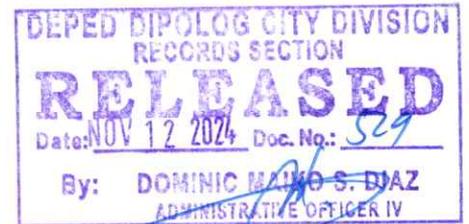




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



DIVISION MEMORANDUM

No. 529 s. 2024

Training Workshop on the DepEd Computerization Program (DCP) and the Use of Microsoft Office 365 applications

To: **All Education Program Supervisors**
All Public Schools District Supervisors
All Elementary/Secondary School Heads
All other concerned
This Division

1. This Office, through the Information and Communication Technology unit (ICTu), will hold Training Workshop on the **DepEd Computerization Program (DCP) and the Use of Microsoft Office 365 applications** on November 22, 23, 29, and 30 at Top Pensionne, Dipolog City.
2. This training program is designed to equip educators and DepEd personnel with the necessary skills and knowledge to effectively integrate technology into their teaching and governance practices through the DepEd Computerization Program (DCP). This comprehensive training will cover a wide range of Microsoft applications including Word, PowerPoint, Excel, OneNote, MS Teams, Reading Progress, Search Coach and One Drive. Through a combination of theoretical sessions, hands-on workshops, and collaborative activities, participants will gain proficiency in utilizing these tools to enhance teaching-learning, and administrative processes in their respective schools.
3. Participants are required to bring laptop and extension wires for hands-on session.
4. See attached list of participants (**see Annex A**).
5. A two (2)-day service credit/COC will be given on services rendered for November 23 and 30 (Saturday) schedules.
6. For relevant queries, you may contact Division ITO Jose Mari M. Apilan at 09079090840.
7. Immediate and widest dissemination of this Memorandum is directed.


MA. LIZA R. TABILON EdD CESO V
Schools Division Superintendent



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Annex A

No.	Name	School	Position	
1	ETOC, ERWIN J.	ZNNHS	Master Teacher	Participants
2	HUSSIEN, JUHAIRA	ZNNHS	Master Teacher	Participants
3	PABALAY, JONAH D.	ZNNHS	Master Teacher	Participants
4	TAMONAN, ELEONOR S.	ZNNHS	Master Teacher	Participants
5	ANOTADO, PRISCILLA T.	ZNNHS TURNO	Master Teacher	Participants
6	BALLARES, NOVA B.	ZNNHS TURNO	Master Teacher	Participants
7	BROBO, MAY P.	ZNNHS TURNO	Master Teacher	Participants
8	CRUZ, MYLENE M.	ZNNHS TURNO	Master Teacher	Participants
9	DELA CRUZ, LANI U.	ZNNHS TURNO	Master Teacher	Participants
10	DEOCADEZ, SHERYL C.	ZNNHS TURNO	Master Teacher	Participants
11	LAQUIO, LEVIE J.	ZNNHS TURNO	Master Teacher	Participants
12	QUIÑANOLA, ROSARIO D.	ZNNHS TURNO	Master Teacher	Participants
13	SINUGBOJAN, NORAFE R.	ZNNHS TURNO	Master Teacher	Participants
14	BALBUENA, PROCORO E.	DCNHS	Master Teacher	Participants
15	BERMUDO, NARIFEL I.	DCNHS	Master Teacher	Participants
16	BUREROS, NARCISO A.	GALAS NHS	Master Teacher	Participants
17	DIMASUHID, SANDRA S.	GALAS NHS	Master Teacher	Participants
18	GABLINES, MARITES N.	GALAS NHS	Master Teacher	Participants
19	GEOGRAFO, AILEEN N.	GALAS NHS	Master Teacher	Participants
20	HIOLEM, ISAAC G.	GALAS NHS	Master Teacher	Participants
21	MANUBAG, DIOSDADO V.	GALAS NHS	Master Teacher	Participants
22	PIÑERO, MA. BEVERLY A.	GALAS NHS	Master Teacher	Participants
23	MIAG-AO, TITA B.	SICAYAB NHS	Master Teacher	Participants
24	ADRIATICO, MERCEDITA I	SICAYAB NHS	Master Teacher	Participants

25	MANAMTAM, VANYA Q.	SICAYAB NHS	Master Teacher	Participants
26	CAVAN, JOSEPHINE M.	SICAYAB NHS	Master Teacher	Participants
27	ESMADE, MONINA	PUNTA NHS	Master Teacher	Participants
28	OZARAGA, JOYCE S.	PUNTA NHS	Master Teacher	Participants
29	CABALIDA, ANNA ROSE	PUNTA NHS	Master Teacher	Participants
30	DRILON, OSCAR S.	PUNTA NHS	Master Teacher	Participants
31	SOLOMON, JESSICA J.	PUNTA NHS	Master Teacher	Participants
32	YAP, EMERLYN R.	AQUMATSHS	Master Teacher	Participants
33	PATANGAN, ROSEL P.	AQUMATSHS	Master Teacher	Participants
34	LIONG HARRIS	GULAYON IS	Master Teacher	Participants
35	HANGCAN, ROSEMARIE	GULAYON IS	Master Teacher	Participants
36	DONDOYANO, ELMA E.	UDIS	Master Teacher	Participants
37	INDING, EVELYN	UDIS	Master Teacher	Participants
38	MENCHU C. PATANGAN	STA. FILOMENA IS	Master Teacher	Participants
39	GRACE S. BELLENO	SINAMAN IS	Master Teacher	Participants
40	EPAT, JOEL M.	OLINGAN ES	Master Teacher	Participants
41	BASIS, EMMANUELITO S.	ESTAKA CS	Master Teacher	Participants
42	PIÑERO, FLORDELIZ V.	ESTAKA CS	Master Teacher	Participants
43	YARAG, TITA C.	ESTAKA CS	Master Teacher	Participants
44	BAÑEGA, MARK BENSON M.	ESTAKA CS	Master Teacher	Participants
45	APILAN, ROSE MARIE CREZ H.	GALAS ES	Master Teacher	Participants
46	TOMPONG, MA. FE SOCORRO R.	GALAS ES	Master Teacher	Participants
47	GURDIEL, LYNETTE C.	GALAS ES	Master Teacher	Participants
48	PATANGAN, MA. FEBRA	ST. JOHN ES	Master Teacher	Participants
49	OPRE, MARIGOLD R.	DPDS	Master Teacher	Participants
50	MAGTUBA MIRA	DPDS	Master Teacher	Participants

51	VILLASAN, VOLTAIRE A.	BARRA ES	Master Teacher	Participants
52	YBAÑEZ, TERESA G.	BIASONG ES	Master Teacher	Participants
53	PADILLA, LALAINE	SICAYAB ES	Master Teacher	Participants
54	TARDO, MARY ANN Q.	TURNO ES	Master Teacher	Participants
55	BARAQUERO, DOROTHY D.	MIPUTAK CS	Master Teacher	Participants
56	SUMALPONG, MERLITA G.	LAOY OLINGAN ES	Master Teacher	Participants
57	ALANQUIHAN, MARIA MICHELE	MIPUTAK EAST CS	Master Teacher	Participants
58	MA. SUSAN MURRO PASTORIL	STA. CRUZ ES	Master Teacher	Participants
59	MARY JANE VILLAFLORES BERAGO	PUNTA CS	Master Teacher	Participants
60	MARIETTA C. JAUCULAN	SAN JOSE ES	Master Teacher	Participants
61	AL CANTERY L.	PAMANSALAN ECOTECH HS	Master Teacher	Participants
62	TUBIO, JANINE S.	SDO	AO-II	Participants
63	DAGPIN, KRISTINE KAYE LAURENTE	PUNTA CS, LAOY / OLINGAN ES	AO-II	Participants
64	MUTIA, EVANGELINE D.	SICAYAB ES	AO-II	Participants
65	MACAPILIT, GENILYN M.	SINAMAN IS / SANGKOL ES	AO-II	Participants
66	GOYENA, STEPHEN H.	PUNTA NHS	AO-II	Participants
67	CAERMARE, GINA TAN	DPDS	AO-II	Participants
68	BERMUDEZ, GENEVIEVE Q.	STA. FILOMENA IS / MAGSAYSAY ES	AO-II	Participants
69	MANGINSAY, ELSIE C.	MIPUTAK EAST CS/STA. ISABEL ES	AO-II	Participants
70	GUMELA, BLEIZE T.	MINAOG ES	AO-II	Participants
71	LABADAN, JEANNE FAYETTE A.	GALAS ES / TUBOD GALAS IS	AO-II	Participants
72	MANDAO, EVELYN E.	OLINGAN SOUTH ES	AO-II	Participants
73	ALERIA, ANNA MAY C.	OLINGAN ES	AO-II	Participants
74	PESQUIRA, MICHELLE GRACE S.	STA. CRUZ ES	AO-II	Participants
75	RANOCO, MELODY O.	ESTAKA CS	AO-II	Participants
76	PAGULONG, FEBE ARIANNE K.	COGON ES	AO-II	Participants
77	FUDOLIN, VINCENT	SAN ALFONSO ES / SAN ALFONSO	AO-II	Participants
78	VALLECER, CHRISTINE L.	ZNNHS TURNO	AO-II	Participants
79	PESQUIRA, JINGLE A.	Diwan ES / Virginia ES	AO-II	Participants
80	GUERRERO, AIRA RUTH	PAMANSALAN ETHS / PAMANSALAN ES	AO-II	Participants

81	ESTEBAT, SERAPINO	EPS-LRD	AO-II	Resource speaker
82	APILAN, JOSE MARI M.	SDO	ITO	Resource speaker
83	DONDOYANO, CIELBERT, JR.	SDO	PDO-II	Resource speaker
84	YAPAC, MARJHON	DCHNS	TIII	Resource speaker
85	DALAGAN, JUNRYL	OLINGAN SOUTH ES	TIII	Resource speaker
86	TEVES, ELIZABETH S.	ZNNHS	TIII	Resource speaker
87	REFUGIO, MARIE C.	SDO	SEPS-II	PMT/Emcee
88	MURRO, LUISIANO JR.	SDO	SEPS-SMME	QAME

Training Matrix

Day 1 – November 22

Time	Topic / Activity	Resource Person
7:45-8:30am	Registration	PMT
8:30-9:00am	Opening Program	PMT
9:00-10:30am	Microsoft 365 Overview	Jose Mari M. Apilan - ITO
10:30-11:30pm	Microsoft One Drive	Jose Mari M. Apilan - ITO
11:30-12:00pm	Workshop	
12:00-1:00pm	Lunch Break	
1:00-2:30pm	Microsoft Word	Serapino Estebat, Jr. -EPS
2:30-4:00pm	Microsoft Power Point	Junryl Dalagan -TIII
4:00-5:00pm	Workshop	

Day 2 – November 23

Time	Activity	Resource Person
8:00-9:30am	Microsoft Outlook	Jose Mari M. Apilan - ITO
9:30-11:00am	Microsoft Excel	EPS Serapino Estebat, Jr. - EPS
11:00-12:00am	Workshop	
12:00-1:00pm	Lunch Break	
1:00-2:30pm	Microsoft Forms	Marjhon Yapac - TIII
2:30-4:00pm	Canva	Elizabeth S. Teves - TIII
4:00-5:00pm	Workshop	

Day 3 – November 29

Time	Activity	Resource Person
8:00-9:30am	Microsoft Share Point	Serapino Estebat, Jr. - EPS
9:30-11:00am	One Note	Elizabeth S. Teves - TIII
11:00-12:00am	Workshop	
12:00-1:00pm	Lunch Break	
1:00-2:30pm	Microsoft Copilot	Serapino Estebat, Jr. - EPS
2:30-4:00pm	Microsoft Teams	Elizabeth S. Teves - TIII
4:00-5:00pm	Workshop	

Day 4 – November 30

Time	Activity	Resource Person
8:00-9:30am	Learning Accelerators	Cielbert Dondoyano - PDO
9:30-11:00am	Reading Progress	Cielbert Dondoyano - PDO
11:00-12:00am	Workshop	
12:00-1:00pm	Lunch Break	
1:00-3:30pm	Installation of Office365	Jose Mari M. Apilan - ITO
3:30-4:00pm	Closing Program	PMT



Program

Day 1

I. NATIONAL ANTHEM	MULTIMEDIA PRESENTATION
II. PRAYER	MULTIMEDIA PRESENTATION
III. DEPED MISSION & VISSION	MULTIMEDIA PRESENTATION
IV. QUALITY POLICY STATEMENT	MULTIMEDIA PRESENTATION
V. WELCOME REMARKS	ROSALIO B. CONTURNO PhD OIC-ASDS
VI. STATEMENT OF PURPOSE	JOSE MARI M. APILAN ITO
VII. MESSAGE	MA. LIZA R. TABILON, EdD, CESO V Schools Division Superintendent
VIII. HOUSE ROLES	MARIE C. REFUGIO SEPS-II
IX. QAME	LUISIANO S. MURRO SMME
X. EMCEE	MARIE C. REFUGIO SEPS-II

