



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



July 14, 2025

DIVISION MEMORANDUM

No. **07-2141** s. 2025

**DIVISION TRAINING ON THE MICROSOFT PRODUCTIVITY TOOL FOR DEPED
COMPUTERIZATION PROGRAM ADOPTION**

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

1. In line with DepEd Orders No. 42, s. 2016; No. 78, s. 2010; No. 42, s. 2017; and No. 16, s. 2023, which collectively emphasize DepEd's commitment to ICT integration, the responsible use of technology in education, and the continuous enhancement of digital competencies among educators, all concerned are hereby informed of the conduct of the DepEd Computerization Program (DCP) Training on July 21–25, 2025, to be held at the Siargao Island Convention Center. This training is accredited with 15 CPD units under Continuing Professional Development (CPD) Accreditation No. PTR 2024-646-8182.
2. This division training aims 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, learning materials and administrative task.
 - c. reflect on the benefits of integrating Microsoft 365 applications in the teaching -learning process and in accomplishing administrative tasks.
3. All identified participants are required to bring their laptops and extension cords. Kindly refer to the attached Enclosure for the List of Participants, Activity Matrix, and the Program Management Team Terms of Reference.
4. Meal, Snacks and other related expenses shall be charged against HRD Continuing Funds subject to the availability of funds and in accordance with the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Reference: As stated

Encl's: As stated

To be indicated in the **PERPETUAL INDEX** under the following subjects:

DCP

HRD

PARTICIPATION

SGOD/fdt
07142025

Brgy. Osmena, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217



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DepEd Siargao



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Program Management Team Terms of Reference

The following are the members of the Program Management Team and their respective Terms of Reference. They are required to be at the venue during the implementation of the program. However, it is possible that a member of the PMT could hold two roles concurrently (e.g., the logistics officer is also the welfare officer).

Program Management Team

Role	Terms of Reference	Office/Unit for National Implementation of PD Programs	Office/Unit for Field Implementation of PD Programs
a. Program Manager	<ul style="list-style-type: none">i. Oversees the implementation of the entire program.ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design.iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts.v. Prepares the CPD documents for submission to the PRC through the NEAP-R.vi. Leads in crafting the	Program Owner	SGOD Chief

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	Program Completion Report.		
b. Learning Manager	<ul style="list-style-type: none"> i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion 	Program Owner	SGOD Chief

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	and the importance of implementing the Workplace Application Plan.		
c. Resource Speaker/ Subject-matter Expert	<ul style="list-style-type: none"> i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions. 		TRAINED TRAINERS /Resource Speakers
d. M&E Coordinator	<ul style="list-style-type: none"> i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report. 	SDO M&E	Louwyn E. Gubaton-EPSII



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e. Documenter /POA	<ul style="list-style-type: none"> i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery. 	Program Owner	John Mark B. Petallo
f. Secretariat	<ul style="list-style-type: none"> i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheets every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials. 	Program Owner	HRD Christine C. Dulguime
g. Welfare Officer	<ul style="list-style-type: none"> i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents 	Program Owner	SHNU/DRR M <div style="border: 1px solid black; padding: 2px;"> Catherine B. Landao Bebie Grace G. Joaquino </div>

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	of social exclusion, sexual harassment, etc.).		
h. Logistics Officer	<ul style="list-style-type: none"> i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning. 	Program Owner	Francis Albert Golo
i. Finance Officer	<ul style="list-style-type: none"> i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and 	Program Owner	Maricris Sulapas

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	prepares a financial report as input to the Program Completion Report.		
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Program of Activities

Time	Activity	Resource Speaker/Facilitator
DAY 1.		
8:00-9:00	Face to Face Registration, Opening Program, and Pretest • Overview of the Training	Program Management Team
9:00-10:00	Session 1 Microsoft 365 Overview	John Eric Jabines Lic. No. 0981257 Expiration Date: 02/21/2026
10:00-10:15	Health Break	
10:15-12:00	Session 1.2 Microsoft	Sarachen L. Sangco License number-1052481 Expiration Date: 08/21/2025
12:00-1:00	Lunch Break	
1:00-3:00	Session 1.3 Microsoft Form	Ferosana D. Tesiorna Lic. No. 0883287 Expiration Date 08/17/2027
3:15-5:00	Output Presentation	Participants and Facilitators
5:00-5:30	End-of-day Evaluation and Reminders	Program Management Team
Day 2:		
8:00-8:30	Preliminaries Clearing House	Program Management Team
8:30-10:00	Session 2.1 Microsoft Powerpoint	John Eric Jabines Lic. No. 0981257 Expiration Date: 02/21/2026
10:00-10:15	Health Break	
10:15-12:00	Microsoft Word	Sarachen L. Sangco License number-1052481 Expiration Date: 08/21/2025
12:01 – 1:00 PM	Lunch Break	
1:01 PM-3:00 PM	Session 2.3 Microsoft Excel	Ferosana D. Tesiorna Lic. No. 0883287 Expiration Date 08/17/2027

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Time	Activity	Resource Speaker/Facilitator
3:01 PM-3:15 PM	Health Break	
3:15-5:00	Output Presentation	Participants and Facilitators
5:00-5:30	End-of-day Evaluation and Reminders	Program Management
Day 3		
8:00-8:30	Preliminaries Clearing House	Program Management Team
8:30-12:00	Session 3.1 Microsoft Teams	John Eric Jabines Lic. No. 0981257 Expiration Date: 02/21/2026
12:00-1:00	Lunch Break	
1:00-2:45	Session 3.2 Microsoft Share Point	John Eric Jabines Lic. No. 0981257 Expiration Date: 02/21/2026
2:45-3:00	Health Break	
3:00-5:00	Output Presentation	Participants and Facilitators
5:00-5:30	End-of-day Evaluation and Reminders	Program Management
Day 4:		
8:00-8:30	Preliminaries Clearing House	Program Management Team
8:30-12:00	Session 4: Learning Accelerator	Sarachen L. Sangco License number-1052481 Expiration Date: 08/21/2025
12:00-1:00	Lunch Break	
1:00-5:00	Output Making and Presentation	Participants and Facilitators
5:00-5:30	End-of-day Evaluation and Reminders	Program Management
Day 5:		
8:00-8:30	Preliminaries Clearing House	Program Management Team
8:30-12:00	Microsoft COPILOT	John Eric Jabines Lic. No. 0981257 Expiration Date:

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Time	Activity	Resource Speaker/Facilitator
		02/21/2026
12:00-1:00	Lunch Break	
1:00-2:00	Session 6: Workplace Application Plan	Ferosana D. Tesiorna Lic. No. 0883287 Expiration Date 08/17/2027
2:00-5:00	Output Presentation Post Test End of the Program Evaluation Closing Program Awarding of Certificates	



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LIST OF PARTICIPANTS-DCP

1	Lalane Arcena	Burgos
2	Roquena V. Payos	Burgos
3	Rosanna Antipasado	Burgos
4	Neizel M. Virtudazo	Burgos
5	Dolores f. Liza	Burgos
6	Louella G.Nogaliza	Burgos
7	Marlita Orejas	Burgos
8	Carolyn Domagtoy	Dapa East
9	Remedios Dulguime	Dapa East
10	Hazel Jean H. Cepeda	Dapa East
11	Jackielou Pomoy	Dapa East
12	Emmarivic Dycueco	Dapa East
13	LUZVIMINDA L.MACEREN	Dapa East
14	Renpaul Jean Migullas	Dapa East
15	Maclin Dominguito	Dapa East
16	Ma. Liza Boquilon	Dapa East
17	Emily A.Gorgonio	Dapa East
18	Verna Madlos	Dapa East
19	Josephine M. Rosalejos	Dapa East
20	Teresa M. Ruaya	Dapa East
21	Amabelinda E. Luego	Dapa East
22	Zenia Malacura	Dapa East
23	Helma Espineli	Dapa East
24	Liezel I. Delauso	Dapa East
25	Debby Colas	Dapa West
26	Ma Dahlia Gemparo	Dapa West
27	Elizabeth Blasé	Dapa West
28	Mirasol D. Gonzales	Dapa West
29	Maria Gemma Buo	Dapa West
30	Estela Mindana	Dapa West
31	Shallymar Comon	Dapa West
32	Maricel Condolon	Dapa West
33	Carmela Navarro	Dapa West
34	Stephanie Cristy B. Sapuras	Dapa West
35	Aileen R. Escatron	Dapa West
36	Novelyn D. Ramirez	Dapa West
37	Myrna Resulta	Dapa West
38	Wilma Guino	Dapa West
39	Monica D. Cuballes	General Luna
40	Lucelyn P. Antipasado	General Luna
41	Glecy Tesiorna	General Luna
42	Euginia S. Maglasang	General Luna

Participants

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43	Joerge C. Tesiorna	General Luna
44	Mark christian Noguerra	General Luna
45	Diosdado P. Bernales	General Luna
46	Ferlyn Gana	General Luna
47	Maricel G. Antipasado	General Luna
48	Fredilyn Espaldon	General Luna
49	Garnet G.Cometa	General Luna
50	Glenda Figuracion	General Luna
51	Marebeth C. Cuyno	Numancia East
52	Junel A. Despoy	Numancia East
53	Azucena Bonares	Numancia West
54	Maribel Sabandal	Numancia West
55	Leonora C. Lumangcas	Numancia West
56	NANCELITA C. CULPA	Numancia West
57	Cherry Joy S.Orejas	Pilar
58	Juper P. Concha	Pilar
59	Mylene A. Malaza	Pilar
60	Rizalyn Encinada	San Benito
61	JINKY G. IBALLA	San Isidro
62	Eileen P. Golo	San Isidro
63	Eliezer Numbrera	San Isidro
64	Dhilian Joy L. Dolor	San Isidro
65	Wilmar Bonono	San Isidro
66	Mary Grace Dulpina	San Isidro
67	Marilyn Pleto	Sapao
68	Mary Jean Cometa	Sapao
69	Emelia Longos	Sapao
70	Aiken B. Petallo	Sapao
71	Angie Flor A. Laugo	Socorro East
72	Chimene G. Ramirez	Socorro East
73	Nikka Jhesnie Q. Portillo	Socorro East
74	RELY D. PIAO	Socorro East
75	Ian Maturan	Socorro East
76	Ayiesha S. Dela Peña	Socorro East
77	Marivic A. Besas	Socorro East
78	Aljune Galo	Socorro East
79	Krizzabelle Sanico	Socorro East
80	Gretchen D.Carduza	Socorro East
81	Sharla C.Bohol	Socorro East
82	Joan Longos	Socorro East
83	Charlyn B. Consigna	Socorro West
84	Denyl Dotillos	Socorro West
85	Airene P. Rivas	Socorro West

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86		Gretchen D. Medrano	Socorro West
87		Donny P. Nier	Socorro West
88		Mizel Dotillos	Socorro West
89		Evelyn J. Faron	Socorro West
90		Ariane G. Carduza	Socorro West
91		Gay marie Cinco	Socorro West
92		Marycris R. Abacahin	Socorro West
93		Glaiza Quisagan	Socorro West
94		Marjhon Tartar	Socorro West
95		Gracel Lubapis	Socorro West
96	Resource Speakers	Sarachen L. Sangco	SDO
97		Ferosana D. Tesiorna	SDO
98		John Eric A. Jabines	SDO
99	Technical Working Group	Lotsie Virtudazo	DNHS
100		Nathaniel Congreso	SNSHS
101		Aquino D. Garcia	SDO
102		Clint Jones G. Libay	SDO
103		June Orkhein G. Nohara	SDO
104		Alger Deb G. Villa	Pilar NHS
105		Harold Anjobem Espinile	Dapa CES
106		Dexter Consigna	ONMNHS
107		Alejo Obrial	Alegria NHS
108		Jerhaldem N. Bagotsay	Sapao
109	PMT	Manuel O. Caberte	SDS
110		Roel T. Diamante	ASDS
111		Harem L. Taruc	Chief-SGOD
112		Gemna G. Pobe	Chief -CID
113		Lowela B. Espanto	EPS II-Secretariat
114		Christine C. Dulguime	PDO- Documenter
115		Franci Albert C. Golo	Supply Officer
116		Maricris O. Sulapas	Accountant
117		Catherine B. Landao	DRRM
118		Bebie Grace G. Joaquinio	Nurse II
119		John Mark B. Petallo	Process Observer
120		Louwyn E. Gubaton	Monitoring and Eval

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