



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 8, 2026

**REGIONAL MEMORANDUM**  
ORD-2026- **1322**

**TRAINING ON THE UTILIZATION AND MANAGEMENT OF THE  
DCP LAPTOP FOR TEACHING (MACOS)**

To: Schools Division Superintendent } Catbalogan City  
Division Information Technology Officer

1. This Office requests Mr. Abe Joy Cabero, Division Information Technology Officer (ITO) of DepEd Catbalogan City, to attend the training on the utilization and management of the DCP Laptop for Teaching (macOS) on behalf of the Regional ITO, who has a prior commitment to spearhead the payroll system testing and provision of technical assistance to school in Sogod, Southern Leyte.
2. The training will on October 14-15, 2026 in Pasig City. Attached is the memo from the Central Office.
3. Travel expenses incurred during this activity shall be charged against local funds, subject to the existing accounting rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director

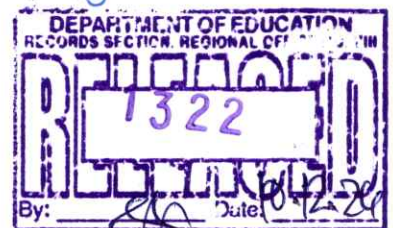
Enclosures: n/a

References: n/a

To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY

ORD-ICTU-JAL





Republic of the Philippines

## Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

### MEMORANDUM

ICTS-OD-MEM-100826-D1-1

FOR : **REGIONAL DIRECTOR**  
**REGIONAL IT OFFICERS**

FROM : **ENGR. FRANZ JOSEPH D. LIBAO, PECE**  
Director IV

SUBJECT : **TRAINING ON THE UTILIZATION AND MANAGEMENT OF  
THE DCP LAPTOP FOR TEACHING (MACOS)**

DATE : 07 October 2026

1. The **Department of Education (DepEd)**, through the **Information and Communications Technology Service (ICTS)**, will conduct a training on the recently procured **Deped Computerization Program (DCP) Laptop for Teaching** on **October 13-15, 2026**, at **Marco Polo Ortigas Manila, Meralco Avenue corner Sapphire Street, Ortigas Center, Pasig City**.
2. The training aims to:
  - 2.1. Navigate and utilize the macOS operating environment, including its interface, system settings, and built-in productivity features;
  - 2.2. Configure user accounts, accessibility settings, network connectivity, and peripheral devices to support instructional and administrative requirements;
  - 2.3. Maximize the use of Apple productivity applications and educational tools for lesson preparation, content creation, collaboration, and classroom management;
  - 2.4. Manage files, folders, cloud storage, and data synchronization using macOS and approved cloud-based platforms;
  - 2.5. Apply cybersecurity and data privacy best practices, including password management, software updates, device protection, and safe internet use;
  - 2.6. Perform basic troubleshooting and preventive maintenance of macOS devices to minimize downtime and ensure optimal performance; and
  - 2.7. Discuss the fundamentals of **Apple School Manager (ASM)**, including managed Apple Accounts, device enrollment, app and content distribution, role assignments, and integration with Mobile Device Management (MDM) solutions.

3. All **Regional Information Technology Officers (RITOs)** are directed to attend this training to ensure the smooth deployment and implementation of the DCP Laptop for Teaching.
4. All RITOs shall subsequently cascade the training to the **Schools Division Information Technology Officers (DITOs)** within their respective regions.
5. Further, please be guided on the following accommodation arrangements:
  - 5.1. Check-in – October 13, 2026 | 2:00 PM
  - 5.2. Training proper – October 14, 2026 | 8:00 AM – 5:00 PM
  - 5.3. Check-out – October 15, 2026 | 2:00 PM
6. Travel expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulation
7. For clarifications or concerns, please contact **Ms. Catherine F. Ambrocio** through email at **icts.od@deped.gov.ph**.
8. For immediate dissemination.
9. Thank you