

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

June 5, 2023

**REGIONAL MEMORANDUM**

No. 590, s. 2023

**To:** Schools Division Superintendents  
Schools Governance and Operations Division Chiefs  
All Others Concerned

**ISO SYS v. 2.0 REGION-WIDE ORIENTATION MEETINGS**

1. Relative to the Issuance of Special Order to graduates of the Senior High Program in private Higher Education Institutions and Technical-Vocational Institutions which is now processed through the system named ISO SYS v.2.0, DepEd NCR through the Quality Assurance Division will conduct a series of Orientation Meetings to all System Users this July, 2023.
2. This engagement will introduce the new features and functionalities of the upgraded system as well as provide a simulation of work process in the school side so that School Users, SDO Private School Focal Persons and RO Personnel will be abreast of the system's specifications, design, and workflow.
3. The activity schedule and details are as follows:

DATE & TIME	PARTICIPANTS	VENUE
<b>July 19, 2023</b> 8:30AM-2PM	SDO Private School Focal Persons, QAD, Records and PPRD Personnel	DepEd NCR Conference Hall
<b>July 24, 2023</b> 8:30AM-2PM	<b>Cluster 1-</b> Caloocan, Malabon, Navotas & Valenzuela (CAMANAVA) Private Schools SHS Implementers	Zoom Conferencing Platform
<b>July 26, 2023</b> 8:30AM-2PM	<b>Cluster 2-</b> Manila, Makati, Mandaluyong & Pasay Private Schools SHS Implementers	Zoom Conferencing Platform
<b>July 27, 2023</b> 8:30AM-2PM	<b>Cluster 3-</b> Quezon City, Marikina, Pasig & San Juan Private Schools SHS Implementers	Zoom Conferencing Platform
<b>July 28, 2023</b> 8:30AM-2PM	<b>Cluster 4-</b> Muntinlupa, Taguig-Pateros, Parañaque & Las Piñas Private Schools SHS Implementers	Zoom Conferencing Platform





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4. Only one (1) participant from each private school is allowed to pre-register as the online conferencing platform will only accept registered participants.


For **School participants**, the Pre-registration Form can be accessed via this link <https://bit.ly/ISOSYSORIENTATION23PS> or QR code



For **SDO Private School Focal Persons**, the Pre-Registration Form can be filled-out through any the following: <https://bit.ly/ISOSYSOrientation23SDO>



5. The Zoom Conferencing Platform link will be sent via email thus, registered participants can only join the Orientation Meeting based on their Cluster orientation schedule.
6. Expenses incurred in this program shall be charged against the MOOE fund subject to the usual COA auditing rules and regulations.
7. For immediate dissemination and compliance with the provisions is expected.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director





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**ISO SYS v. 2.0 REGION-WIDE ORIENTATION MEETINGS**

INDICATIVE PROGRAM OF ACTIVITIES  
RO-SDO Orientation  
July 19, 2023, DepEd NCR Conference Hall

<b>Time</b>	<b>Activity</b>	<b>Person-In-Charge</b>
8:30-9:00	Registration	
9:00 – 9:30	Preliminaries Nationalistic Song Opening Prayer Acknowledgment of Participants	AVP Ms. Marina C. Espino Dr. Louie C. Duterte
9:31 – 9:45	Message	Dir. Wilfredo E. Cabral Regional Director
9:46 – 10:30	System Overview	Dr. Lydia L. Martin
10: 30 – 10:45	Health Break	
10:45 – 11:30	System Simulation – School User Account	Southern Convergence Tech. (System Developer)
11:31 – 12:00	Frequently Asked Questions (FAQs)	Dr. Richard T. Catain
12:01 – 12:15	Introduction of the Non- SHS Module	Dr. Lydia L. Martin
12:16 -12:30	Closing Activities Photo Ops QAME NCR Hymn	AVP
12:30 -1:15	Lunch	
1:15 -2:00	Program Debriefing & Evaluation	QAD

Dr. Rowena S. Ontangco  
Mistress of Ceremony





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INDICATIVE PROGRAM OF ACTIVITIES  
**Orientation Meeting with Private Schools**  
July 24, 26-28, 2023, Zoom Conferencing Platform

<b>Time</b>	<b>Activity</b>	<b>Person-In-Charge</b>
8:30-9:00	Onboarding <ul style="list-style-type: none"><li>• Meeting Norms</li><li>• Attendance Link</li></ul>	
9:00 – 9:30	Preliminaries Nationalistic Song Opening Prayer Acknowledgment of Participants	AVP Ms. Marina C. Espino Dr. Louie C. Duterte
9:31 – 10:00	Systems Design Overview	Dr. Lydia L. Martin
10:01 – 10:45	System Simulation – School User Account	Southern Convergence Tech. (System Developer)
10:46 – 11:00	Health Break	
11:01 – 11:30	Frequently Asked Questions (FAQs)	Dr. Richard T. Catain
11:31 – 11:46	Introduction of the Non-SHS Module	Dr. Lydia L. Martin
11:46 – 12:00	Q & A	
12:01 -12:30	Closing Activities Photo Ops QAME NCR Hymn	AVP
12:30 -1:15	Lunch	
1:15 -2:00	Program Debriefing & Evaluation	QAD





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**PROGRAM MANAGEMENT TEAM**

<b>TASK</b>	<b>PERSON-IN-CHARGE</b>
Video & Program Invite	Mr. Silverio Alano III
Technical Manager	Mr. Andres P. Bonifacio Dr. Louie C. Duterte
Mistress of Ceremony Master of Ceremony	Dr. Rowena S. Ontangco Mr. Alfredo C. Desamparo Jr.
Photo Op	Ms. Michaela B. Antonio
QAME w/certificates	Dr. Richard T. Catain
Physical Arrangement	Dr. Herbert DR. Vertucio
Regional Memo, Registration Form, Activity Completion Report	Dr. Lydia L. Martin
Refreshments	Ms. Marina C. Espino
Attendance Forms (Onsite)	Ms. Jennie R. Maglente
Printing of Programme	Ms. Rubia Mae T. Tagulinao

