



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

May 15, 2025

DIVISIONAL MEMORANDUM

No. 167, s. 2025

**CAPABILITY-BUILDING FOR TEACHERS FROM DEPED
COMPUTERIZATION PROGRAM (DCP) RECIPIENT SCHOOLS**

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

1. To empower teachers in maximizing the use of Microsoft 365 and to enhance both instructional practices and the overall learning experience, this Office shall conduct the Capability- Building for Teachers from DepEd Computerization Program (DCP) Recipient Schools at Be Palace Hotel, Valconcha St., Aguada, Ozamiz City on May 20-24, 2025.
2. At the end of the 5-day professional development activity, the participants are expected to:
 - a. identify the different Microsoft 365 productivity tools;
 - b. distinguish the appropriate Microsoft 365 applications that can be used in teaching strategies, assessment tools, and learning materials;
 - c. point out the benefits of integrating Microsoft 365 applications in the teaching -learning process; and
 - d. create appropriate learning and teaching materials, as well as comprehensive and organized reports, using Microsoft 365 suite applications.
3. The participants in this training are the Information Communication Technology (ICT) Coordinators, *see attachment A for the list of participants.*
4. The activity has a Certificate of Quality Assurance from the National Educators Academy of the Philippines (NEAP) with 34.45 active learning hours and accredited by Professional Regulation Commission (PRC) with 15 CPD units.
5. The activity shall start at 8:00 a.m. and end at 5:00 p.m., *see attachment B for the program of activities.*



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

6. 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 DCP Fund and 2024 Human Resource Development Fund (HRD) subject to the usual accounting and auditing rules and regulations.
7. Teaching-related and non-teaching personnel involved in the activity shall be granted 1-day Compensatory Time-Off (CTO), re: Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 while teaching personnel shall have 5-day service credits in accordance with DepEd Order No. 53, s. 2023, re: Updated Guidelines on the Grant of Service Credits to Teachers and DepEd Order No. 84, s. 2003, re: Addendum to DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Service Credits to Teachers) .
8. The conduct of this activity 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.
9. Queries on this matter shall be channeled to Regie A. Catedral, ITO-1 at 09606267878.
10. 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

pp:

GIEZEL C. GONGB *as/16/25*

Public Schools District Supervisor

OIC, Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City

Telephone No: (088) 545-09-88

Telefax: (088) 545-09-90

Email Address: ozamiz.city@deped.gov.ph



PANDONG
#PadayonAsensoOzamiz



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

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

DCP	TEACHERS	TRAINING- WORKSHOP
------------	-----------------	---------------------------

RAC/DM Capability-Building for Teachers of DepEd Computerization Program
(DCP) Recipient Schools
_____ May 15, 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



PANDONG
#PadayonAsensoOzamiz

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
1	Melany P. Sialana	Teacher III	Ozamiz City National High School
2	Floramie M. Oliver	Teacher III	Ozamiz City National High School
3	Fritchie Lou R. Fuentes	Teacher II	Ozamiz City National High School
4	Aiyres Lou B. Nantes	Teacher II	Ozamiz City National High School
5	Butch T. Florendo	Teacher I	Ozamiz City National High School
6	Michael S. Fiel	Teacher II	Ozamiz City National High School
7	Annalyn B. Nazer	Teacher II	Ozamiz City National High School
8	Jamailah D. Pacatang		Sancho Capa Integrated School
9	Sarah C. Uba	Teacher I	Felipe Carreon Central School
10	Elaine V. Gamboa		Andrea D. Costonera Elementary School
11	Jezell Marie L. Francisco	Teacher III	Ozamiz City Central School
12	Alma R. Rubio	Teacher III	Ozamiz City Central School
13	Maricris S. Patigayon	Teacher III	Ozamiz City Central School
14	Beverly R. Sirato	Teacher III	Ozamiz City Central School
15	Ritchel R. Artugue	Teacher III	Ozamiz City Central School
16	Mary Joy L. Paundog	Teacher III	Ozamiz City Central School
17	Lilian K. Doloso	Teacher III	Ozamiz City Central School
18	Elma S. Enot	Teacher I	Ozamiz City Central School
19	Beverly E. Malugao	SPET-I	Ozamiz City Central School
20	Romelyn S. Maestrado		Misamis Annex Integrated School
21	Hyacinth Boots C. Blando	Teacher III	Sta. Cruz Elementary School
22	Jaime F. Lato	Teacher I	Catadman Elementary School
23	Virel-Anne Q. Malaluan	Special Education Teacher I	Baybay Central School
24	Steve B. Gonzales	Teacher II	San Antonio National High School
25	Ronald A. Catedral	Master Teacher II	Ozamiz City School of Arts and Trades
26	Floriely C. Bigcas	Teacher I	Ozamiz City School of Arts and Trades
27	Eugene C. Soliven	Teacher I	Ozamiz City School of Arts and Trades
28	Sharon B. Tuastomban	Teacher II	Ozamiz City School of Arts and Trades
29	Gian Carlo P. Dolojol	Teacher I	Ozamiz City School of Arts and Trades
30	Edmar E. Raagas	Teacher III	Ozamiz City School of Arts and Trades
31	Xy-Za T. Antepuesto	Teacher I	San Antonio Elementary School
32	Blendyl C. Fernandez	Teacher I	Maningcol Central School
33	Katryn Ross A. Luna	Teacher I	Gango Elementary School
34	Yieldeza E. Sarang	Teacher I	Dona Consuelo Elementary School
35	Ana Fe R. Barrientos	Teacher I	Bacolod Elementary School
36	Virginia S. Aninao	Teacher III	Labo National High School

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
37	Rina Kristina C. Via	Teacher I	Labo National High School
38	Christine O. Balingit		Sangay Integrated School
39	Shierell O. Gimeno	Teacher III	Mintalar Elementary School
40	Ann M. Pimentel	Teacher III	Labo Central School
41	Loida A. Tanggan	Master Teacher I	Gotocan Elementary School
42	Mary Lour V. Baguio	Teacher III	Embargo Elementary School
43	Joulse B. Mehoy	Teacher III	Domingo A. Barloa Integrated School
44	Janna Leanne S. Robles	Teacher I	Domingo A. Barloa Integrated School
45	Rosalie L. Pollohan	Teacher III	Jose Lim Ho National High School
46	Everly Jane D. Villasan		Roman E. Mabanag, Sr. Elementary School
47	Marynie I. Acapulco	Teacher III	Maximino S. Laurete, Sr. Elementary School
48	Bebbs Catherine R. Sumatra	Teacher III	Hilarion A. Ramiro Elementary School
49	Aleli May M. Tuñacao	Teacher I	Faustino C. Decena Elementary School
50	Aime G. Rasonable	Master Teacher I	Dalapang Elementary School
51	Lizel V. Bacus	Teacher III	Antero D. Hinagdanan Elementary School
52	Mylvin I. Omisol		Montol National High School
53	John Leo R. Regalado	Teacher I	Tipan Elementary School
54	Carl Marie P. Segovia	Teacher I	Pershing Tan Queto, Sr. Elementary School
55	Jevyhine C. Villarmero		Guingona Elementary School
56	Jobert John F. Villato	Teacher I	Capucan Integrated School
57	Jonalyn E. Caño	Teacher I	Capucan C Elementary School
58	Olivia Mae C. Segovia	Teacher III	Antero U. Roa Central School
59	Jeaneth Marie M. Bugsocan	Teacher I	Gala National High School
60	Karen Mae B. Bondaug	Head Teacher I	Cogon Integrated School
61	Rodel C. Cobrado	Teacher III	Cogon Integrated School
62	Romsan S. Piamonte	Teacher III	Marcelino C. Regis Integrated School
63	Michelle C. Isig	Teacher I	Marcelino C. Regis Integrated School
64	Hannah Joy C Villamor	Teacher I	Marcelino C. Regis Integrated School
65	Edleen Jane U. Digal		Juan A. Acapulco Elementary School
66	Jenelyn F. Sayre	Teacher III	Guimad Elementary School
67	Allyn Gaymarie C. Perez	Teacher I	Gala Elementary School
68	Haily Joy B. Cañete	Teacher II	Pulot National High School
69	Francisco L. Pasco	Master Teacher II	Pulot Elementary School
70	Rodolfo Jr. R. Saligan	Teacher III	Malaubang Integrated School
71	Michelle D. Llanera	Teacher III	Malaubang Integrated School
72	Mary Joy F. Edusma	Teacher III	Dimaluna Integrated School

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
73	Warlibeth Q. Garcia	Teacher I	Cruz Lanzado Saligan Elementary School
74	Jonna M. Abellana	Teacher I	Bongbong Elementary School
75	Almira R. Labastilla	Teacher I	Julian Bulahan Elementary School
76	Pencher O. Medina	Teacher II	Tabid National High School
77	Drexel P. Dalaygon		Tabid National High School
78	Sydney Rose A. Tamsi	Teacher III	Labinay National High School
79	Abigail L. Lagus	Teacher III	Labinay National High School
80	Noland C. Nejarda	Teacher II	Sinusa Integrated School
81	Cherry Mae E. Agustin	SPET TEACHER I	Narciso B. Ledesma Central School
82	Christine V. Lumantas	Teacher III	Diego Tuastomban Elementary School
83	Novelyn A. Sedrome	Teacher III	Labinay Elementary School
84	Sonny Boy M. Bacus		Jacinto Nemeno Integrated School
85	Chrissa Faith M. Mañego	Teacher III	Gregorio A. Saquin Elementary School
86	Samie B. Aso	Education Program Specialist II	DivisionOffice
87	Jefferson Y. Bolos	Administrative Assistant (J.O)	DivisionOffice
88	Jeanelei L. Carolino	Education Program Specialist II	DivisionOffice
89	Luisander C. Luy	Education Program Supervisor	DivisionOffice
90	Regie A. Catedral	IT Officer	DivisionOffice



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

**Capability-Building for Teachers from DepEd Computerization
 Program (DCP) Recipient Schools**

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

May 20-24, 2025

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

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	Resource Speaker/ Facilitator
DAY 01 – May 20, 2025 (Tuesday)		
8:00 – 8:30 a.m.	Opening Program	
	Opening Prayer	OVP
	National Anthem	OVP
	DepEd Quality Policy Statement	OVP
	Introduction of the Participants	Dorothy Joy B. Yting Administrative Officer V-Admin. Services
	Welcome Message	Dionesio L. Liwagon, Jr., CESE Assistant Schools Division Superintendent
	Message	Nimfa R. Lago, PhD, CESO VI Schools Division Superintendent
8:30 – 9:00 a.m.	Levelling of Expectations and Training Norms	Jeanelei L. Carolino Education Program Specialist II-HRD
	Presentation of the Training Objectives & Schedule of Activities	Regie A. Catedral Information Technology Officer I
	QuAME Matters	Samie B. Aso Education Program Specialist II- SMM&E
8:30 – 9:00 a.m.	Energizer (Community Dancing)	Mary Joy G. Doromal, SEPS-HRD Program Host
	Pre-training Assessment/ Pre-test	PMT/CORE TRAINER
9:00 – 10:00 a.m. (60 Mins.)	Session 1.1 • Microsoft 365 Overview	JEANELEI L. CAROLINO EPS II, HRD
10:00 – 10:15 a.m. (15 Mins.)	HEALTH BREAK	
10:15 a.m. – 12:00 p.m. (105 Mins.)	Session 1.2 • Microsoft OneDrive	REGIE A. CATEDRAL ITO I
12:00 – 12:45 p.m.	LUNCH BREAK	
12:45 – 1:00 p.m.	ENERGIZER	
1:00 – 3:00 p.m. (120 Mins.)	Session 1.3 • Microsoft Forms	JEANELEI L. CAROLINO EPS II, HRD
3:00 – 3:15 p.m.	HEALTH BREAK	
3:15 – 5:00 p.m. (105 Mins.)	Output Presentation	REGIE A. CATEDRAL ITO I LUISANDER C. LUY, PhD EPS, TLE
5:00 – 5:15 p.m.	Daily M&E and Instructions for Day 2 Debriefing by PMT	PMT/CORE TRAINER



Address: IBJT Compound, Carangan, Ozamiz City

Telephone No: (088) 545-09-88

Telefax: (088) 545-09-90

Email Address: ozamiz.city@deped.gov.ph



PANDONG

#PadayonAsensoOzamiz



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

TIME	ACTIVITY	Resource Speaker Facilitator
DAY 02 – May 21, 2025 (Wednesday)		
8:00 – 8:30 a.m.	Opening Program • Opening Prayer • Morning Energizer and Clearing House	Districts 1 and 2
8:00 – 10:00 a.m. (90 Mins.)	Session 2.1 • Microsoft PowerPoint	LUISANDER C. LUY, PhD EPS, TLE
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 a.m. – 12:00 p.m. (105 Mins.)	Session 2.2 • Microsoft Word	JEANELEI L. CAROLINO EPS II, HRD
12:00 – 12:45 p.m.	LUNCH BREAK	
12:45 – 1:00 p.m.	ENERGIZER	
1:00 – 3:00 p.m. (120 Mins.)	Session 2.3 • Microsoft Excel	REGIE A. CATEDRAL ITO I
3:00 – 3:15 p.m.	HEALTH BREAK	
3:15 – 5:00 p.m. (120 Mins.)	Output Presentation	REGIE A. CATEDRAL ITO I
5:00 – 5:15 p.m.	Daily M&E and Instructions for Day 3 Debriefing by PMT	PMT/CORE TRAINER

TIME	ACTIVITY	Resource Speaker Facilitator
DAY 03 – May 22, 2025 (Thursday)		
8:00 – 8:30 a.m.	Opening Program • Opening Prayer • Morning Energizer and Clearing House	District 3 and 4
8:30 – 10:00 a.m.	Session 3.1 • Microsoft Teams	LUISANDER C. LUY, PhD EPS, TLE
10:00 – 10:15 a.m.	HEALTH BREAK	
10:15 – 12:00 p.m. (195 Mins.)	Session 3.1 • Microsoft Teams (Continuation...)	LUISANDER C. LUY, PhD EPS, TLE
12:00 – 12:45 p.m.	LUNCH BREAK	
12:45 – 1:00 p.m.	ENERGIZER	
1:00 – 2:45 p.m. (90 Mins.)	Session 3.2 • Microsoft SharePoint	REGIE A. CATEDRAL ITO I
2:45 – 3:00 p.m.	HEALTH BREAK	
3:00 – 5:00 p.m. (120 Mins.)	Output Making and Presentation	REGIE A. CATEDRAL ITO I
5:00 – 5:15 p.m.	Daily M&E and Instructions for Day 4 DEBRIEFING OF THE PMT	PMT / CORE TRAINER



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



PANDONG

#PadayonAsensoOzamiz



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

TIME	ACTIVITY	Resource Speaker Facilitator
DAY 04 – May 23, 2025 (Friday)		
8:00 – 8:30 a.m.	Opening Program • Opening Prayer • Morning Energizer and Clearing House	District 5 and 6
8:30 – 10:00 a.m. (90 Mins.)	Session 4 • Learning Accelerators	JEANELEI L. CAROLINO EPS II, HRD
10:00 – 10:15 a.m.	HEALTH BREAK	
10:15 a.m. – 12:00 p.m. (120 Mins.)	Session 4 • Learning Accelerators (Continuation...)	LUISANDER C. LUY, PhD EPS, TLE
12:00 – 12:45 p.m.	LUNCH BREAK	
12:45 – 1:00 p.m.	ENERGIZER	
1:00 – 3:00 p.m. (90 Mins.)	Output Making and Presentation	JEANELEI L. CAROLINO EPS II, HRD
3:00 – 3:15 p.m.	HEALTH BREAK	
3:15 – 5:00 p.m. (120 Mins.)	Output Making and Presentation	LUISANDER C. LUY, PhD EPS, TLE
5:00 – 5:15 p.m.	Daily M&E and Instructions for Day 5 Debriefing by PMT	PMT / CORE TRAINER

TIME	ACTIVITY	Resource Speaker Facilitator
DAY 05 – May 24, 2025 (Saturday)		
8:00 – 8:30 a.m.	Opening Program • Opening Prayer • Morning Energizer and Clearing House	District 7 and 8
8:30 – 10:00 a.m. (90 Mins.)	Session 5 • Microsoft Copilot	REGIE A. CATEDRAL ITO I
10:00 – 10:15 a.m.	HEALTH BREAK	
10:15 a.m. – 12:00 p.m. (105 Mins.)	Session 5 • Microsoft Copilot (Continuation...)	REGIE A. CATEDRAL ITO I
12:00 – 12:45 p.m.	LUNCH BREAK	
12:45 – 1:00 p.m.	ENERGIZER	
1:00 – 2:00 p.m. (60 Mins.)	Session 6 • Workplace Application Plan (WAP)	JEANELEI L. CAROLINO EPS II, HRD
2:00 – 5:00 p.m.	Output Presentation Closing Program Awarding of Certificates	District 9 and 10 LUISANDER C. LUY, PhD EPS, TLE REGIE A. CATEDRAL ITO I JEANELEI L. CAROLINO EPS II, HRD
5:00 – 5:15 p.m.	Daily M&E Debriefing by PMT	PMT / CORE TRAINER



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



PANDONG
 #PadayonAsensoOzamiz