



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

February 28, 2025

DIVISIONAL MEMORANDUM

No. 084, s. 2025

**TRAINING-WORKSHOP ON ENHANCING RECORDS TRACKING
AND DATABASE MANAGEMENT SKILLS USING MICROSOFT 365
APPLICATIONS FOR ADMINISTRATIVE OFFICERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Administrative Officers V (Administrative Services/Budget)
Accountant III
Public Elementary/Secondary School Heads/Department Heads
This Division

1. To equip administrative officers with enhanced skills and knowledge in optimizing the use of Microsoft 365 applications for records tracking and database management, this Office shall conduct Training-Workshop on Enhancing Records Tracking and Database Management Skills Using Microsoft 365 Applications for Administrative Officers at Private Villa, Bernad Subdivision, City Hall Drive, Ozamiz City on March 20-22, 2025, 8:00 a.m.-5:00 p.m.
2. At the end of the 3-day training-workshop the participants are expected to:
 - a. explain the functionalities of key Microsoft 365 tools (e.g., Excel, SharePoint, OneDrive,) relevant to records tracking and database management ;
 - b. utilize Microsoft Excel to create, update, and analyze records with accuracy and efficiency;
 - c. apply practical techniques for structuring, querying, and securing databases to meet organizational needs; and
 - d. integrate multiple Microsoft 365 applications to streamline records tracking and database management tasks.
3. The participants in this training are the administrative officers of the Division of Ozamiz City, *see attachment 1 for the list of participants.*



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





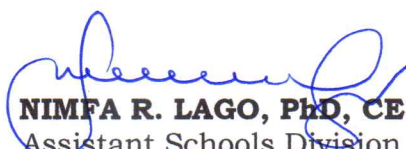
Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

4. The activity shall start at 8:00 a.m. and end at 5:00 p.m., *see attachment 2 for the program of activities.*

5. No registration fee shall be collected from the participants. Expenses relative to the conduct of the activity such as training materials, meals and snacks and other incidental expenses shall be charged against downloaded 2024 Organizational and Professional Development for Non-Teaching Personnel - Program Support Fund (OPDNTP-PSF) subject to the usual accounting and auditing rules and regulations.

6. Participation of non-teaching personnel to the Training-Workshop on Enhancing Records Tracking and Database Management Skills Using Microsoft 365 Applications for Administrative Officers is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.

7. This Office directs the immediate dissemination of this Memorandum.


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

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

NON- TEACHING

PERSONNEL

TRAINING- WORKSHOP

JAG/DM Training-Workshop on Enhancing Records Tracking and Database Management Skills Using Microsoft 365 Applications for Administrative Officers
February 28, 2025



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



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

**Training-Workshop on Enhancing Records Tracking
 and Database Management Skills Using Microsoft 365
 Applications for Administrative Officers**

Private Villa, Bernad Subdivision, City Hall Drive, Ozamiz City
 March 20-22, 2025
 8:00 a.m. – 5:00 p.m.

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE/SPEAKER
Day 1 (March 20, 2025)		
8:00 a.m. – 8:30 a.m.	Registration	
8:30 a.m.- 9:30 a.m.	OPENING PROGRAM	
	Prayer	OVP
	National Anthem	OVP
	Presentation of Participants	ADDA LIZA J. SAQUIN Administrative Officer IV- Personnel
	Words of Welcome & Statement of Rationale	DOROTHY JOY B. YTING Administrative Officer V- Admin. Services
	Levelling of Expectations	MARY JOY G. DOROMAL SEPS- HRD
	Message	NIMFA R. LAGO, PhD, CESO VI Asst. Schools Division Superintendent Schools Division Superintendent
	House Rules	ARLENE L. TIROL Administrative Officer IV- Cash
	Program Hosts	Samie B. Aso, EPS-II Jeanelei L. Carolino, EPS-II



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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

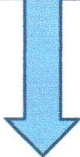
9:30 a.m.- 9:45 a.m.	HEALTH BREAK	
9:45 a.m.- 11:00 a.m.	Unlocking Productivity: Effective Records Tracking & Data Management Strategies	DIONESIO L. LIWAGON, JR., CESE Assistant Schools Division Supt.
11:00 a.m. – 12:00 noon	Microsoft 365 Applications for Records Tracking and Management for Administrative Officers	JEANELEI L. CAROLINO EPS-II HRD
NOON BREAK		
12:45 p.m.- 1:00 p.m.	Unfreezing Activities	
1:00 p.m.- 3:00 p.m.	Microsoft Excel and Forms for Database Management Underscoring the Monitoring of Attendance and Punctuality of Employees	DOROTHY JOY B. YTING Administrative Officer V- Administrative Services LUISANDER C. LUY EPS-TLE
3:00p.m. 3:15 p.m.	HEALTH BREAK	
3:15 p.m. - 4:50 p.m.	Workshop on Designing Basic Records Tracking Database in Excel and Forms /Presentation and Critiquing of Outputs	DOROTHY JOY B. YTING Administrative Officer V- Administrative Services LUISANDER C. LUY EPS-TLE
4:50p.m.- 5:00 p.m.	OPEN FORUM QAME COMPLETION OF THE REFLECTION FOR DAY 1	



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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

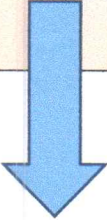
Time	Activity	In-charge
Day 2 – March 21, 2025		
8:00 a.m. 8:30 a.m.	Management of Learning (MOL)	
8:30 a.m. 10:00 a.m.	Enhancing Property and Supply Management Through OneDrive-Based and Microsoft Excel Records Tracking	VICTORIO C. MARIGOMEN, JR. Administrative Officer IV-Supply REGIE A. CATEDRAL Information Technology Officer I
10:00 a.m. -10:15 a.m.	HEALTH BREAK	
10:15 a.m. -12:00 noon	 Workshop on Setting Up a SharePoint-Based Document Tracking System/Presentation and Critiquing of Outputs	VICTORIO C. MARIGOMEN, JR. Administrative Officer IV-Supply REGIE A. CATEDRAL Information Technology Officer I
NOON BREAK		
12:45 p.m.- 1:00 p.m.	Unfreezing Activities	
1:00 p.m.- 3:00 p.m.	Leveraging OneDrive and SharePoint for an Effective Integrated Records Management	APRIL JOY G. BOLANIO Administrative Officer IV-Records REGIE A. CATEDRAL Information Technology Officer I
3:00p.m. 3:15 p.m.	HEALTH BREAK	
3:15 p.m. - 4:50 p.m.	Workshop/Presentation of Outputs and Critiquing of Ideas	APRIL JOY G. BOLANIO Administrative Officer IV-Records REGIE A. CATEDRAL Information Technology Officer I
4:50p.m.- 5:00 p.m.	OPEN FORUM Q&A COMPLETION OF THE REFLECTION FOR DAY 2	



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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

Time	Activity	In-charge
Day 3 – March 21, 2025		
8:00 a.m.- 8:30 a.m.	Management of Learning (MOL)	
8:30 a.m. – 10:00 a.m.	From Paper to Digital: OneDrive for Personnel Records Highlighting a Deep Dive into DepEd Employees Benefits	ADDA LIZA J. SAQUIN Administrative Officer IV- Personnel JEANELEI L. CAROLINO EPS -II
10:00 a.m. - 10:15 a.m.	HEALTH BREAK	
10:00 a.m.- 12:00 noon	WORKSHOP	
NOON BREAK		
1:00 p.m.- 1:15 p.m.	Unfreezing Activities	
1:00 p.m. – 2:00 p.m.	PRESENTATION OF OUTPUT/CRITIQUING/OPEN FORUM	
2:00 p.m.- 3:00 p.m.		
3:00 p.m.- 3:15 p.m.	HEALTH BREAK	
3:15 p.m. – 5:00 p.m.	CLOSING PROGRAM Q&A COMPLETION OF REFLECTION FOR DAY 3	



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



Attachment 1 List of Participants

**Training-Workshop on Enhancing Records Tracking and Database Management Skills
Using Microsoft 365 Applications for Administrative Officers**

BE Palace Hotel, Valconcha St., Aguada, Ozamiz City

March 19-21, 2025

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

LIST OF PARTICIPANTS

No.	Name of Participants	Position	Station
1	Abcede, Lorena G.	Administrative Officer II	D6 Maximino S. Laurete Sr. Central School
2	Acierto, Brenda O.	Administrative Officer II	D2 Ozamiz City Central School
3	Ada, Gerfe M.	Administrative Officer II	D8 Marcelino C. Regis Integrated School
4	Alamin, Marissa E.	Administrative Officer II	D5 Labo Central School
5	Alcido, Marilou J.	Administrative Officer II	D4 Gango Elementary School
6	Almoite Snooky L.	Administrative Officer II	D1 Andrea Costonera Elementary School
7	Baguio, Charity O.	Administrative Officer II	D9 Pulot National High School
8	Baybado, Gladys L.	Administrative Officer II	D7 Guingona Integrated School
9	Casco, Florence C.	Administrative Officer I	D4 Ozamiz City School of Arts and Trades
10	Castro, John Rey F.	Administrative Officer II	D7 Montol National High School
11	Dagaas, Claire Marie V.	Administrative Officer II	D5 Gotocan Elementary School
12	Fiel, Glaiza D.	Administrative Officer II	D10 Narciso B. Ledesma Central School
13	Gacasan, Nine Mar A.	Administrative Officer II	D8-Cogon Integrated School
14	Gacasan, Ruby Jane G.	Administrative Officer II	Division Office
15	Galay, Sharon Z.	Administrative Officer II	D6 Faustino C. Decena Elementary School
16	Gerondio, Analyn P.	Administrative Officer II	D1 Felipe Carreon Central School
17	Gomonit, Mary Grace B.	Administrative Officer II	D4 Gomonit Consuelo ES
18	Guangco, Jene S.	Administrative Officer II	D9 Bongbong Elementary School
19	Guangco, Maria Elena L.	Administrative Officer II	D3 Misamis Annex Integrated School
20	Hermosisima, Joar G.	Administrative Officer II	D10 Labinay National High School
21	Lagoc, Genie Vah C.	Administrative Officer II	D6 Roman E. Mabanag ES

22	Laroya, Joffy Sandrey	Administrative Officer II	D9 Cruz Lanzado Saligan Integrated School
23	Libor, Jeffrey S.	Administrative Officer II	D7 Capucan Integrated School
24	Luna, Susith L.	Administrative Officer II	D5 Sangay IS
25	Luza, Willyn A.	Administrative Officer I	D4 Ozamiz City School of Arts and Trades
26	Macasarte, Richard M.	Administrative Officer II	D3 Baybay Central School/Sta. Cruz Elementary School
27	Manuel, Ethel R.	Administrative Officer II	D10 Gregorio A. Saquin Elementary School
28	Monarca, Roldan A.	Administrative Officer IV	D1 Ozamiz City National High School
29	Moreno, Louie J.	Administrative Officer II	D10 Jacinto Nemeno Integrated School
30	Navarez, Claudia Faith B.	Administrative Officer II	D6 Jose Lim Ho National High School
31	Ostia, Jelyn B.	Administrative Officer II	D5 Domingo Barloa Integrated School
32	Pabriga, Bebe Jay P.	Administrative Officer II	D8 Gala National High School
33	Paez, Lyn B.	Administrative Officer II	D4 Maningcol Central School
34	Pagador, Teresita L.	Administrative Officer II	D10 Labinay National High School
35	Ramayrat, Dinalyn A.	Administrative Officer II	D9 Dimaluna Integrated School
36	Sayson, Adrian L.	Administrative Officer II	D4 San Antonio Elementary School
37	Sebarios, Nellie P.	Administrative Officer II	D4 San Antonio National High School
38	Siso, John Rey B.	Administrative Officer II	D7 Pershing Tan Queto Elementary School
39	Sonogan, Gee B.	Administrative Officer II	Division Office
40	Tirol, Arlene L.	Administrative Officer IV	Division Office
41	Ylanan, April Rose R.	Administrative Officer II	D9 Malaubang Integrated School
42	Yoldan, Abigail M.	Administrative Officer II	D4 Catadman Elementary School