs. Hazel B. Hernandez	Melhaini T. Torres	Rosalie Bingayan
3	Bayanan ES Main	Dr. Shella C. Navarro	Jeffrey M. Macaraig	Melanie L. Tulod
4	Bayanan ES Unit I	Mrs. Jennifer Joson	Emilio Ortillo	Cecilia A. Ponce
5	Buli ES	Mr. Rolando S. Muldong	Essan Mae D. Balmeo	Helen T. Tadena
6	Cupang ES Main	Dr. Ma. Aurora S. Bartolaba	Dennis B. Romano	Joana P. Supetran
7	Cupang ES Annex	Mrs. Manuela M. Opalla	May Rosario T. Dula	---
8	F De Mesa ES	Mr. Edizer S. Laqueo	Mark Albert M. Caacbay	Emma Marie Jane F. Salamin
9	Filinvest ES	Mrs. Eden G. Cado	Erlyn T. Galgo	Juvy D. Laral
10	Itaas ES	Mr. Raul T. Felix	Lorelie S. Arambulo	Mary Rose Balontong
11	Lakeview Integrated School-Elem	Mr. Ador B. Querubin	Reynante Espeleta	Jean B. Vallespin
12	Muntinlupa ES	Ms. Marissa M. Andanza	Jocelyn T. Clemente	Klarize Bermejo
13	Poblacion ES	Dr. Jane May C. Valbuena	Naph Bryan Gonzaga	Raymundo Joson
14	Putatan ES	Mrs. Virginia P. Cagampang	Antonette E. Tingal	Shiela Mae B. Filomeno
15	Soldiers Hills ES	Mrs. Buena C. Dela Cruz	Owen Earl Dulay Bautista	Dr. Ma. Myra E. Namit
16	Sucat ES	Mr. Antonio C. Gagala	Myra F. Sabater	Jason Aala
17	Sucat ES Sitio Pagkakaisa ZIII	Mrs. Elizabeth D. Limson	Joy L. Dulce	---
18	Sucat ES Sitio Pagkakaisa ZIV	Dr. Ma. Theresa C. Dela Rosa	Sony P. Recto	---
19	Tunasan ES	Mrs. Rhodora V. Mandap	Nery Ann E. Lorenzo	Melissa D. Columna
20	Victoria Homes ES	Ms. Noemi B. Zarate	Marilou L. Riondanga	Rowena L. Acuna





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No.	Secondary School	Principal/OIC	ICT Coordinator	EBEIS Coordinator
1	Muntinlupa Business HS Main	Mrs. Eden B. Binaday	Gregorio S. Quineri	Jomen Cli Ignacio
2	Muntinlupa Business HS Sucat Annex	_____	Arlene Joy C. Mananguit	Anna Angelie Dela Cruz
3	Muntinlupa National HS	Dr. Florante C. Marmeto	Erwin Moros	Paul Samar
4	Muntinlupa National HS NBP Annex	Mr. Dean B. Hermoso	Zyra Trimidal	Jaymar Altares
5	Muntinlupa National HS Tunasan Annex	Dr. Antonio B. Rocha	Jose Ruby N. Salan	Mark Joseph Fernandez
6	Muntinlupa Science High School	Dr. Emelita D. Bautista	Albert Manalo	Raymond Lipa
7	Pedro E. Diaz HS	Dr. Rosendo E. Sangalang	Yvonne R. Alba	Maricar M. Delos Santos
8	ALS Center	Ada Trinidad Tagle	Lerma Galang	_____

Note: All participants are required to bring the following: complete list of the names of teachers and their email addresses, preferably DepEd email; computing devices like laptops, tablets, smart phones; and network devices like pocket Wi-Fi's, routers, switches, patch cables, etc.



III. Training Matrix

TIME / SCHEDULE	First Day	Second Day	Third Day
	AM Session		
6:00-7:00	Registration		
7:00-7:30	Opening Program	Network Administration II	Network Administration IV
7:30-8:30	Introduction to the Topics: <ul style="list-style-type: none"> • Memoranda on DepEd Email Creation and eHRIS • Policies and Legal Issues on the Management of the IP Camera Systems • Systems and Network Administration • RFID Daily Attendance Monitoring System • Web Apps as Learning Resources <p style="text-align: right;"> Dr. Mauro C. De Gulan Schools Division Superintendent Mr. Randy M. Vargas Division ITO III </p>	Conversion of Binary to Decimal (with breakout) <p style="text-align: right;"> Owen Bautista ICT Coordinator Soldiers' Hills Elem. School </p> Exercises on the Conversions	Routers, Bridges, Switches, Patch Cables, Radios, etc.; Determining IP Address using the Command Prompt; the LAN/Wireless Area Connection (with breakout) <p style="text-align: right;"> Dennis Romano ICT Coordinator Cupang Elementary School </p>
8:30 -10:00	DepEd Email Address Creation Password Reset (with breakout) <p style="text-align: right;"> Mr. Randy M. Vargas Division ITO III Mr. Doni San Jose Command Center Staff </p>	<ul style="list-style-type: none"> • Policies and Legal Issues on the Management of the IP Camera Systems • Forum and MOA Signing <p style="text-align: right;"> Atty. Erness Falth Regacho Division Attorney III Mr. Randy M. Vargas Division ITO III </p>	Network Administration V Assigning/Changing IP Address in Windows; Assigning Subnet Masks; Assigning Default Gateways; When to Use Obtain IP address Automatically (with breakout) <p style="text-align: right;"> Erwin Moros ICT Coordinator MNHS </p>
10:00 -10:30	AM SNACK		
10:30-12:00	eHRIS Account Creation Password Reset Tour to the eHRIS Website Part I (with breakout) <p style="text-align: right;"> Mr. Randy M. Vargas Division ITO III Mr. Doni San Jose Command Center Staff </p>	Training in the Use of the IP Camera (CCTV) System <p style="text-align: right;"> Mr. Carlito Contreras Netlink Technical Support </p>	Network Administration VI Use of Ping and Tracert Configuration of Routers (with breakout) <p style="text-align: right;"> Yvonne R. Alba & Mark Caacbay ICT Coordinator, F De Mesa ES </p>