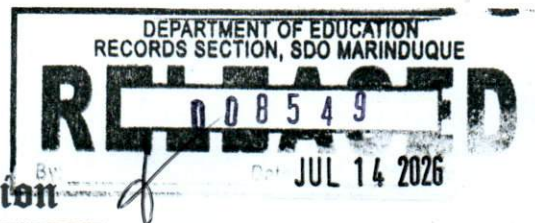




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-133

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **NOMINATION OF PARTICIPANTS IN THE DIVISION TRAINING OF TRAINERS ON MICROSOFT PRODUCTIVITY TOOLS**

DATE: July 13, 2026

1. Based on the consolidated Learning and Development (L&D) Needs Assessment for School Year 2025–2026, Philippine Professional Standards for Teachers (PPST) Indicator 1.3.2 – *"Ensure the positive use of ICT to facilitate the teaching and learning process"* ranked as one of the highest priority competency gaps requiring intervention. In response, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (Training And Learning Initiatives for NON-teaching and teaching personnel), will conduct the Division Training of Trainers on Microsoft Productivity Tools in August 2026.

2. This L&D activity aims to develop a pool of competent district-level trainers who will facilitate the Division-Initiated In-Service Training (INSET) on Microsoft Productivity Tools scheduled for December 2026. Specifically, the training seeks to strengthen participants' competencies in the educational application of Microsoft 365 productivity tools and prepare them to deliver quality, standardized, and sustainable technology-enabled professional development programs within their respective districts.

3. In preparation for the abovementioned learning and development activity, this Office announces the **Nomination of Participants in the Division Training of Trainers on Microsoft Productivity Tools**.

4. Nominees must possess the following minimum qualifications:
a. currently serving as a Teacher-in-Charge (TIC), Head Teacher, or Principal;
b. holder of at least a Master's Degree;



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- c. with experience as a training facilitator, or resource speaker in learning and development activities;
- d. with demonstrated experience in the utilization of Microsoft 365 Productivity Tools in instructional, supervisory, or administrative functions;
- e. obtained a rating of at least Very Satisfactory (VS) in the last two (2) rating periods;
- f. must be willing and able to serve as a Division trainer and facilitate subsequent district-level Microsoft Productivity Tools training activities, including the Division-Initiated INSET in December 2026; and
- g. holder of an active and valid Professional Regulation Commission (PRC) license.

5. **Public Schools District Supervisors (PSDSs) shall nominate four (4) school leaders from their respective districts who will participate in the training on or before July 28, 2026 through bit.ly/DTOTMicrosoftNomination.** Furthermore, nominators shall submit the prescribed nomination form, together with the following supporting documents, on or before July 28, 2026, to the SGOD-HRDS thru the OSDS-Records Section:

- a. copies of the nominees' Transcript of Records (TOR);
- b. copies of the nominees' valid PRC Professional Identification Cards (PIC); and
- c. copies of the nominees' OPCR/IPCPRF for the last two (2) rating periods.

6. In the selection of nominees, PSDSs are respectfully requested to consider not only the professional qualifications, expertise, and facilitation experience of the nominees but also their overall health condition, physical capacity, and possible travel-related limitations. Since the selected participants shall serve as trainers during the clustered Division-Initiated INSET on Microsoft Productivity Tools in December 2026, it is imperative that they are able to effectively perform the responsibilities of a learning facilitator throughout the duration of the program.

7. The Division Human Resource Development Committee (HRDC), through the SGOD-HRDS, shall evaluate all nominations based on the submitted documents and the prescribed qualifications. The final list of participants shall be released through a separate Memorandum.

8. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

9. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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[DISTRICT HEADER]

[Date]

Dr. LYNN G. MENDOZA

OIC-Schools Division Superintendent

Department of Education – Schools Division of Marinduque

Malusak, Boac, Marinduque

Attention: **Mrs. MAITA M. LAZARES**

Chief Education Supervisor

School Governance and Operations Division

Sir:

Respectfully submitting the following participants to attend the ***Division Training of Trainers on Microsoft Productivity Tools*** on ***August 10-14, 2026***:

NO.	NAME	POSITION	DEPED EMAIL ADDRESS	SEX
1				
2				
3				
4				

Attached are the required documents to support their nominations.

For your consideration.

Very truly yours,

SIGNATURE OVER PRINTED NAME

Public Schools District Supervisor

[DISTRICT FOOTER]