



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 7, 2025

REGIONAL MEMORANDUM

No. 612, s. 2025

To: Schools Division Superintendents
Division Information Technology Officers
All Others Concerned

CAPACITY BUILDING ON PRIME AUTOMATION SYSTEMS ADMINISTRATION

1. In line with the continuing implementation of the Contract for the Provision of Consultancy Services for the Expansion, Deployment, Technical Assistance, and Capacity Building on the Prime Automation of DepEd NCR with Southern Convergence Inc. (SCTC), this Office shall conduct a Capacity Building and Systems Administration Training for all Schools Division Information Technology Officers (SDO ITOs) on Monday, July 14, 2025, from 1:30 PM onwards, at the Varela Conference Hall, DepEd NCR.

This initiative is part of the technical compliance and knowledge transfer provisions outlined in the Terms of Reference (TOR) and aims to ensure operational readiness and sustainability of the Prime Automation Systems across all SDOs.

Training Objectives:

- Equip SDO ITOs with comprehensive knowledge of Prime Automation functionalities.
- Facilitate technical walkthroughs for system focal administrators and end-users.
- Strengthen IT teams' capacity for system administration and troubleshooting.

Training Components:

- End-user and focal administrator training sessions
- Detailed walkthroughs of system modules and functionalities
- Knowledge transfer sessions covering:
 - Basic to advanced Database Management
 - Basic to advanced Backup and Restore Facility Administration
 - Basic to advanced Troubleshooting, Systems Monitoring, and Diagnostics
 - Other technical procedures relevant to Prime Automation Systems administration



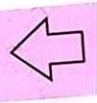
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2. All SDO ITOs are enjoined to attend and actively participate in the training. For questions or clarifications, please contact **Mr. Gerrie Padilla – Regional Information Technology Officer**.
3. Travel and other incidental expenses of participants may be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. For compliance.

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



BAGONG PILIPINAS



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