



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**ADVISORY 039**

May 23, 2025

**RESCHEDULING OF ICT DIRECTIONS AND COORDINATION MEETING**

To: **Schools Division Superintendents**  
**Division Information Technology Officers**  
**Other ICTU Representatives**

Dear Sir/Madam,

In reference to the NOTICE OF MEETING dated May 5, 2025, this advisory serves to inform all concerned that **the ICT Directions and Coordination Meeting, originally set for June 6, 2025, has been rescheduled to June 5, 2025**, in observance of Eid al-Adha (Feast of the Sacrifice), which has been declared a regular holiday on June 6.

All other details of the original memorandum remain unchanged, including the venue, agenda, and expected participants. Your presence and active participation remain crucial for the successful coordination of ICT initiatives.

For further inquiries, please contact Ms. Gina M. Galvez at [gina.galvez@deped.gov.ph](mailto:gina.galvez@deped.gov.ph).

For information and guidance.

Very truly yours,

**JOCELYN DR ANDAYA**

Regional Director, NCR

Concurrent Officer-in-Charge

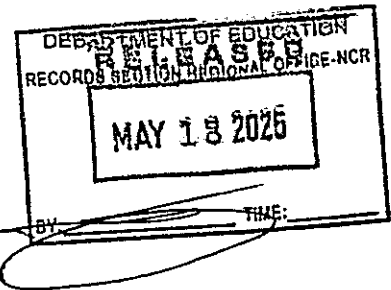
Office of the Assistant Secretary for Operations



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**NOTICE OF MEETING**

**TO: REGIONAL & DIVISION INFORMATION TECHNOLOGY OFFICERS  
 OTHER ICTU REPRESENTATIVES**

**FROM: JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-in-Charge  
 Office of the Assistant Secretary for Operations

**SUBJECT: ICT DIRECTIONS AND COORDINATION MEETING**

**DATE: May 5, 2025**

The Department of Education – National Capital Region ICTU is convening a coordination meeting to discuss the latest updates on ICT initiatives, procurement activities, and automation progress. This session aims to strengthen collaboration and ensure the alignment of ICT efforts with DepEd NCR's (5) five priority areas.

All concerned personnel are requested to attend and participate in the discussions at DepEd NCR, 2nd Floor LR Building, on June 6, 2025, from 9:00 AM to 4:00 PM.

**AGENDA**

**1. DepEd Computerization Program (DCP) Updates**

- Early Procurement Activity (EPA) Status – Progress updates on early procurement initiatives to expedite ICT deployments in schools and ensure timely distribution of DCP packages.
- STV (Smart TV + External Hard Disk Drive) – Discussion on the implementation of Smart TVs with external storage devices to enhance multimedia instruction.
- LAT & LANT (Laptop for Teaching / Non-Teaching) – Updates on laptops designated for teaching and non-teaching personnel, optimized for lesson planning, instructional use, and administrative functions.



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- ALS Tablets and Servers – Review of the deployment progress of tablets and servers for Alternative Learning System (ALS) students.

**2. SCTC – Prime Automation Status**

- Updates from Southern Convergence Technology Corporation (SCTC), developers of Prime Automation, on system enhancements and integration into DepEd NCR ICT workflows.

**3. DepEd Systems Status**

- Adobe Creative Cloud – License updates and deployment procedures.
- Microsoft 365 (O365) – Security protocols and account management.
- Canva for Education – Utilization of Canva in digital content creation.
- Other Systems – Evaluation of additional platforms supporting ICT operations.

**4. Data Template Standardization**

- ICTU Coordination with Supply Officers – Implementation of structured data collection, inventory tracking, and procurement monitoring protocols.
- ICTU Coordination with PPRD – Standardization of Excel data templates and format agreements, aligned with Learning Resource Management and Information Systems (LRMIS) parameters.

Your presence and input are vital in ensuring effective ICT governance and digital transformation across DepEd NCR.

For further inquiries, please contact Ms. Gina M. Galvez at [gina.galvez@deped.gov.ph](mailto:gina.galvez@deped.gov.ph).



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**ACTIVITY PROGRAM**

Title: ICT Directions and Coordination Meeting  
Date: June 6, 2025  
Time: 9:00 AM – 4:00 PM  
Venue: DepEd NCR, 2nd Floor LR Building

**Objectives:**

- Provide updates on DepEd NCR ICT initiatives, procurement activities, and automation progress.
- Strengthen collaboration and coordination among ICT officers.
- Align ICT strategies with DepEd NCR's five priority areas.

**PROGRAM FLOW**

**MORNING SESSION**

**08:30 – 09:00 AM | Registration of Participants**

*Facilitated by the ICTU TWG*

**09:00 – 09:30 AM | Opening Program**

- Nationalistic Song
- Ecumenical Prayer
- Welcome Remarks
- Introduction of Participants

**09:30 – 10:30 AM | DepEd Computerization Program (DCP) Updates**

Speaker: *Gerrie Padilla – ITO DepED NCR*

Topics include:

- Early Procurement Activity (EPA) updates
- STV (Smart TV + External Hard Disk Drive) implementation
- L4T (Laptop for Teaching) & L4NT (Laptop for Non-Teaching) deployment
- ALS Tablets and Servers status

**10:30 – 10:45 AM | Health Break**



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**10:45 – 11:45 AM | Prime Automation Status**

Topics include:

- Status Updates
- Operational Issues - Discussion

**11:45 AM – 12:00 NN | Open Forum / Q&A**

**12:00 – 1:00 PM | LUNCH BREAK**

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**AFTERNOON SESSION**

**1:00 – 2:00 PM | DepEd Systems Status**

Topics include:

- Adobe Creative Cloud licensing
- Microsoft 365 (O365) security and account management
- Canva for Education utilization
- Other system evaluations

**2:00 – 2:15 PM | Health Break**

**2:15 – 3:15 PM | Data Template Standardization**

Speakers: *Ariane Astero AMS / Herbert Viruoso PPRD*

Topics include:

- ICTU Coordination with Supply Officers (data tracking and inventory management)
- ICTU Coordination with PPRD (Template standardization and LRMIS parameters)

**3:15 – 3:45 PM | Workshop, Planning Session and Q&A**

Participants collaborate on **ICT alignment strategies, best practices, and process optimizations.**

**3:45 – 4:00 PM | Adjournment**



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