



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

**Office of the Schools Division
Superintendent**

31 Jan 2025

DIVISION MEMORANDUM
OSDS No. **020**, s. 2025

**ROLL-OUT OF TRAINING OF TEACHERS ON 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. In line with the recently concluded training of trainers on Microsoft Productivity Tools for DepEd Computerization Program Adoption last January 4-5 and January 11-12, 2025, all District ICT Coordinators together with the Secondary Cluster ICT Coordinators are directed to conduct the same training to the teachers at the district/cluster level and prepare all documents necessary for the Continuous Professional Development (CPD) application to Professional Regulation Commission (PRC). All roll-out trainings shall be conducted within the calendar year 2025.

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. Further, District/Cluster ICT Coordinators are directed to inform their respective District Supervisors/Principals In-charge/Secondary Cluster Heads about the said activity and plan out the schedules, venues, and other logistical



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requirements needed in the conduct of the roll-out training. A post-activity report shall be submitted to the office of ICT Unit once the roll-out training has been conducted.

4. Meals, Transportation, board and lodging and other incidental expenses that will be incurred by the participants in the conduct of the roll-out training are chargeable against school MOOE and/or local funds subject to the usual accounting and auditing rules and procedures.

5. 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.

6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: DM OSDS-193, S. 2024

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

DCP M365 ROLL-OUT TRAINING
DCP

VPC/DM-dcp m365 adoption roll-out training for cy-2025
0000/January 31, 2025