



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

February 18, 2025

DIVISION MEMORANDUM
NO. 155, S. 2025

COORDINATION MEETING WITH THE SCHOOL ICT COORDINATORS IN-CHARGE OF ICT RELATED PROGRAMS ON THE USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND LICENSE ACTIVATION IN DEPED COMPUTERIZATION PROGRAM (DCP) ELECTRONIC CART (ELC) PACKAGE

To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID & SGOD
Public Schools District Supervisors
Public Schools Head, Elementary & Secondary
All Others Concerned

1. The Department of Education-Division of Sagay City, through the Information and Communication Technology Unit, will hold a **Coordination Meeting with the School ICT Coordinators In-charge of ICT Related Programs on the User Guide Adobe Package Installation and License Activation in DepEd Computerization Program (DCP) Electronic Cart (ELC)** to all DCP eLC Package recipient schools of FY 2022-01, FY 2023 and FY 2024 **February 28, 2025, 3:00PM** at **Division Conference Room**.

2. Below is the list of DCP eLC recipient schools that are required to attend the coordination meeting:

DCP eLC FY 2022-01 Recipient Schools	DCP eLC FY 2023 Recipient Schools	DCP eLC FY 2024 Recipient Schools
Sagay City Ecozone Farm School	B. Mahilum ES-HBIS Annex	Bato National High School
Sherman Hill Integrated School	Old Sagay Elementary School	Trinidad Lopez de Gonzaga National
Molocaboc Integrated School	Sewahon National High School	Sagay National High School
Colonia Divina Integrated School		
Bulanon Farm School		

3. Participants are required to bring at least 1 laptop from DCP eLC Package for a demo installation.
4. The transportation expenses for this activity shall be chargeable to the school MOOE, subject to the usual accounting and auditing rules and regulations. This memorandum also serves as a Travel Authority for all participants.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination and guidance of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : none
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To be indicated in the **Perpetual Index** under the following subjects:

DCP ADOBE PACKAGE INSTALLATION APPS FOR EDUCATION



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