



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**12 Dec 2024**

DIVISION MEMORANDUM  
OSDS No. **193**, s. 2024

**CONDUCT OF TRAINING OF TRAINERS ON THE MICROSOFT PRODUCTIVITY  
TOOLS FOR DEPED COMPUTERIZATION PROGRAM ADOPTION**

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
District/School ICT Coordinators  
All Others Concerned

1. The Schools Division of South Cotabato through the Division Information and Communications Technology Unit (ICTU) shall conduct a live-out Training of Trainers on the Microsoft Productivity Tools for DepEd Computerization Program (DCP) Adoption on January 4-5, 2025, and January 11-12, 2025, for selected School ICT Coordinators of DCP recipient schools. Venue of the training shall be at the Division Conference Hall.

2. As part of the DCP Microsoft 365 Productivity Tools Adoption that promotes full utilization of DCP computer packages in public schools, this Learning and Development (L&D) event aims to equip the teachers with a comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DCP. By the end of the training, the participants shall:

- Gain expertise in modern educational methodologies, including the conduct of blended learning, television-based learning, and effective use of the Microsoft 365 suite.
- Apply advanced techniques, such as learning accelerators and artificial intelligence (AI) in education, to create personalized and optimized learning experiences.
- Develop training roll-out action plan in cascading the training to fellow teachers in schools promoting full utilization of DCP packages.

3. Participants are advised to bring laptops with installed Windows 10, and Microsoft 354 apps for Education, as well as wi-fi modem/router and extension cords. Enclosed is the list of participants for the said activity.

4. Since the activity falls within Saturdays, Sundays and/or holidays, all participants are entitled for Compensatory Time Off (CTO) or Service Credits



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whichever is applicable for the employee in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 13, s. 2024, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers".

5. Meals, Transportation, board and lodging and other incidental expenses of the participants to the venue are chargeable against school MOOE and/or local funds subject to the usual accounting and auditing rules and procedures.
6. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I or any ICT Unit staff through telephone no. 228-2396 from 8 am to 5 pm only or send email using the email add: [ictu.southcotabato@deped.gov.ph](mailto:ictu.southcotabato@deped.gov.ph).
7. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

VPC/DM-dcp m365 adoption training for SY 2024-2025  
0000/December 12, 2024





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**Enclosure A. List of Participants**

No.	FULL NAME (LAST, First, M.I.)	SCHOOL/ OFFICE	DISTRICT/ MUNICIPALITY
1.	PELAYO, CHRISTOPHER J.	District ICT Coordinator	Banga East
2.	BOLANOS, IMELDA C.	School ICT Coordinator	Banga East
3.	FREIREZ, PRINCESS A.	School ICT Coordinator	Banga East
4.	BOUG LYNIE M.	School ICT Coordinator	Banga East
5.	ESTANDARTE, WENCY KATE A.	School ICT Coordinator	Banga East
6.	ARADA, MARK RYAN N.	School ICT Coordinator	Banga East
7.	FRUSA, RAE CARL T.	District ICT Coordinator	Banga North
8.	POSTANES, JOCELYN M.	School ICT Coordinator	Banga North
9.	LARUYA, ERMIE T.	School ICT Coordinator	Banga North
10.	FLORES, ROSALIE N.	School ICT Coordinator	Banga North
11.	SUMAGUIO, FLORYBEN C.	School ICT Coordinator	Banga North
12.	GULEN. FLORENCE D.	School ICT Coordinator	Banga North
13.	DIONEDAS, CARLITO JR. B.	District ICT Coordinator	Banga South
14.	DELA CRUZ, JIM RYAN S.	School ICT Coordinator	Banga South
15.	DANGKALAN, SARAH MAE A.	School ICT Coordinator	Banga South
16.	VINSON, VON RYAN N.	School ICT Coordinator	Banga South
17.	MENDOZA, ROBERT IVAN	School ICT Coordinator	Banga South
18.	SOLATORIO, RODEN E.	School ICT Coordinator	Banga South
19.	FORMACION, ALLAN L.	Sec Cluster ICT Coord.	Banga Sec Cluster
20.	UNAK, JENNY ROSE K.	District ICT Coordinator	Lake Sebu East
21.	CALIXTON, KRISTINE L.	School ICT Coordinator	Lake Sebu East
22.	LABORDO, JODEL RHY M.	School ICT Coordinator	Lake Sebu East
23.	SERUE, ROSALINDA S.	School ICT Coordinator	Lake Sebu East
24.	AMFAN, ELMIE B.	School ICT Coordinator	Lake Sebu East
25.	WONG, EVELYN W.	School ICT Coordinator	Lake Sebu East
26.	VALDEVIESO, ROCENA P.	School ICT Coordinator	Lake Sebu East
27.	NINIAN, ELENITA G.	District ICT Coordinator	Lake Sebu West
28.	MORALES, KRYSTAL MAY M.	School ICT Coordinator	Lake Sebu West
29.	BRILLIANTES, JENNES L.	School ICT Coordinator	Lake Sebu West
30.	SUGAL, BEVERLY A.	School ICT Coordinator	Lake Sebu West
31.	DIWATEN, EDWIN L.	School ICT Coordinator	Lake Sebu West
32.	CATIGDAY, JESSA MAE A.	School ICT Coordinator	Lake Sebu West
33.	GARGARITANO, JOEY T.	Sec Cluster ICT Coord.	Lake Sebu Sec Cluster





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No.	FULL NAME (LAST, First, M.I.)	SCHOOL/ OFFICE	DISTRICT/ MUNICIPALITY
34.	JEMINA, CHERRY ANN	District ICT Coordinator	Norala
35.	JARDALIZA, RHO M.	School ICT Coordinator	Norala
36.	TOMBALE, MAE ANN B.	School ICT Coordinator	Norala
37.	GUMABONG, ARLYN B.	School ICT Coordinator	Norala
38.	OTERO, ARJAN A.	School ICT Coordinator	Norala
39.	ARENGA, PAMELA JOY A.	School ICT Coordinator	Norala
40.	SINADJAN, SUNNY	Sec Cluster ICT Coord.	Norala Sec Cluster
41.	FLORESCA, EMETERIO JR. J.	District ICT Coordinator	Polomolok East
42.	MERCADO, LOVELY MAE L.	School ICT Coordinator	Polomolok East
43.	PONTILAR, RENATO JR.	School ICT Coordinator	Polomolok East
44.	ARGONILLO, MICHAEL P.	School ICT Coordinator	Polomolok East
45.	ESTRABON, RIZA R.	School ICT Coordinator	Polomolok East
46.	FORMOSO, LORELYN S.	School ICT Coordinator	Polomolok East
47.	PONTEJO, CHRISTOPHER S.	School ICT Coordinator	Polomolok East
48.	TUANTE, JINELY P.	District ICT Coordinator	Polomolok West
49.	QUINATAC-AN, FREDELYN	School ICT Coordinator	Polomolok West
50.	VALENCIA, CLARK HEIRON O.	School ICT Coordinator	Polomolok West
51.	CABATAÑA, JERELYN L.	School ICT Coordinator	Polomolok West
52.	ATANOSO, JENNY L.	School ICT Coordinator	Polomolok West
53.	LAGROSA, APRIL MAY	School ICT Coordinator	Polomolok West
54.	RIVERA, SANDIE	School ICT Coordinator	Polomolok West
55.	DELA CRUZ, JUDE E.	Sec Cluster ICT Coord.	Polomolok Sec Cluster
56.	ENRIQUEZ, REGGIE B.	District ICT Coordinator	Sto. Nino
57.	CASTILLO, MARICEL M.	School ICT Coordinator	Sto. Nino
58.	CANEDO, GRACE D.	School ICT Coordinator	Sto. Nino
59.	BISNAR, ALYSSA H.	School ICT Coordinator	Sto. Nino
60.	TANION, ERA D.	School ICT Coordinator	Sto. Nino
61.	CABAYAO, BLESSY MAE M.	School ICT Coordinator	Sto. Nino
62.	ESCARMOSO, ELVIE A.	School ICT Coordinator	Sto. Nino
63.	BORRA, LEO D.	Sec Cluster ICT Coord.	Sto. Nino Sec Cluster
64.	DAMASCO, RONALD	District ICT Coordinator	Surallah Central
65.	MOLINA, JAYSHEEN A.	School ICT Coordinator	Surallah Central
66.	CABAYA, ARNOLD	School ICT Coordinator	Surallah Central
67.	CABAYA, MARVIN A.	School ICT Coordinator	Surallah Central
68.	LABORDO, NYLL VINCENT C.	School ICT Coordinator	Surallah Central
69.	PACURIB, CHARIZA L.	School ICT Coordinator	Surallah Central





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70.	DIONIO, ELSA A.	District ICT Coordinator	Surallah North
71.	DESPOGADO, EDRIC A.	School ICT Coordinator	Surallah North
72.	TOPIA, BRETHZLE F.	School ICT Coordinator	Surallah North
73.	GUADALUPE, ADORA F.	School ICT Coordinator	Surallah North
74.	LETERACION, MARICAR L.	School ICT Coordinator	Surallah North
75.	SUDARIO, ARFE JOY B.	School ICT Coordinator	Surallah North
76.	VILORIA, WILLIAM A. JR	District ICT Coordinator	Surallah South
77.	BUNDA, VERNA JANE S.	School ICT Coordinator	Surallah South
78.	UMADHAY, KAREN JOY M.	School ICT Coordinator	Surallah South
79.	DELMO, GEDD B.	School ICT Coordinator	Surallah South
80.	ABAYON, GRACE C.	School ICT Coordinator	Surallah South
81.	SALES, ERIK JOHN M.	School ICT Coordinator	Surallah South
82.	GULAC, ROMEL	Sec Cluster ICT Coord.	Surallah Sec Cluster
83.	CAGANDE, JOSE JR. P.	District ICT Coordinator	Tboli East
84.	DELA PENA, JORELL JUN A.	School ICT Coordinator	Tboli East
85.	REPASO, JENNIFER T.	School ICT Coordinator	Tboli East
86.	CINCO, DONESA MAE B.	School ICT Coordinator	Tboli East
87.	BASILAD, ROVELYN M.	School ICT Coordinator	Tboli East
88.	LIZONDRA, BEVERLY A.	School ICT Coordinator	Tboli East
89.	DHOK, MICHAEL	District ICT Coordinator	Tboli West
90.	FELLER, RALPH VINCENT	School ICT Coordinator	Tboli West
91.	DOMAJES, JOY	School ICT Coordinator	Tboli West
92.	VELOSO, GLEN JERALD	School ICT Coordinator	Tboli West
93.	GARCIA, MARK	School ICT Coordinator	Tboli West
94.	TUVILLARA, JOHN VERGEL	School ICT Coordinator	Tboli West
95.	JAVIER, REJI B.	Sec Cluster ICT Coord.	Tboli Sec Cluster
96.	AREVALO, JAN MARK M.	District ICT Coordinator	Tampakan
97.	MAPA, FAMELA C.	School ICT Coordinator	Tampakan
98.	DECLARO, LAILA D.	School ICT Coordinator	Tampakan
99.	DIAZ, PRINCESS CHEN	School ICT Coordinator	Tampakan
100.	BONDAD, DANICA	School ICT Coordinator	Tampakan
101.	VELASCO, NEIL	School ICT Coordinator	Tampakan
102.	MOSQUETE, RACHELL P.	Sec Cluster ICT Coord.	Tampakan Sec Cluster
103.	ARANA, DENNIS	District ICT Coordinator	Tantangan
104.	CHUA, LEA T.	School ICT Coordinator	Tantangan
105.	BELLO, DELIA	School ICT Coordinator	Tantangan



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106.	DELA CRUZ, CONRAD JHUN	School ICT Coordinator	Tantangan
107.	CORPUZ, BRYAN	School ICT Coordinator	Tantangan
108.	CELESTE, VINCENT	School ICT Coordinator	Tantangan
109.	ROMANO, JOHN PAUL	Sec Cluster ICT Coord.	Tantangan Sec Cluster
110.	MENDOZA, ELLEN B.	District ICT Coordinator	Tupi North
111.	LUCENIO, ROXAN	School ICT Coordinator	Tupi North
112.	BLASE, RASHELL G.	School ICT Coordinator	Tupi North
113.	MARQUEZ, AIKENNE A.	School ICT Coordinator	Tupi North
114.	LOC, MICHAEL M.	School ICT Coordinator	Tupi North
115.	MARY FAITH A. SIM	School ICT Coordinator	Tupi North
116.	DIENDO, IAN MARK G.	District ICT Coordinator	Tupi South
117.	PEREZ, EDNA M.	School ICT Coordinator	Tupi South
118.	PANDOG, FERDAUZ A.	School ICT Coordinator	Tupi South
119.	ASNE, JEZEBEL P.	School ICT Coordinator	Tupi South
120.	VILLADELGADO, CINDY A.	School ICT Coordinator	Tupi South
121.	OPRIASA, ADORA D.	School ICT Coordinator	Tupi South
122.	LOCSIN, DARWIN D.	Sec Cluster ICT Coord.	Tupi Sec Cluster
123.	BALALA, LEONARDO M.	SDS	Division Office
124.	BUTIHEN, LEVI B.	ASDS	Division Office
125.	SANTILLAN, NATHANIEL IAN C.	Secretariat	Division Office
126.	MANZANO, EVANGELINE C.	Secretariat	Division Office
127.	CELDA, VINCENT P.	IT Officer	Division Office
128.	JAVELLANA, JETT	Monitroing	Division Office
129.	CATUBAY, RODEL	Monitroing	Division Office
130.	JACOB, NINO	Trainer	Division Office
131.	NARCISO, SHERWIN	Trainer	Division Office
132.	AGADIA, ROLLY	Trainer	Division Office