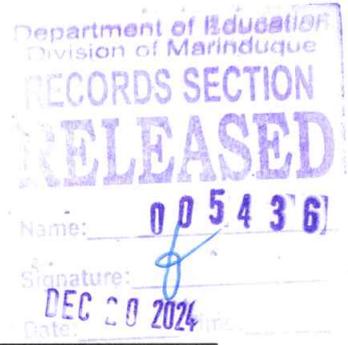




Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque



Office of the Schools Division Superintendent

December 19, 2024

DIVISION MEMORANDUM

No. 104, s. 2024

**TRAINING OF TEACHERS ON THE MICROSOFT PRODUCTIVITY TOOLS
FOR DEPED COMPUTERIZATION PROGRAM ADOPTION
(ELC PACKAGE RECIPIENTS)**

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

1. The Office of the Schools Division Superintendent, through the Information and Communications Technology Unit (ICTU), will hold a Division Training of Teachers (DTOT) in support of the DepEd Computerization Program (DCP) on February 7-8, 2025 and February 14-15, 2025 at SDO Conference Hall, Malusak, Boac, Marinduque.
2. As part of the DCP Adoption Program that promotes full utilization of DepEd Computer Package in public schools, this Learning and Development (L&D) event aims to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DepEd Computerization Program.
3. This training is coordinated with the National Educators' Academy of the Philippines (NEAP) and the Bureau of Human Resources and Organizational Development (BHROD) and is developed in partnership with Microsoft Philippines, Inc., Audentes Technologies Inc.
4. This is a live out learning and development activity; however, there shall be food provision (AM Snacks, Lunch, PM Snacks) and training supplies for all participants, trainers, and members of the Program Management Team chargeable to SARO RO-4B-24-0204.
5. Participants are advised to:
 - a. bring laptop computer with the following minimum specifications:
 - i. At least Core i-3 (at least 10th gen) or Ryzen 3 with 8GM RAM
 - ii. Windows 10 / 11
 - iii. Installed Microsoft 365 applications for Education
 - b. ensure that they have DepEd Microsoft 365 account



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com • Tel. No.: (042) 754-0247

• Fax No.: (042) 332-1611

6. Teacher-participants are advised to prepare their plans of action on classes affected by their attendance to the training duly signed by their School Head and endorsed to their Public School District Supervisor.
7. All participants are required to register at this link **<https://depedmarinduque.com/index.php/DCP-DTOT>** until **December 31, 2024**. If the nominated participant is unable to attend for any reason, the school/district should designate a replacement to ensure the training slot is utilized effectively.
8. For queries, please contact **Engr. David M. Zoleta Jr.** - Division Information Technology Officer at **david.zoleta.@deped.gov.ph** or SDO trunkline **(042)754-0247** local 116 (ICTU).
9. The following documents are enclosed for reference:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: List of Program Management Team Members
 - c. Enclosure 3: Training Matrix
10. For information and immediate dissemination.

LYNN G. MENDOZA, EdD
OIC - Assistant Schools Division Superintendent

Encls: As stated

References: OUA-OUT-012224-I4-1

To be indicated in the Perpetual Index
under the following subjects:
COMPUTER EDUCATION
INFORMATION TECHNOLOGY
TRAINING PROGRAMS

"DepEd Marinduque, Heart of the Philippines"



Lead to Excel, Excel to Lead"

Malusak, Boac, Marinduque

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LIST OF PARTICIPANTS

| # | SCHOOL ID | SCHOOL | NUMBER OF PARTICIPANT |
|----|-----------|--------------------------------------|-----------------------|
| 1 | 301528 | Alobo NHS | 1 |
| 2 | 301529 | Argao NHS | 1 |
| 3 | 308805 | Bagtingon NHS | 1 |
| 4 | 301530 | Balanacan NHS | 1 |
| 5 | 301531 | Bangbang NHS | 1 |
| 6 | 301532 | Bognuyan NHS | 1 |
| 7 | 301533 | Bonliw NHS | 1 |
| 8 | 301534 | Botilao NHS | 1 |
| 9 | 301535 | Buenavista NHS | 1 |
| 10 | 301536 | Buenavista NHS - Bagacay Annex | 1 |
| 11 | 301537 | Buenavista NHS - Daykitin Annex | 1 |
| 12 | 301538 | Buenavista NHS - Lipata-Tungib Annex | 1 |
| 13 | 301539 | Buenavista NHS - Sihi Annex | 1 |
| 14 | 301540 | Butansapa NHS | 1 |
| 15 | 301541 | Cawit NHS | 1 |
| 16 | 301542 | Dolores NHS | 1 |
| 17 | 301543 | Hupi NHS | 1 |
| 18 | 301544 | Ilaya NHS | 1 |
| 19 | 301545 | Ipil NHS | 1 |
| 20 | 301546 | Kasily NHS | 1 |
| 21 | 301547 | Kilo-Kilo NHS | 1 |
| 22 | 301548 | Landy NHS | 1 |
| 23 | 301549 | Makapuyat NHS | 1 |
| 24 | 301550 | Makapuyat NHS - Masaguisi Annex | 1 |
| 25 | 301551 | Malibago NHS | 1 |
| 26 | 301552 | Maniwaya NHS | 1 |
| 27 | 301553 | Maranlig NHS | 1 |
| 28 | 301554 | Marinduque NHS | 1 |
| 29 | 301555 | Matalaba NHS | 1 |
| 30 | 301556 | Matuyatuya NHS | 1 |
| 31 | 301557 | Mogpog Comprehensive NHS | 1 |
| 32 | 301558 | Mongpong NHS | 1 |
| 33 | 308804 | Paciano A. Sena Memorial High School | 1 |
| 34 | 308801 | Poctoy NHS | 1 |
| 35 | 301559 | Polo NHS | 1 |
| 36 | 301560 | Punong NHS | 1 |
| 37 | 308803 | Puting Buhangin NHS | 1 |
| 38 | 301561 | Sayao NHS | 1 |
| 39 | 301562 | Sibuyao NHS | 1 |
| 40 | 301563 | Tagum NHS | 1 |
| 41 | 301564 | Tambangan NHS | 1 |
| 42 | 301565 | Tapuyan NHS | 1 |
| 43 | 301567 | Tiguion NHS | 1 |
| 44 | 301566 | Tigwi NHS | 1 |
| 45 | 342646 | Torrijos Senior High School | 1 |
| 46 | 301568 | Yook NHS | 1 |



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Training of Teachers on the Microsoft Productivity Tools For DepEd Computerization Program Adoption (ELC Package Recipients)

LIST OF PROGRAM MANAGEMENT TEAM MEMBERS

| Name | Position | Role |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------|
| David M. Zoleta Jr. | Information Technology Officer I | Program Manager |
| Kyle David V. Atienza | Senior Education Program Specialist | Learning Manager |
| Dr. Maria Shiela Saet Dr. Elpedio Mortella David M. Zoleta Jr. | Education Program Supervisor Information Technology Officer I Information Technology Officer I | Resource Speakers |
| Kelvin J. Labaguiss | Technical Support Staff | IT Manager |
| Alvin L. Ricamara Jefrelle De Silva | Admin Assistant II Admin Aide VI | Secretariat |
| Ruby M. Tan Guiller B. Maulion | Administrative Officer IV Clerk III | Logistics Officers |
| Arlene M. Marasigan John Dhelter P. Pastrana | Administrative Officer V Accountant III | Finance Officers |
| Dr. Fretzie P. Alcantara Rey R. Raymundo | Senior Education Program Specialist Education Program Specialist II | M&E Coordinators |



TRAINING MATRIX

| TIME | ACTIVITY | PERSON RESPONSIBLE |
|------------------|------------------------------------------|------------------------|
| Day 1 | | |
| 7:30 – 8:30 AM | Arrival and Registration of Participants | PMT |
| 8:31 – 9:00 AM | Opening Program | PMT |
| 9:01 – 10:30 AM | Overview of Microsoft 365 | Dr. Shiela Saet |
| 10:31 – 10:45 PM | Health Break | |
| 10:46 – 12:00 PM | MS Outlook | Engr. David Zoleta Jr. |
| 12:01 – 1:00 PM | LUNCH | |
| 1:01 – 2:30 PM | MS Teams | Dr. Shiela Saet |
| 2:31 – 2:45 PM | Health Break | |
| 2:46 – 4:15 PM | Workshop | |
| 4:16 – 4:30 PM | End of Day Evaluation | |
| Day 2 | | |
| 8:00 – 8:15 AM | Management of Learning/Recapitulation | PMT |
| 8:16 – 10:15 AM | OneDrive/OneNote | Engr. David Zoleta Jr. |
| 10:16 – 10:30 AM | Health Break | |
| 10:30 – 12:00 PM | Workshop | |
| 12:01 – 1:00 PM | LUNCH | |
| 1:01 – 2:30 PM | Microsoft SharePoint | Engr. David Zoleta Jr. |
| 2:31 – 2:45 PM | Health Break | |
| 2:46 – 4:15 PM | Workshop | |
| 4:16 – 4:30 PM | End of Day Evaluation | |
| Day 3 | | |
| 8:00 – 8:15 AM | Management of Learning/Recapitulation | PMT |
| 8:16 – 10:15 AM | Microsoft Word | Dr. Elpedio Mortella |
| 10:16 – 10:30 AM | Health Break | |
| 10:30 – 12:00 PM | Workshop | |
| 12:01 – 1:00 PM | LUNCH | |
| 1:01 – 2:00 PM | | |
| 2:01 – 3:00 PM | Microsoft Forms | Engr. David Zoleta Jr. |
| 3:01 – 3:15 PM | Health Break | |
| 3:16 – 4:15 PM | Workshop | |
| 4:16 – 4:30 PM | End of Day Evaluation | |
| Day 4 | | |
| 8:00 – 8:15 AM | Management of Learning/Recapitulation | PMT |
| 8:16 – 10:00 AM | Microsoft Excel | Dr. Elpedio Mortella |
| 10:01 – 10:15 AM | Health Break | |
| 10:16 – 12:00 AM | Microsoft PowerPoint | Dr. Elpedio Mortella |
| 12:01 – 1:00 PM | LUNCH | |
| 1:01 – 3:00 PM | Workshop | |
| 3:01 – 3:15 PM | Health Break | |
| 3:16 – 3:30 PM | End of Day Evaluation | |
| 3:31 – 4:30 PM | Closing Program | |

