



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 30, 2023

DIVISIONAL MEMORANDUM

No. *261*, s. 2023

**TRAINING-WORKSHOP ON CAPACITATING EDUCATION LEADERS ON THE
UTILIZATION OF MICROSOFT TEAMS READING PROGRESS TOOL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Public Elementary and Secondary School Heads
This Division

1. Pursuant to DepEd Order No. 13, s. 2023, re: Adoption of the National Learning Recovery Program in the Department of Education, Division of Ozamiz City shall conduct a Training-Workshop on Capacitating Education Leaders on the Utilization of Microsoft Teams Reading Progress Tool at Be Palace Hotel on September 19-21, 2023.
2. The Training-Workshop aims to:
 - a. orient the education leaders on the use of Microsoft Teams Reading Progress Tool,
 - b. simulate the administration of the said tool,
 - c. craft action plan for implementation;
 - d. cascade the skill to teachers; and
 - e. use the tool in schools.
3. Participants in this training-workshop are Education Program Supervisors (EPS), Public School District Supervisors (PSDS), and School Heads/Department Heads. See Enclosure 1 for the List of Participants.
4. Participants are directed to do the following:
 - a. activate the Microsoft Teams Account of school leaders, and teachers before the training (ex. angelita.maribojoc@deped.gov.ph),
 - b. bring laptop, charger and extension cord during the training; and
 - c. ensure availability of internet connectivity/wifi connection.



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5. The following timeline of activities shall be done:

Date	Activity	Persons Involved
September 1-18, 2023	Activation of Microsoft 365 Account (<i>ex. angelita.maribojoc@deped.gov.ph</i>)	Teachers, School Heads, PSDSs, EPSs
September 19-21, 2023	Division Training-Workshop on Microsoft Reading Progress	Division ITO, Division Reading Coordinator, School Heads, PSDSs, EPSs
September 2023	School Orientation on the utilization of Microsoft Reading Progress	School Heads, Department Heads, Class Advisers, Teachers/School ICT Coordinators
September-October 2023	1st Administration of the Microsoft Reading Progress	Learners, Advisers, School Heads
September 2023 onwards	Reading Intervention	Learners, Teachers
October 2023	Submission of Microsoft Reading Progress Results	PSDSs, School Heads, Advisers
November 2023	National Reading Month Reading Contest Using Microsoft Reading Progress	Learners, Teachers/School ICT Coordinators, School Heads, Supervisors, Stakeholders
December 2023- January 2024	2nd Administration of the Microsoft Reading Progress	Learners, Advisers, School Heads
February 2024	Submission of Microsoft Reading Progress Comparative Data	Advisers, School Head
March-April 2024	3rd Administration of the Microsoft Reading Progress	Learners, Advisers, School Heads
May 2024	Submission of Microsoft Reading Progress Comparative Data	Advisers, School Heads, Supervisors



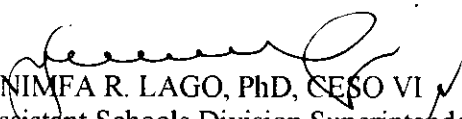
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7. Immediate and wide dissemination of this Memorandum is desired.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl.: As stated

References:

DepEd Order No. 13, s. 2023, re: Adoption of the National Learning Recovery Program

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS READING SCHOOLS

AMM/DM – Training-Workshop in Capacitating Education Leaders on the Utilization of Microsoft Teams Reading Progress Tool

___/August 30, 2023



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Enclosure 1 to Divisional Memorandum No. _____, s. 2023

LIST OF EDUCATION LEADERS

No.	Education Leaders	Station	District
1	Clarinda Fe L. Simblante	Andrea D. Costonera Elementary School	D1
2	Melanie G. Lagus	Felipe Carreon Central School	D1
3	Jovy O. Bonita	Sancho V. Capa Integrated School	D1
4	Lilibeth Y. Abamonga	Ozamiz City National High School	D1
5	Alie A. Bongcawil	Ozamiz City National High School	D1
6	Jane Charity E. Madronero	Ozamiz City National High School	D1
7	Eugenio C. Bucog	Ozamiz City Central School	D2
8	Marestelle M. Olandre	Ozamiz City Central School	D2
9	Bemafe N. Agapay	Ozamiz City Central School	D2
10	Catherine C. Oracion	Baybay Central School	D3
11	Juves C. Colarte	Catadman Elementary School	D3
12	Jeffrey B. Ares	Sta. Cruz Elementary School	D3
13	Giovannie Espinosa	Misamis Annex Integrated School	D3
14	Efren A. Oliveros	Bacolod Elementary School	D4
15	Justina S. Baul	Doña Consuelo Elementary School	D4
16	Ramil G. Cabural	Gango Elementary School	D4
17	Marjorie A. Sagario	Maningcol Central School	D4
18	Ludivico B. Barrientos	San Antonio Elementary School	D4
19	Pat S. Rara	Ozamiz City School of Arts and Trades	D4
20	Rose Sheila A. Roque	Ozamiz City School of Arts and Trades	D4
21	Julita H. Bitay	Ozamiz City School of Arts and Trades	D4
22	Lorena P. Rivera	San Antonio National High School	D4
23	Miraluna M. Gaabucayan	Domingo A. Barloa Elementary School	D5
24	Primencita G. Baguio	Embargo Elementary School	D5
25	Jane A. Credo	Gotocan Elementary School	D5
26	Marites B. Barrientos	Labo Central School	D5
27	Emelito C. Viernes	Mintalar Elementary School	D5



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28	Mary Jane A. Pondar	Sangay Integrated School	D5
29	Edilberto B. Pongase Jr.	Labo National High School	D5
30	Dionesia T. Alfeche	Labo National High School	D5
31	Joseph L. Galia	Antero D. Hinagdanan Elementary School	D6
32	Adonis D. Garnada	Dalapang Elementary School	D6
33	Lydia G. Salvador	Faustino C. Decena Elementary School	D6
34	Angel Grace E. Bandiala	Hilarion J. Ramiro, Jr. Elementary School	D6
35	Marie Claire B. Fuentes	Maximino S. Laurete, Sr. Central School	D6
36	Lady Shammah E. Bello	Roman E. Mabanag, Sr. Elem. School	D6
37	Jean B. Alindo	Jose Lim Ho National High School	D6
38	Cheryl V. Duma-og	Antero U. Roa Central School	D7
39	Leo C. Acebedo	Capucac Elementary School	D7
40	Gem P. Acapulco	Guingona Elementary School	D7
41	Jupey Q. Rupinta	Pershing Tan Queto Elementary School	D7
42	Marlon A. Gordove	Tipan Elementary School	D7
43	Ammie A. Ogao-Ogao	Capucac Integrated School	D7
44	Charyljoy C. Navarez	Montol National High School	D7
45	Melchie A. Paderanga	Gala Elementary School	D8
46	Cheryl E. Ledesma	Guimad Elementary School	D8
47	Sesame C. Rubio	Juan A. Acapulco Elementary School	D8
48	Dioselyn P. Patiluna	Cogon Integrated School	D8
49	Rolito M. Sialana	Marcelino C. Regis Integrated School	D8
50	Darlene Shiela J. Pescador	Gala National High School	D8
51	Jocelyn G. Rusiana	Balintawak Elementary School	D9
52	Joselito D. Caseros	Bongbong Elementary School	D9
53	Maida S. Garnada	Dimaluna Elementary School	D9
54	Ma. Patricia M. Maputi	Pulot Elementary School	D9
55	Lalaine Y. Ponce	Cruz Lanzado Saligan Integrated School	D9
56	Buenasir J. Abapo	Malaubang Integrated School	D9
57	Junriel B. Sinarillos	Pulot National High School	D9
58	Lida L. Baco	Diego Tuastomban Elementary School	D10
59	Henry Q. Abarco	Gregorio A. Saquin Elementary School	D10
60	Lorena L. Saquin	Labinay Elementary School	D10
61	Melanie T. Paredes	Narciso B. Ledesma Central School	D10
62	Joseph Amisola	Jacinto Nemeño Integrated School	D10
63	Jujie Buenbrazo	Sinusa Integrated School	D10



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64	Thelma A. Moreno	Labinay National High School	D10
65	Ester F. Viernes	Tabid National High School	D10
66	Anelyn G. Engracia	Division Office	N/A
67	Jasmine I. Gaogao	Division Office	N/A
68	Milagros Z. Mendoza	Division Office	N/A
69	Elsa B. Buenavidez	Division Office	N/A
70	Menerva D. Barola	Division Office	N/A
71	Ian Francis E. Veloso	Division Office	N/A
72	Giezel C. Gongob	Division Office	N/A
73	Selina O. Macas	Division Office	N/A
74	Joel T. Aclao	Division Office	N/A
75	Fernando D. Sumondong	Division Office	N/A
76	Luisander C. Luy	Division Office	N/A
77	Letecia D. Tatoy	Division Office	N/A
78	Imelda D. Pongase	Division Office	N/A
79	Jed Mae F. Coronel	Division Office	N/A
80	Rowell C. Villarubia	Division Office	N/A
81	Angelita M. Maribojoc	Division Office	N/A
82	Eulalio S. Rupinta	Division Office	N/A
83	Rose Mary R. Abapo	Division Office	N/A
84	Federico B. Araniego Jr.	Division Office	N/A
85	May P. Edullantes	Division Office	N/A
86	Roselyn A. Faciol	Division Office	N/A
87	Mary Jane Lomocso	Division Office	N/A
88	Mary Ann Grace J. Manili	Division Office	N/A
89	Desi O. Aninao	Division Office	N/A
90	Ell June S. Abucay	Division Office	N/A
91	Regie A. Catedral	Division Office	N/A
92	Jason M. Madronero	Ozamiz City National High School	N/A
93	Marvin S. Tusoy	Ozamiz City National High School	DO
94	Loreilaine T. Marollano	Ozamiz City National High School	N/A
95	Fritchie Lou R. Fuentes	Ozamiz City National High School	N/A



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**SEMINAR-WORKSHOP ON CAPACITATING EDUCATION LEADERS ON THE
UTILIZATION OF MICROSOFT TEAMS READING PROGRESS TOOL**

Be Palace Hotel

September 19, 20, 21, 2023

8:00 a.m. -5:00 p.m.

Time	Activity	In-charge
Day 1 – September 19, 2023- Tuesday		
8:00 – 8:30	Registration	Support Staff
8:30 - 9:00	<i>Opening Program/Management of Learning Officers of the Day</i> Prayer -National Anthem Words of Welcome & Statement of Rationale -Message	Districts 1, 2 and 3 ANACLETA A. GACASAN Chief-ES, CID NIMFA R. LAGO, PhD, CESO VI OIC, Schools Division Superintendent
9:00 -10:15	Session 1: Overview and General Guidelines of Learning Recovery Program	ANGELITA M. MARIBOJOC. Education Program Supervisor Division Reading Coordinator
10:30 - 12:00	Session 2: Microsoft Teams 101	JASON M. MADRONERO Resource Speaker Microsoft Reading Ambassador
NOON BREAK		
1:00 -1:15	Unfreezing Activities	
1:15 - 2:30	Session 3: Microsoft Teams Reading Progress, Insights, Monitoring and Evaluation	LOREILAIN T. MAROLLANO Resource Speaker Microsoft Reading Ambassador
2:30 - 4:45	Session 4. Impact of Using MS Team’s Reading ProgressTool	MARVIN S. TUSOY Resource Speaker Microsoft Reading Ambassador
4:45 -5:00	OPEN FORUM/ Q&A/REFLECTION	



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Be Palace Hotel
September 19, 20, 21, 2023
8:00 a.m. -5:00 p.m.

Time	Activity	In-charge
Day 2 – September 20, 2023- Wednesday		
8:00 - 8:30	Management of Learning (MOL) Districts 4, 5 and 6	
8:30 - 10:15	Presentation of Outputs/Simulation	Districts 1 & 2
10:15 - 10:30	HEALTH BREAK	
10:30 - 12:00	Presentation of Outputs/Simulation	Districts 3 & 4
NOON BREAK		
1:00 - 1:15	Unfreezing Activities	
1:15 - 3:00	Presentation of Outputs/Simulation	Districts 5 & 6
3:00 - 3:30	HEALTH BREAK	
3:30 - 4:45	Presentation of Outputs/Simulation	Districts 7 & 8
4:45 -5:00	OPEN FORUM/ QAME/REFLECTION	



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Be Palace Hotel
September 19, 20, 21, 2023
8:00 a.m. -5:00 p.m.

Time	Activity	In-charge
Day 3 – September 21, 2023- Thursday		
8:00 - 8:30	Management of Learning (MOL) and Closing Program Districts 7 and 8	
8:30 -10:15	Presentation of Outputs/Simulation	Districts 9 & 10
10:15 - 10:30	HEALTH BREAK	
10:30 - 12:00	Action Planning	ROWELL C. VILLARUBIA EPS-Mathematics
NOON BREAK		
1:00 - 1:15	Unfreezing Activities	
1:15 - 3:00	Presentation of Action Plan	D1-10
3:00 - 3:30	HEALTH BREAK	
3:30 - 4:45	Closing Program	Districts 9 and 10
4:45 -5:00	OPEN FORUM/ QAME/REFLECTION	



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