



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



DIVISION MEMORANDUM

No. 09-288 s. 2025

TO: Chief – CID
Education Program Supervisors
Public Schools District Supervisors
School Principals/School Heads
Education Program Specialists II- ALS
ALS Teachers
This Division

**DIVISION TRAINING ON THE MICROSOFT PRODUCTIVITY TOOLS FOR DEPED
COMPUTERIZATION PROGRAM (DCP) ADOPTION OF ALS TEACHERS**

1. In line with the Department of Education's (DepEd) thrust to maximize the use of ICT resources under the DepEd Computerization Program (DCP), the Schools Division of Siargao shall conduct a Division Training on the Microsoft Productivity Tool for the DepEd Computerization Program Adoption of Alternative Learning System (ALS) Teachers on October 6-10, 2025 at Langojon Jianjoy Beach Resort, Barangay Sta. Fe, General Luna, Surigao del Norte. This training is accredited with 13.00 CPD units under Continuing Professional Development (CPD) Accreditation No. PTR 2024-646-9878.
2. The 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. See attached enclosure for the list of participants, activity matrix, and the program management team terms of reference. All identified participants are required to bring their laptops and extension cords.
4. This is a live-in training, accommodation, venue, meals, snacks, and other related expenses shall be charged against HRD current funds, subject to the availability of funds and in accordance with the usual accounting and auditing rules and regulations.



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5. Immediate dissemination of this Memorandum to all concerned is desired.


MANUEL O. CABERTE
Schools Division Superintendent

Incl: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:
Alternative Learning System Training Programs

CID/ACL
09/23/2025



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Enclosure: List of participants involved in the activity

No	Name of ALS Teacher	Position	District
1	Manilou M. Basco	Teacher I	Socorro East
2	Gloumerra C. Melida	Teacher III	Dapa East
3	Gretchen S. Dañas	Teacher III	Socorro East
4	Juniel C. Dizon	Teacher III	Socorro East
5	Catherine G. Durero	Teacher III	Dapa West
6	Angielyn G. Salas	Teacher I	Burgos
7	Jamaica E. Calejesan	Teacher I	Pilar
8	Angel C. Galo	Teacher I	Socorro West
9	Kristina Grace P. Juliano	Teacher I	Dapa West
10	Mercy P. Laugo	Teacher III	Socorro West
11	Henry P. Lubapis	Teacher III	Socorro East
12	Melona C. Manaug	Teacher II	San Isidro
13	Jenny P. Mindaña	Teacher III	Dapa East
14	Glenda F. Ortojan	Teacher I	General Luna
15	Joan J. Padal	Teacher I	Socorro East
16	Mark Jun B. Digamo	Teacher I	San Benito
17	Butchik D. Pion	Teacher I	Pilar
18	Joselito A. Podadera	Teacher III	General Luna
19	Maricel E. Ramirez	Teacher II	Socorro East
20	Jehnfol Doyah R. Gelsano	Teacher I	Numancia West
21	Ria B. Rudela	Teacher I	San Isidro
22	Maysel G. Sarong	Teacher I	Socorro West
23	Jemelyn P. Savandal	Teacher III	Dapa East
24	Gembert J. Tesado	Teacher I	Numancia East
25	Kea Marie T. Tesiorna	Teacher II	Dapa West
26	Rosbe G. Tiu	Teacher III	General Luna
27	Madel V. Besas	Teacher III	Socorro East
28	Merlyn C. Cometa	Teacher III	Pilar
29	Edgar B. Argente	Teacher I	General Luna
30	Jemuel O. Gonzales	Teacher II	Numancia West
31	Mary Ann C. Gorgonio	Teacher II	Dapa West
32	Rocelyn M. Gotico	Teacher III	Dapa East
33	Lynith C. Enato	Teacher I	Sapao
34	Flormina N. Plaza	Teacher III	San Isidro
35	Reymart N. Pelicane	Teacher I	General Luna
36	Christyl M. Dañas	Teacher I	San Benito
37	Neizel M. Virtudazo	Teacher III	Burgos
38	Kristine C. Estolano	Teacher I	General Luna
39	Razzel C. Sulapas	Teacher I	Numancia East
40	Gretchie E. Dacera	Teacher III	Socorro East

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41	Merabell A. Espejon	Teacher I	Numancia West
42	Sheena Marie Juntilo	Teacher I	Sapao
43	Nemie Hazen Dizon	Teacher I	Socorro East
44	Cleyan Jane D. Rosillo	Teacher I	Socorro East
45	Rosemarie C. Bisaya	Teacher I	Burgos
46	Aniesol C. Lasala	PMT	SDO
47	Marissa L. Cuaresma	PMT	SDO
48	Raquel T. Gemparo	PMT	SDO
49	Sarachen L. Sangco	Resource Speaker	SDO
50	Ferosana D. Tesiorna	Resource Speaker	SDO
51	John Eric A. Jabines	Resource Speaker	SDO
52	Nathaniel Congreso	Technical Working Group	SNSHS
53	Aquino D. Garcia	Technical Working Group	SDO
54	Clint Jones G. Libay	Technical Working Group	SDO
55	June Orkhein G. Nohara	Technical Working Group	SDO
56	Alger Deb G. Villa	Technical Working Group	Pilar NHS
57	Alejo Obrial	Technical Working Group	Alegria NHS
58	Jerhaldem N. Bagotsay	Technical Working Group	Sapao
PROGRAM MANAGEMENT TEAM			
59	Manuel O. Caberte	SDS	SDO
60	Roel T. Diamante	ASDS	SDO
61	Harem L. Taruc	Chief- SGOD	SDO
62	Gemna G. Pobe	Chief- CID	SDO
63	Lowela B. Espanto	EPSP- Secretariat	SDO
64	Mark Jun B. Digamo	PDO-Documenter	SDO
65	Francis Albert C. Golo	Supply Officer	SDO
66	Maricris O. Sulapas	Accountant	SDO
67	Haidy T. Arciga	Nurse II	SDO
68	Louwyn E. Gubaton	Monitoring and Evaluation	SDO
69	Leah G. Mones	Process Observer	SDO
70	Joseph D. Solana	Process Observer	SDO



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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	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.	Program Owner	SGOD- Chief Ferosana D. Tesiorna SEPS-HRD

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	vi. Leads in crafting the Program Completion Report.		
b. Learning Manager	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	Program Owner	CID- Chief ALS Select Resource Speakers

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	communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.		
c. Resource Speaker/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.	Could be from DepEd or from Partner Institutions	TRAINED SPEAKERS
d. M&E Coordinator	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-	SDO-M&E	Louwyn E. Gubaton EPSII

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	Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.		
e. Documenter /POA	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	Leah G. Mones Joseph D. Solana
f. Secretariat	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	Mark Jun Digamo
g. Welfare Officer	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	Program Owner	Haidy T. Arciga Nurse II

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	inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).		
h. Logistics Officer	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	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	Program Owner	Maricris O. Sulapas

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	up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and 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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