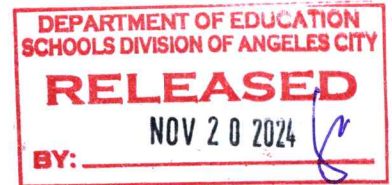




Republic of the Philippines  
**Department of Education**  
REGION III

**SCHOOLS DIVISION OFFICE OF ANGELES CITY**



19 Nov 2024

**DIVISION MEMORANDUM**  
**No. 440 s. 2024**

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. The Schools Division Office of Angeles City will hold the division training of school trainers in support of the DepEd Computerization Program (DCP) from **November 28 to 30, 2024** at Hotel Seoul Clark, Pampanga.
2. The DepEd Computerization Program (DCP) promotes the full utilization of DCP computer packages in public schools. This Learning and Development (L&D) event generally aims to equip potential school trainers with comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DCP.
3. The training objectives are for participants to:
  - a. acquire expertise in modern educational methodologies, including blended learning, television-based learning, and the effective use of Microsoft 365;
  - b. apply advanced techniques, such as learning accelerators and artificial intelligence (AI) in education, to create personalized and optimized learning experiences; and
  - c. develop action plans for training rollout to implement learned concepts in DCP recipient schools, ensuring the full utilization of DCP packages.
4. For the number of attendees per school see Enclosure No. 1. Participant is required to register to this link <https://tinyurl.com/mryaen8b> on or before November 25, 2024
5. The participants are required to stay at the training site for the entire duration of this live-in training and must bring a laptop and extension cords.
6. This Memorandum serves as the **Travel Authority** of the concerned participants. Attached are the following enclosures for reference:

Enclosure 1: List of Participants  
Enclosure 2: Training Matrix



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(045) 901-9498/[angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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7. For concerns and other queries, you may contact Mr. Aveneir V. Mendoza, Division Information Technology Officer, thru [aveneir.mendoza@deped.gov.ph](mailto:aveneir.mendoza@deped.gov.ph).

8. Immediate and wide dissemination of this activity is earnestly desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

References: Memorandum OUA-OUT-012524-14-1

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

INFORMATION TECHNOLOGY      TRAINING PROGRAMS  
WORKSHOPS

AVM/ICTU/November 19, 2024 *tn*



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Enclosure No. 1

<b>Elementary School</b>	<b>43</b>
Abelardo G. Tinio ES	1
Air Force City ES	1
Alberto G. Pabalan ES	1
Amsic IS	1
Angeles ES	1
Anunas ES	1
Apung Guidang Nepo ES	1
Belen Homesite ES	1
Cuayan Elementary School	1
Cutcut Elementary School	1
Cutud ES	1
Don Ambrocio Mendiola IS	1
Don Pepe Henson Memorial School	1
Dr. Clemente N. Dayrit Sr. Elem. School	1
Enrica Sandico ES	1
EPZA Resettlement ES	1
Gov. Rafael L. Lazatin IS	1
Gueco Balibago ES	1
Jose P. Dizon ES	1
Leoncia Village ES	1
Lourdes Northwest ES	1
M.Nepomuceno ES	1
Malabanias IS	1
Marisol Bliss ES	1
Mining ES	1
Northville 15 Integrated school	1
Pampang ES	1
Pineda-Gutierrez ES	1
Pulung Cacutud ES	1
Pulungbulo ES	1
Salapungan ES	1
San Ignacio ES	1
Sapalibutad ES	1
Sapang Bato ES	1
Sitio Pader ES	1
Sitio Target IS	1
Sta. Maria ES	1
Sta. Teresita Elementary School	1
Sto. Domingo IS	1
Sto. Rosario ES	1
Tacondo ES	1
Teodoro P. Tinio ES	1
Virgen Delos Remedios Elementary School	1

<b>Secondary School</b>	<b>14</b>
Amsic IS	1
Angeles City National High School	1
Angeles City National Trade School	1
Angeles City Science High School	1
Bonifacio V. Romero HS	1
Claro M. Recto ICT HS	1
Don Ambrocio Mendiola Integrated School	0
Dr. Clemente N. Dayrit MHS	1
Francisco G. Nepomuceno MHS	1
Gov. Rafael L. Lazatin IS	1
Leoncia Village ES	0
Malabanias IS	1
Northville 15 IS	1
Rafael L. Lazatin HS	1
Sapangbato HS	1
Sitio Target IS	0
Sto. Domingo IS	1

<b>Senior High School</b>	<b>13</b>
Amsic IS	1
Angeles City National High School	1
Angeles City National Trade School	1
Angeles City Science High School	1
Angeles City Senior High School	1
Bonifacio V. Romero HS	1
Francisco G. Nepomuceno MHS	1
Gov. Rafael L. Lazatin IS	1
Malabanias IS	1
Northville 15IS	1
Rafael L. Lazatin MHS	1
Sapangbato HS	1
Sto. Domingo IS	1





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**TRAINING MATRIX**

Time	Inclusive Dates November 28-30, 2024	
DAY 1 (November 28, 2024) Thursday		
6:00-7:30	ASSEMBLY/TRAVEL TIME	
7:30-8:00	REGISTRATION	
8:00-8:30	OPENING PROGRAM	
	National Anthem	AV Presentation
	Prayer	
	DepEd Quality Policy Statement	
	Acknowledgement of Participants	
	Welcome Remarks	Enrique E. Angeles Jr., PhD, CESO VI Assistant Schools Division Superintendent
	Statement of Purpose	
	Inspirational Message	Engr. Edgard C. Domingo, PhD, CESO V Schools Division Superintendent
	Program Flow & House Rules	
8:30-9:00	PRE-TEST	
9:00-10:00	Session 1.1: Microsoft 365 Overview	Aveneir Mendoza – Information Technology Officer I
10:00-10:15	HEALTH BREAK	
10:15-12:00	Session 1.2: Microsoft OneDrive	Maria Mia Soriano MIT – Teacher III
12:00-1:00	LUNCH BREAK	
1:00-3:30	Session 3.1: Microsoft Teams	Noel Reganit – PDO II -LRMDS
3:30-3:45	HEALTH BREAK	
3:45-5:00	Session 3.2: Microsoft Sharepoint	Noel Reganit – PDO II LRMDS
5:00-5:10	END OF DAY ONE EVALUATION	
DAY 2 (November 29, 2024) FRIDAY		
8:00–8:30	MANAGEMENT OF LEARNING	
8:30-10:00	Session 1.3: Microsoft Forms	Noel Manarang MAEd – Master Teacher I
10:00-10:15	HEALTH BREAK	
10:15-12:00	Session 2.2: Microsoft Word	Maria Mia Soriano MIT – Teacher III
12:00– 1:00	LUNCH BREAK	
1:00-3:00	Session 2.3: Microsoft Excel	Aveneir V. Mendoza – Information Technology Officer I
3:00-3:15	HEALTH BREAK	



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3:15-4:45	Session 2.1: Microsoft PowerPoint	<b>Noel Manarang MAEd</b> – Master Teacher I
4:45-5:00	END OF DAY TWO EVALUATION	
DAY 3 (November 30, 2024) Saturday		
7:30-8:00	MANAGEMENT OF LEARNING	
8:00-10:00	Session 4: LEARNING ACCELERATORS	<b>Adrian Tamayo EdD</b> – Master Teacher II
10:00-10:15	HEALTH BREAK	
10:15-12:15	Session 5: MICROSOFT COPILOT	<b>Adrian Tamayo EdD</b> – Master Teacher II
12:00-1:00	LUNCH BREAK	
1:00-2:00	Session 6: Workplace Application Plan	<b>Arvin S. Gonzales</b> – EPS-HRD
2:00-2:15	HEALTH BREAK	
2:15-2:45	POST TEST	
2:45-3:15	CLOSING PROGRAM DISTRIBUTION OF CERTIFICATES	
3:15-3:30	END OF DAY THREE EVALUATION	



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