Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0006
MEMORANDUM
02 December 2021

For: **Regional Directors and BARMM Education Minister**
         Schools Division Superintendents
         Regional and Division Information Technology Officers
         Regional and Division Supply Officers
         All Others Concerned

Subject: **TRAIN THE TRAINOR ON THE**
         IMPLEMENTATION OF DEPARTMENT OF EDUCATION
         RESOURCE PLANNING SYSTEM (DERPS) PHASE 2

In line with the implementation of DERPS 2 Project as stated in OUA Memo 00-0720-0255 dated 01 July 2020, the Office of the Undersecretary for Administration (OUA) hereby informs all concerned the conduct of the following activities starting **06 December until 09 December 2021** for **DERPS 1 Fixed Asset and Inventory Module**:

    a. Online Training
    b. Online Assessment Examination
    c. Online User Readiness Test

The above activities are in fulfillment of the deliverable for DERPS Phase 2-Milestone 7 which is the Training for the selected Regions and Divisions. The 3-day training will be conducted through blended learning (i.e., LMS, Online Interaction) based on the **Training Schedule Plan** listed in **Annexes A** and **B**.

For those who do not have access to LMS, please click **https://training.deped.gov.ph/** to create an account. For instructions on how to create an account, please visit and refer to **https://bit.ly/PDLMS_FieldOffice** .

Moreover, if the User Readiness Test will not be completed by the person concerned during the specified training days, they are required to submit it on or before **14 December 2021**.

In this regard, to ensure the success of the training through the attendance and participation of essential personnel, as stated in the **OUA Memo 00-821-055** "Data

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Office of the Undersecretary for Administration (OUA)
*[Administrative Service (AS), Information and Communications Technology Service (ICT),
Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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Collection with Regard To The Implementation of Department of Education Resource Planning System (DERPS) Phase 2", this office is hereby requesting all concerned sites to provide all requested documents and **assign three (3) Project Coordinators for each site (i.e., Supply/Property Officer/ Personnel Officer, and Information Technology Officer)** to attend the training listed in **Annex C** and to upload the requested documents at DERPS 2 List of Users and Project Coordinators on or before **02 December 2021**.

The request for the documents is to achieve the following objectives:

a. For NTT Data Phils. Inc. to conduct the End User Training for DERPS 1 Fixed Asset and Inventory Module to the process owners and to provide an overview regarding the necessary knowledge for them to utilize DERPS in line with their relevant roles, functions, and responsibilities.

b. For NTT Data Phils. Inc. to conduct the User Readiness Testing to provide the users a hands-on learning experience and to simulate their actual processes, scenarios, and transactions using DERPS.

c. For NTT Data Phils. Inc. to conduct the Assessment Examinations to measure the effectiveness of the trainings and the capability of the process owners to operate DERPS.

d. For NTT Data Phils. Inc. to provide the appropriate certificates of participation and completion to the participants and attendees of the training.

e. For the system to Go-Live within the fifteen (15) Regional Offices and thirty-four (34) Division Offices and for the process owners to utilize the system.

For questions and concerns, please contact the following personnel through email or chat via Microsoft Teams:

- DERPS Concerns – Ms. Princess Mae Estrella (princess.estrella@nttdataph.com)

- LMS Concerns – Mr. Winifredo Valdez (support.usdlms@deped.gov.ph) or Mr. Raven Flores (raven.flores@deped.gov.ph).

For reference and compliance.

Thank you.

ALAIN DEL B. PASCUA
Undersecretary

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TRAINING PARTICIPANTS*

Region	Office / Division	Region	Office / Division
CAR	RO Personnel	Region 7	RO Personnel
	Benguet		Dumaguete
	Apayao		Bohol
	Mountain Province	Region 8	RO Personnel
Region 1	RO Personnel		Leyte
	Pangasinan I - Lingayen		Northern Samar
	Ilocos Sur	Region 9	RO Personnel
Region 2	RO Personnel		Zamboanga del Norte
	Nueva Vizcaya		Zamboanga del Sur
	Isabela	Region 10	RO Personnel
Region 3	Zambales		Bukidnon - Malaybalay
	Aurora		Lanao del Norte
Region 4A	RO Personnel	Region 11	RO Personnel
	Lucena		Digos
	Quezon Province		Compostella Valley
MIMAROPA	RO Personnel	Region 12	RO Personnel
	Oriental Mindoro		Kidapawan City
	Palawan		Tacurong City
Region 5	RO Personnel		South Cotabato
	Masbate Province	Region 13	RO Personnel
	Camarines Sur		Bislig
Region 6	RO Personnel		Agusan del Sur
	Guimaras	BARMM	RO Personnel
	Negros Occidental		Basilan
			Marawi

** **Training participant (or Project Coordinator)** may be the Supply/Property Officer, Personnel Officer, and/or Information Technology Officer, etc.*

TRAINING DESIGN

Day 1		Day 2		Day 3	
Attendees	All Sites	Attendees	All Sites	Attendees	All Sites
9:00 AM – 12:00 Noon	DERPS Overview and System Navigation	9:00 AM – 12:00 Noon	**Announcements:** • How to Login in LMS • How to access your Course • DERPS 1 Exam (Fixed Asset and Inventory) **Instructions:** • Where to go for assistance? • Who to contact?	9:00 AM – 12:00 Noon	**Hands-on via LMS:** • Fixed Asset URT Script – Part 1 • Ice breaker • Fixed Asset URT Script – Part 2 • Lunch Break • Inventory URT Script – Part 1 • Ice breaker • Inventory URT Script – Part 2 • Photo Documentation
	Fixed Asset Module (FAM)				
1:00 – 3:00 PM	Inventory Module	1:00 – 5:00 PM	Start of asynchronous training	1:00 – 5:00 PM	

LIST OF REQUIREMENTS FOR THE TRAINING

Requirement No.	Document Name	Remarks
1.	**List of Users/Responsible Persons** *Those who are involved in the existing processes for the DERPS 1 Modules or said process owners such as:* • **Property and Supply Officer/Custodians**	Please fill out the attached users list spreadsheet DERPS_List of System Users.xlsx
2.	**List of Project Coordinators** *Those who will be in-charge of the organization and communication between the contractor (i.e., NTT Data Phils. Inc.) and all its activities and requests such as:* • **Regional and Assistant Regional Directors** • **Schools Division and Assistant Superintendents** • **Asset Management Section Heads** • **Supply and Property Unit Heads** • **Region / Division Information Technology Officers**	Please fill out the attached coordinators list spreadsheet DERPS_List of Project Coordinators.xlsx

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