



DIVISION MEMORANDUM
No. 121 s, 2017

**CAPACITY BUILDING IN THE ADMINISTRATION OF SCHOOL MAPPING AND
COMPREHENSIVE COMMUNITY INFORMATION SYSTEM**

To: **Elementary and Secondary School Heads**
SGOD and CID Chief
All other Concerned
This Division


From: **ROY ANGELO ERAN GAZO, Ph.D., CESO V**
Schools Division Superintendent

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1. The number 4 of the Sustainable Development Goal of the country is a toll order for DepED Camiguin: "To ensure inclusive and equitable quality education and to promote lifelong learning opportunities for all; specifically:
 - a. by 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes;
 - b. by 2030, ensure that all girls and boys have access to quality early childhood development, care and pre-primary education so that they are ready for primary education;
 - c. by 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university, and;
 - d. by 2030, substantially number of youth have relevant skills, and vocational employment, entrepreneurship".
 2. The current net enrollment rate of the Public and Private Schools in the Province of Camiguin in kindergarten and elementary (5 to 11 age group 96.07%) and secondary (12 – 15 years old is 78.63%) are way below the target. The urgency to address the gap will guarantee the right of the children to receive appropriate education in the regular or alternative system within the time frame.
 1. 3. Along this line, DepEd-Camiguin shall be conducting a Comprehensive Community Information System (CCIS) on August 21, 2017 at Camiguin Highland Resort, Orasan, Pandan, Mambajao, Camiguin in partnership with the school stakeholders to come up with a baseline data on the number of school-age children and community members needing educational services.

3. The activity aims to:
 - a. Implement the Comprehensive Community Information System (CCIS)
 - b. Determine the Matrix of Accountability and protocol in implementing CCIS
 - c. Clustering communities for mapping
 - d. Install and simulate systems and processes in conducting the CCIS
 - e. Agree on the time table.
4. The participants of the activity is the School ICT Coordinators. No proxy is allowed in this activity.
5. The participants are required to bring laptop.
6. Travel and other incidental expenses of participants shall be charged against local funds while meals, snacks, accommodation, supplies and materials is chargeable to HRTD Funds subject to the usual auditing and accounting policies, rules and regulations.
7. For inquiries, please contact Elson C. Jamero, ITO-I at 09175372184 or email at elson.jamero@deped.gov.ph.
8. Immediate and wide dissemination of this memorandum is desired.

Budgetary Requirements:

Participants = 68 pax @ 500.00	= 34, 000.00	
Meals 300.00 @ 68 pax	= 20, 400.00	
Snacks 100.00 @ 68 pax X 2 snacks	= 13, 600.00	
Total	= 34,000.00	



Source of Funds: HRTD

Funds Available:

MARIA ELENA ESTANILLA

Budget Officer

Approved:

ROY ANGELO E. GAZO, Ph.D.,CESO V
Schools Division Superintendent

Department of Education
Region X
Division of Camiguin
Mambajao, Camiguin

**CAPACITY BUILDING IN THE ADMINISTRATION OF SCHOOL MAPPING AND
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@ Camiguin Highland Resort, Pandan, Mambajao, Camiguin

MATRIX

TIME	DAY ONE August 12, 2017
07:30 - 08:00	Arrival of Participants
08:01 - 08:30	Registration of Participants
08:31 - 09:00	Opening Program
09:01 - 09:30	
09:31 - 10:00	Mapping Form and Data Definition <i>Elsou C. Jameru, ITO</i>
10:01 - 10:30	
10:31 - 11:00	Installation and Workflow of CISS <i>Audie P. Enguito, Teacher III-Mambajao NHS</i>
11:01 - 11:30	
11:31 - 12:00	
12:01 - 01:00	
01:01 - 01:30	CISS Encoding <i>Willy V. Ramoso, IT Staff</i>
01:31 - 02:00	
02:01 - 02:30	AGREEMENTS Elementary and Secondary Schools in the Barangay <i>Elsou C. Jameru</i>
02:31 - 03:00	
03:01 - 03:30	
03:31 - 04:00	
04:01 - 04:30	
04:31 - 05:00	Home Sweet Home



DepED
DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF CAMIGUIN
Mambajao, Camiguin



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No. 122 s, 2017

To: **AUDIE P. ENGUITO - - Teacher III, Mambajao NHS**
ELSON C. JAMERO - - IT Officer, Division Office
SIEGFRED R. PULGARINAS PDO-I
WILLY R. RAMOSO - IT Staff
IRENE VILLAMOR - - SEPS

From: **ROY ANGELO ERAN GAZO, Ph.D., CESO V**
Schools Division Superintendent

You are hereby requested to attend the Pre-Work Conference re: **SCHOOL MAPPING AND COMPREHENSIVE COMMUNITY INFORMATION SYSTEM and CRAFTING OF DIVISION MANUAL FOR THE PROCUREMENT PROCESS @ Camiguin Highland Resort on August 16-17, 2017.**

The participants are required to bring laptop.