

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

August 3, 2026

DIVISION MEMORANDUM

No. 072, s. 2026

DIVISION TRAINING OF TRAINERS ON MICROSOFT PRODUCTIVITY TOOLS

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

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), is faithful to its mandate of ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs pursuant to DepEd Order No. 11, s. 2019 titled "*Implementation of the NEAP Transformation.*" As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives aligned with the Department's Five-Point Agenda, focusing on developing high-performing teachers who are responsible for delivering quality basic education services to learners.

2. Based on the Division Consolidated Learning and Development Needs for School Year 2025–2026, PPST Indicator 1.3.2, "*Ensure the positive use of ICT to facilitate the teaching and learning process,*" ranked second among the professional competencies requiring intervention. This finding highlights the need to strengthen teachers' capacity not only in the use of digital technologies but, more importantly, in their purposeful application to teaching, learning, assessment, communication, collaboration, and other professional practices.

3. In view of these directives and findings, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section, 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** on **August 10-14, 2026** at a venue within Marinduque to be announced through a separate Division advisory.

4. This L&D activity aims to develop a pool of competent Division-trained facilitators proficient in the use and educational application of the Microsoft 365 ecosystem, including Outlook, Teams, OneDrive, OneNote, SharePoint, Word, Forms, Excel, and PowerPoint. Specifically, the training aims to:



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- a. equip participants with the competencies necessary to demonstrate the purposeful use of Microsoft productivity tools; and
 - b. support the integration of digital technologies into teaching and professional practice.
5. Participants in this training are select school heads from all nine districts of the Division, duly nominated by their Public Schools District Supervisors. They are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.
6. The trained participants shall constitute the Division's pool of facilitators for the cascading of the program to school ICT coordinators and shall subsequently serve as trainers during the Division-Initiated In-Service Training (INSET) of Teachers on Microsoft Productivity Tools scheduled on December 17–19, 2026.
7. **Participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before August 12, 2026, through <https://bit.ly/DTOTMPTParticipant2026>.** Any correction in name, position, and/or official station shall be made in their accomplished profiles. This training shall follow the “No Profile = No Certificate” policy in accordance with Division Memorandum No. 42, s. 2025.
8. DepEd Order No. 9, s. 2005, otherwise known as “*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*,” shall strictly be observed during the conduct of the training. School heads are expected to assign an Officer-in-Charge during the activity to prevent disruptions to services.
9. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, *Attn:* SGOD-Human Resource Development Section, indicating their reasons for non-participation and the name of their alternate at least three days before the scheduled training.
10. **This learning and development activity is a Continuing Professional Development (CPD) accredited program by the Professional Regulation Commission (PRC) – Council for Professional Teachers with 15 CPD credit units. Hence, participants, resource speakers, and members of the Program Management Team, who are Licensed Professional Teachers (LPT), shall accomplish the registration form on or before August 12, 2026, through <https://bit.ly/DTOTMPTCPDRegistration>.** Failure to register before the deadline may result in the non-issuance of applicable CPD credit units.
11. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled “*Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.” Furthermore, those accredited by the National Educators Academy of the Philippines as a National TWG member shall be prioritized in the composition of the Program Management Team (PMT).
12. Expenses incurred for the activity shall be charged to the 2026 Division HRD Fund, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants may also be charged to the school's local funds and other

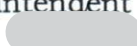
funds intended for learning and development, subject to the availability of funds and existing accounting and auditing rules and regulations.

13. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of PMT Members and Resource Speakers
- c. Enclosure 3: Training Matrix

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

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

/ 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

Encls: As stated

References: DepEd Order No. 11, s. 2019
DepEd Memorandum No. 44, s. 2023
Division Memorandum No. 006, s. 2026

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

INFORMATION TECHNOLOGY
MONITORING AND EVALUATION
TRAINING PROGRAMS

SGOD-HRDS/KDA

Division-Training-of-Trainers-on-Microsoft-Productivity-Tools/ August 3, 2026



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LIST OF PARTICIPANTS
Division Training of Trainers on Microsoft Productivity Tools

NAME	POSITION	SCHOOL	DISTRICT
1. Karen Mae L. Monteagudo	Teacher-in-Charge	Agumaymayan Elementary School	Boac North
2. Ulysis J. Galloniga	Teacher-in-Charge	Bantauyan Elementary School	
3. Ma. Monique J. De Luna	Principal I	Puyog Elementary School	
4. Mario Jose M. Medalla	Principal II	Romeo M. Mataac National High School	
5. Melvin M. Logdat	Teacher-in-Charge	Binunga Elementary School	Boac South
6. Dino S. Nepomuceno	Principal III	Cawit National Comprehensive High School	
7. Daryl S. Janda	Head Teacher I	Don Severino Lardizabal Memorial School	
8. Cleobilly J. Valentino	Principal I	Bantay Elementary School	
9. Christian S. Fiegalan	Head Teacher III	Yook Elementary School	Buenavista
10. Larry D. Quijano	Teacher-in-Charge	Libas Elementary School	
11. Bryan Jay R. Ramos	Teacher-in-Charge	Daat Primary School	
12. Marcelo R. Naranjo	Head Teacher I	Buenavista National High School - Daykitin Annex	
13. Mildred S. Madriaga	Head Teacher I	Banuyo Elementary School	Gasan
14. Lyra Vanessa M. Sales	Teacher-in-Charge	Bahi Elementary School	
15. Franklin S. Palomares	Teacher-in-Charge	Quatis Elementary School	
16. Mary Rose S. Sotto	Head Teacher I	Paciano A. Sena Memorial High School	
17. Alerma M. Ola	Principal I	Argao Elementary School	Mogpog
18. Rowena L. Macunat	Teacher-in-Charge	Hinadharan Elementary School	
19. Alex M. Malbog	Head Teacher I	Guisian Elementary School	
20. Darwin B. Mayo	Principal I	Argao National High School	
21. Rosemarie P. Palermo	Principal I	Angas Elementary School	Santa Cruz East
22. Rundelle D. Penaredonda	Teacher-in-Charge	Devilla Elementary School	
23. Dave Henry R. Nobleza	Principal II	Makapuyat National High School	
24. Ma Amparo R. Miras	Teacher-in-Charge	Haguimit Elementary School	
25. Aniceto P. Regencia	Principal I	Dolores National High School	Santa Cruz North
26. Emmalyn R. Rodil	Principal I	Kasily National High School	

27. Ricardo A. Del Mundo Jr.	Principal II	Lusok Elementary School	Santa Cruz South
28. Aldrin P. Reynoso	Principal I	Kamandugan Elementary School	
29. Analy R. Buhay	Principal I	Tapian Elementary School	
30. Annalisa P. Rodas	Principal I	Polo Elementary School	
31. Maxima R. Marquez	Principal III	Matalaba National High School	
32. Sheryl M. Mendoza	Head Teacher III	Mongpong National High School	Torrijos
33. Meleah P. Rey	Head Teacher III	Bonliw Elementary School	
34. Joey M. Mataac	Principal I	Dampulan Elementary School	
35. Elizabeth R. Paralejas	Principal III	Matuyatuya National High School	
36. Ederlyn C. Quezada	Principal I	Malibago National High School	

LIST OF PMT MEMBERS AND RESOURCE SPEAKERS
Division Training of Trainers on Microsoft Productivity Tools

NAME	POSITION	OFFICE	ROLE
1. Maita M. Lazares	Chief Education Supervisor	SGOD	Program Manager
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Learning Manager Resource Speaker NTWG Member
3. Rey R. Raymundo	Education Program Specialist II	SGOD	M&E Manager
4. Glaiza T. Palatino	Education Program Specialist II	SGOD	Documenter NTWG Member
5. Jane Carla J. Larraquel	Administrative Officer II	OSDS	Secretariat NTWG Member
6. Cherry G. Morales	Administrative Officer II	OSDS	Secretariat NTWG Member
7. Ruby M. Tan	Administrative Officer IV	OSDS	Logistics Officer NTWG Member
8. Joy Eltona N. Raza	Nurse II	SGOD	Welfare Officer
9. Susan P. Fatalla	Nurse II	SGOD	Welfare Officer
10. Jarrence S. Narito	Nurse II	SGOD	Welfare Officer
11. Anna Mae SD. Luslos	Nurse II	SGOD	Welfare Officer
12. Perry N. Jardiniano	Nurse II	SGOD	Welfare Officer
13. Shenalyn P. Peñascosas	Nurse II	SGOD	Welfare Officer
14. Melannie M. Llasos	Nurse II	SGOD	Welfare Officer
15. Kym Luzette S. Maming	Nurse II	SGOD	Welfare Officer
16. Ma. Concordia M. Ebora	Nurse II	SGOD	Welfare Officer
17. Edgar H. Loto	Project Development Officer II	SGOD	Safety Officer
18. Engr. David M. Zoleta, Jr.	Information Technology Officer I	OSDS	Resource Speaker
19. Jayson M. Luna	Principal II	Balanacan NHS	Resource Speaker

TRAINING MATRIX

Division Training of Trainers on Microsoft Productivity Tools

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
Day 1 August 10, 2026			
8:00-10:00 AM	120 mins	Arrival and Registration of Participants	
10:00-11:00 AM	60 mins	Opening Program: - Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Messages - Activity Matrix and Objectives - M and E Mechanism - Photo Documentation - Reminders - Leveling of Expectations - Pre-Test	Program Management Team
11:00-11:30 AM	30 mins	Pre-Test	Program Management Team
11:30-11:45 AM	15 mins	Health Break	
11:45 AM-12:45 PM	60 mins	Lunch Break	
12:45-1:00 PM	15 mins	Afternoon Energizer	Program Management Team
1:00-2:30 PM	90 mins	Session 1: Overview of Microsoft 365	Jayson M. Luna
2:30-2:45 PM	15 mins	Health Break	
2:45-4:00 PM	75 mins	Session 2: MS Outlook	David M. Zoleta, Jr.
4:00-4:15 PM	15 mins	Daily Evaluation	Program Management Team
4:15-4:30 PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:00 PM	60 mins	Dinner	
Day 2 August 11, 2026			
6:30-8:00 AM	90 mins	Breakfast	

8:00-8:30 AM	30 mins	Management of Learning	Program Management Team
8:30-10:00 AM	90 mins	Session 3A: MS Teams	David M. Zoleta, Jr.
10:00-10:15 AM	15 mins	Health Break	
10:15 AM-11:45 PM	90 mins	Session 3B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
11:45 AM – 12:45 PM	60 mins	Lunch Break	
12:45-1:00 PM	15 mins	Afternoon Energizer	Program Management Team
1:00-3:00 PM	120 mins	Session 4A: OneDrive and OneNote	David M. Zoleta, Jr.
3:00-3:15 PM	15 mins	Health Break	
3:15-4:45 PM	90 mins	Session 4B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
4:45-5:00 PM	15 mins	Daily Evaluation	Program Management Team
5:00-5:15 PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:00 PM	60 mins	Dinner	
Day 3 August 12, 2026			
6:30-8:00 AM	90 mins	Breakfast	
8:00-8:30 AM	30 mins	Management of Learning	Program Management Team
8:30-10:30 AM	90 mins	Session 5A: Microsoft SharePoint	David M. Zoleta, Jr.
10:00-10:15 AM	15 mins	Health Break	
10:15-11:45 AM	90 mins	Session 5B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
11:45 AM – 12:45 PM	60 mins	Lunch Break	
12:45-1:00 PM	15 mins	Afternoon Energizer	Program Management Team
1:00-3:00 PM	120 mins	Session 6A: Microsoft Word	David M. Zoleta, Jr.
3:00-3:15 PM	30 mins	Health Break	

3:15-4:45 PM	90 mins	Session 6B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
4:45-5:00 PM	15 mins	Daily Evaluation	Program Management Team
5:00-5:15 PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:00 PM	60 mins	Dinner	
Day 4 August 13, 2026			
6:30-8:00 AM	90 mins	Breakfast	
8:00-8:30 AM	30 mins	Management of Learning	Program Management Team
8:30-10:30 AM	120 mins	Session 7A: Microsoft Forms	David M. Zoleta, Jr.
10:30-10:45 AM	15 mins	Health Break	
10:45-11:45 AM	60 mins	Session 7B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
11:45 AM – 12:45 PM	60 mins	Lunch Break	
12:45-1:00 PM	15 mins	Afternoon Energizer	Program Management Team
1:00-2:45 PM	105 mins	Session 8A: Microsoft Excel	David M. Zoleta, Jr.
2:45-3:00 PM	15 mins	Health Break	
3:00-4:30 PM	90 mins	Session 8B: Workshop	Jayson M. Luna David M. Zoleta, Jr.
4:30-4:45 PM	15 mins	Daily Evaluation	Program Management Team
4:45-5:00 PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:00 PM	60 mins	Dinner	
Day 5 August 14, 2026			
6:30-8:00 AM	90 mins	Breakfast	
8:00-8:30 AM	30 mins	Management of Learning	Program Management Team
8:30-9:15 AM	45 mins	Session 9A: Workplace Application Plan/Action Planning	Kyle David V. Atienza

9:15-9:30 AM	15 mins	Health Break	
9:30-10:15 AM	45 mins	Session 9B: Workshop	Kyle David V. Atienza
10:15-11:15 AM	60 mins	Closing Program: • Closing Ecumenical Prayer • Insights/Impression • Statement of Challenge • Giving of Certificates • Reminders • Closing Remarks	Program Management Team
11:15-11:45	30 mins	Post-Test	Program Management Team
11:45 AM-12:00 NN	15 mins	Daily Evaluation	Program Management Team
12:00-1:00 PM	60 mins	Lunch	