



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

**REGIONAL MEMORANDUM**  
**ORD-2024-1176**

**TO :** **ASSISTANT REGIONAL DIRECTOR**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Muntinlupa City  
SDO Valenzuela City  
SDO Taguig City-Pateros  
**OIC CHIEF EDUCATION SUPPORT SERVICES DIVISION**

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

**SUBJECT :** **INVITATION TO THE CONDUCT OF THE "USER ACCEPTANCE TESTING OF THE DEPED PARTNERSHIP ASSISTANCE PORTAL (DPAP)"**

**DATE :** **November 6, 2024**

- The Department of Education through the External Partnerships Service has developed the DepEd Partnership Assistance Portal (DPAP) in collaboration with PLDT Gabay Guro and Metro Pacific Investments Corporation (MPIC). This portal aims to streamline partnerships and improve collaboration between DepEd, schools, divisions, regional offices and external stakeholders.
- In line with the DepEd's efforts to enhance the DPAP and improve its functionality, the EPS will conduct a **"User Acceptance Test of the DepEd Partnership Assistance Portal (DPAP)"** from **November 18-22, 2024**, at the **DepEd Ecotech Center , Cebu City**.
- In this connection, the following Regional, Division and School Officials are requested to attend the said activity:

NAME	POSITION	OFFICE
1.Desiree S. Adrigado	Senior Education Program Specialist	SDO TaPat – to represent ESSD-RO
2. Daniel Morris O. Dimagiba	Computer Maintenance Technologist I	ICTU - RO



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Certificate No. PVP-QMS 74930193



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3. Jan Lemer M. Lindayag	Education Program Specialist II-SocMob	SDO Valenzuela City
4. May L. Borjal	Division Information Technology Officer	SDO Muntinlupa City
5. Odelon B. Peñaflorida	School Head	Punturin Senior HS SDO Valenzuela City

4. The first meal will be afternoon snacks on **November 18, 2024**, and the last meal will be lunch on **November 22, 2024**. Given the critical nature of this DepEd Partnership Assistance Portal (DPAP) activity, all participants are strongly requested to bring their own laptops for use during the UAT and are expected to be present during the entire duration of the sessions from **November 19-21, 2024**.
5. Attached is a copy of Unnumbered Memorandum dated October 21, 2024, from Georgina Ann Hernandez-Yang, Assistant Secretary, for reference.
6. Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
7. For compliance and immediate dissemination.

Encl.:  
As stated

/essd/joan/



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

CO - EPS No. \_\_\_\_\_ s.2024

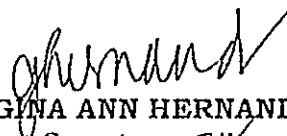
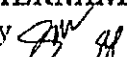
**MEMORANDUM**

FOR : **JOCELYN DR. ANDAYA**  
Regional Director - DepEd NCR

**ALBERTO T. ESCOBARTE**  
Regional Director - DepEd Region IV-A

**SALUSTIANO T. JIMENEZ**  
Regional Director - DepEd Region VII

**ALLAN G. FARNAZO**  
Regional Director - DepEd Region XI

FROM :   
**GEORGINA ANN HERNANDEZ-YANG**  
Assistant Secretary 

SUBJECT : **INVITATION TO THE CONDUCT OF THE "USER ACCEPTANCE TESTING OF THE DEPED PARTNERSHIP ASSISTANCE PORTAL (DPAP)"**

DATE : **October 21, 2024**

The Department of Education (DepEd), through the External Partnerships Service (EPS), has developed the DepEd Partnership Assistance Portal (DPAP) in collaboration with PLDT Gabay Guro and Metro Pacific Investments Corporation (MPIC). This portal aims to streamline partnerships and improve collaboration between DepEd, schools, divisions, regional offices, and external stakeholders.

As part of DepEd's ongoing efforts to enhance the DPAP and improve its functionality, the EPS will be conducting a "User Acceptance Test of the DepEd Partnership Assistance Portal (DPAP)" from November 18-22, 2024, at the Cebu Ecotech Center, Cebu City.

In this regard, we respectfully invite the following personnel from your region to participate in the upcoming UAT:

	Region	Position
1.	NCR IV-A XI	1 - Regional Partnership Focal Person (RPPF) 1 - Regional Information Technology Officer (RITO) 1 - Division Partnership Focal Person (DPFP) 1 - Division Information Technology Officer (DITO) 1 - School Head

2.	VII	1 - Regional Partnership Focal Person (RPPF) 1 - Regional Information Technology Officer (RITO) 1 - Division Partnership Focal Person (DPFP) 1 - Division Information Technology Officer (DITO) 1 - School Head 1 - Partner Representative (Individual) 1 - Partner Representative (Organization)
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The venue, meals, and accommodation will be covered by the EPS, while travel and other incidental expenses shall be charged to local funds or the Program Support Funds for Partnership Building and Linkages Program for FY 2024, subject to the usual accounting and auditing rules and regulations.

The first meal provided will be afternoon snacks on November 18, 2024, and the last meal will be lunch on November 22, 2024. Given the critical nature of this DepEd Partnership Assistance Portal (DPAP) activity, all participants are strongly requested to bring their own laptops for use during the User Acceptance Testing (UAT) and are expected to be present for the entire duration of the sessions from November 19 to 21, 2024.

For additional information and confirmation, your staff may contact Ms. Sabina De Castro of the External Partnerships Service through telephone no. 8638-8639 or mail at [sabina.decastro@deped.gov.ph](mailto:sabina.decastro@deped.gov.ph) / [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph).

Thank you very much.

## PROVISIONAL PROGRAM

Day & Time	Topic / Activity	
<b>Day 0: Arrival of Secretariat &amp; Participants</b>		
3:00 – 5:00 pm	Registration of Participants	
<b>Day 1</b>		
8:00 am – 8:30 am	Opening Ceremony <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Opening Message</li> <li>• Acknowledgement of Participants</li> </ul>	
8:30 am – 8:45 am	Overview of the Activity	
8:45 am – 9:00 am	<ul style="list-style-type: none"> <li>• Presentation of Existing Features and Functionality</li> </ul>	
9:00 am – 12:00 am	Initial Test Execution Focus on Log-in, Navigation and Basic Functionalities	
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Testing focus on complex functionalities for the following modules: <ul style="list-style-type: none"> <li>• Dashboard</li> <li>• User Management</li> <li>• Notification</li> <li>• E-appointments</li> </ul>	
4:00 pm – 6:00 pm	Developers work on fixes	
<b>End of Day 1</b>		



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<b>Day 2</b>		
8:00 am – 10:00 am	Retesting fixed issues	
10:00 am – 10:15 am	Morning Break	
10:15 – 12:00 nn	Testing focus on functionalities and edge cases for the following modules: <ul style="list-style-type: none"> <li>• Investments</li> <li>• Dashboard</li> </ul>	
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Testing focus on functionalities and edge cases for the following modules: <ul style="list-style-type: none"> <li>• Investments</li> <li>• Dashboard</li> </ul>	
4:00 pm – 6:00 pm	Developers work on fixes	
<b>End of Day 2</b>		

<b>Day 3</b>		
8:00 am – 10:00 am	Retesting fixed issues	
10:00 am – 10:15 am	Morning Break	
10:15 am – 12:00 nn	Continued testing, focus on remaining functionalities and edge cases	
12:00 am – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Final round of testing, ensure all critical issues are resolved	
4:00 pm – 6:00 pm	Finalize any last-minute fixes, prepare summary report	
<b>End of Day 3</b>		

<b>Day 4</b>		
8:00 am – 10:00 am	Review and sign-off meeting	
10:00 am – 10:15 am	Morning Break	
10:15 am – 12:00 nn	Finalize UAT Result and Documentation	
	Photo Opportunity	
<b>End of the Activity</b>		



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