Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DepED DIVISION OFFICE BAGUIO CITY
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**DIVISION MEMORANDUM**
**No.** 769-2026

**URGENT CONDUCT OF ONLINE ORIENTATION-WORKSHOP ON THE DCP TRACES SYSTEM AND TEACHER ASSIGNMENT FOR LAPTOP ALLOCATION (TALA)**

To: Public Schools District Supervisors
Public School Heads
School Administrative Officers
School Property Custodians
All Others Concerned

1. In preparation for the upcoming delivery of laptops to teachers under the DepEd Computerization Program (DCP), the **Implementation of the DCP Tracking, Reporting, Acceptance, Compliance and Evaluation System (TRACES) and Teacher Assignment for Laptop Allocation (TALA)**, an **Online Orientation-Workshop on the DCP TRACES System and TALA** shall be conducted on **November 13, 2026** at **9:00 AM onwards** to ensure the readiness of all concerned schools in accomplishing the required online documentation and compliance procedures.

2. All School Heads, School Administrative Officers, School Property Custodians are hereby enjoined to participate in the said orientation-workshop, considering that the accomplishment and submission of DCP TRACES requirements are undertaken **online at the school level**. Their participation is essential to ensure the proper system orientation and can facilitate the timely and accurate completion of the required documentation, recording and reporting of the laptops to be delivered to the recipients schools.

3. In view of the foregoing, the participation of all concerned is **highly important and strongly encouraged**. School Heads, School Administrative Officers and School Property Custodians are requested to ensure their attendance and prepare a computer or laptop and a stable internet connection during the workshop.

4. The online **meeting link for the orientation-workshop** shall be shared at a later date through the respective Group Chats (GCs). All concerned are advised to regularly monitor their respective GCs for further announcements and instructions.

5. For information, guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO V**
Schools Division Superintendent

For the Schools Division Superintendent

**NIEVES D. EBANIO**
Administrative Officer V

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