



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

10 October 2023

**DIVISION MEMORANDUM**

No. 615 s. 2023

**ADDENDUM TO DIVISION MEMORANDUM 551, S. 2023**  
**RE: ENHANCEMENT TRAINING-WORKSHOP ON ICT WORKPLACE**  
**PRODUCTIVITY TOOLS AND APPLICATION FOR NON-TEACHING PERSONNEL**

To: **Public Schools District Supervisors/In-Charge**  
**School Heads**  
**Administrative Officers**  
**Other Selected Employees**  
This Division

1. Relative to Division Memorandum No. 551, s. 2023 entitled “**Enhancement Training-Workshop on ICT Workplace Productivity Tools and Application for Non-Teaching Personnel**” scheduled on **October 18-20, 2023**, this Office through the SGOD- Human Resource Development announces the official list of participants of the said training.
2. A course fee of Php 2,450 per participant shall be charged to the \*2023 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL (**OPDNTF**) PROGRAM SUPPORT FUND subject to the usual accounting and auditing rules and regulation.
3. For queries and concerns, please coordinate with Irish Karylle D. Monte (SEPS-HRD) through email [irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph).
4. Wide and immediate dissemination is hereby enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encls.: As stated

References: None

To be indicated in the Perpetual Index  
under the following subjects:  
PROFESSIONAL DEVELOPMENT  
ONLINE TRAINING  
NON-TEACHING PERSONNEL

SGOD, HRD-i.monte



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SCHOOLS DIVISION OF MISAMIS ORIENTAL

**ENHANCEMENT TRAINING-WORKSHOP ON ICT WORKPLACE PRODUCTIVITY  
TOOLS AND APPLICATION FOR NON-TEACHING PERSONNEL**

Official List of Participants

NO.	NAME	POSITION	SCHOOL	DISTRICT
1	Denny Wray Daguimol	AO - II	Kibungsod National High School	Magsaysay I
2	Fatima B. Baraocal	AO - II	Magsaysay Central School	Magsaysay I
3	Carol Joy C. Mapute	AO - II	Consuelo Elementary School	Magsaysay II
4	Roxanne Marie L. Japson	AO - II	Kibungsod Central School	Magsaysay II
5	Mylene C. Ratilla	AO - II	Consuelo National High School	Magsaysay II
6	Lovely Therese H. Beja	AO - II	Medina National Comprehensive HS	Medina North
7	Lovely G. Quintana	AO - II	Medina Central School	Medina North
8	Marciano S. Olaco	AO - II	Tup-On Elementary School	Medina North
9	Junalene B. Joson	AO - II	Portulin National HS	Medina North
10	Dulce Cristina C. Siarez	AO - II	Gov. Pelaez Elementary School	Medina South
11	William G. Gumanit	AO - II	Maanas Elementary School	Medina South
12	Ludmilla D. Salvana	AO - II	Babanlagan Elementary School	Talisayan
13	Charisse E. Mabale	AO - II	Talisayan National HS	Talisayan
14	Quennie O. Gumahin	AO - II	Esperanza Elementary School	Kinoguitan
15	Ricky M. Ramoso	AO - II	Calubo Integrated School	Kinoguitan
16	Maria Florita O. Salon	AO - II	Kinoguitan NHS- SHS	Kinoguitan
17	Carlosita P. Lacbay	AO - II	Mantangale Elementary School	Balingoan
18	Audrey Faye P. Aguhar	AO - II	Sugbongcogon Central School	Sugbongcogon
19	Sandra Lea S. Jimenez	AO - II	Mangga Elementary School	Sugbongcogon
20	Mariam B. Halup	AO - II	Binuangan Central School	Sugbongcogon
21	John Paul L. Palamine	AO - II	Salay Central School	Salay
22	Racky A. Cabasa	AO - II	Inobulan Central School	Salay
23	Rethel B. Aban	AO - II	Lagonglong Central School	Lagonglong
24	Jenny R. Carcamo	AO - II	Dampil Elementary School	Lagonglong
25	Ronald R. Galeon	AO - II	Kauswagan Elementary School	Lagonglong
26	Cyndi U. Moradante	AO - II	Misamis Oriental National High School	Balingasag North
27	Ma. Cecilia D. Acedo	AO - II	Balingasag Senior High School	Balingasag North
28	Maricel M. Zulieta	AO - II	San Isidro Elementary School	Balingasag North
29	Janmae D. Pabonita	AO - II	Napaliran Elementary School	Balingasag North
30	Juby Marie B. Almario	AO - II	Baliwagan Central School	Balingasag South
31	Mary Grace F. Paderog	AO - II	San Juan National High School	Balingasag South







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32	Jennifer Z. Valmoria	AO - II	Binitinan Elementary School	Balingasag South
33	Marjorie D. Miso	AO - II	Baliwagan National High School	Balingasag South
34	Pinky T. Cueto	AO - II	Waterfall Elementary School	Balingasag Central
35	Mary Cindy Z. Valmores	AO - II	Balingasag Central School	Balingasag Central
36	Merlina R. Dahang	AO - II	Cala-Cala Elementary School	Balingasag Central
37	Teresita Y. Pangilinan	AO - II	Cogon Elementary School	Balingasag Central
38	Janine CH O. Cabunoc	AO - II	Ane-i Elementary School	Claveria West
39	Jewel Mae G. Saldua	AO - II	Patrocinio Elementary School	Claveria West
40	Gersyl P. Avila	AO - II	Luna Integrated School	Claveria Central
41	Jojie L. Bandala	AO - II	Claveria Central School	Claveria Central
42	Remelyn L. Galamiton	AO - II	Bulahan Integrated School	Claveria Northeast
43	Maria Isabel E. Lara	AO - II	Mat-i Central School	Claveria Northeast
44	Lord Rahp Aguilor	AO - II	Minalwang Integrated School	Claveria Northeast
45	Princess Razel M. Dela Llana	AO - II	Bobontugan Elementary School	Jasaan North
46	Irene P. Rayos	AO - II	Jasaan Central School	Jasaan North
47	Bryan Carl R. Paderog	AO - II	San Antonio Elementary School	Jasaan North
48	Rena R. Galdo	AO - II	Danao Elementary School	Jasaan North
49	Julius M. Balbido	AO - II	Jasaan National High School	Jasaan South
50	Jucel Charity V. Casiño	AO - II	Luz Banzon Integrated School	Jasaan South
51	Christy Joy J. Bacas	AO - II	Aplaya Elementary School	Jasaan South
52	Patricia April M. Butron	AO - II	Solana Elementary School	Jasaan South
53	Helpha Z. Virtudazo	AO - II	V.N Chaves Memorial Central School	Villanueva North
54	Eva Rose S. Lumahang	AO - II	Villanueva National High School	Villanueva North
55	John Victor E. Enovero	AO - II	Kalingagan National High School	Villanueva North
56	Daisy G. Ipanag	AO - II	V.N Chaves Memorial Central School	Villanueva North
57	Jeneth S. Buot	AO - II	Balacanas Elementary School	Villanueva South
58	Maricar D. Pabatao	AO - II	San Martin Integrated School	Villanueva South
59	Joy E. Ragandang	AO - II	Tagoloan Central School	Tagoloan West
60	Teosel E. Ramos	AO - II	Casinglot Elementary School	Tagoloan West
61	Catherine S. Manuta	AO - II	Baluarte Elementary School	Tagoloan West
62	Rubie Joy P. Baring	AO - II	Tagoloan National High School	Tagoloan West
63	Bernard S. Beltis	AO - II	Tagoloan National High School	Tagoloan West
64	Jesamae E. Sanchez	AO - II	Gracia Elementary School	Tagoloan East
65	Levy A. Enovero	AO - II	Sta Ana Elementary School	Tagoloan East
66	Gladjori B. Cordova	AO - II	Sta. Cruz Elementary School	Tagoloan East



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67	Grace D. Gamolo	AO- IV	MOGCHS	MOGCHS
68	Cherry Rose O. Quezon	AO - II	MOGCHS	MOGCHS
69	Fely R. Quezon	AO - II	MOGCHS	MOGCHS
70	Daniel B. Cruz	AO - II	MOGCHS	MOGCHS
71	Jeanette L. Duat	AO - II	Luyong Bonbon ES	Opol West
72	Roj Al Jamir Janubas	AO - II	Patag Elementary School	Opol West
73	Charles C. Cagaanan	AO - II	Bagocboc National High School	Opol West
74	Nerissa Amor B. Lumayog	AO - II	Opol Central School	Opol West
75	Patrick James Rabe	AO - II	Barra Elementary School	Opol East
76	Roxan Aliboyog	AO - II	Malanang Integrated School	Opol East
77	Mylah Dee Malicay	AO - II	Igpit Integrated School	Opol East
78	Christine Grace Tahud	AO - II	ONSTS SHS	Opol East
79	Quint Becker A. Saguing	AO - II	Lourdes Elementary School	Alubijid West
80	Melissa B. Paculba	AO - II	Alubijid NCHS- SHS	Alubijid West
81	Christal Mae M. Gonzales	AO - II	Sampatulog Integrated School	Alubijid West
82	Anna Mae A. Ocio	AO - II	Lumbo Elementary School	Alubijid West
83	Dexter Palasol	AO - II	Alubijid Central School	Alubijid East
84	Shella Joy Ramiro	AO - II	Calatcat Elem. School	Alubijid East
85	Jennifer C. Ariasa	AO - II	Loguilo Elementary School	Alubijid East
86	Princess May M. Buquis	AO - II	Alubijid NCHS- SHS	Alubijid East
87	Mary Khoni Y. Lao	AO - II	Sambulawan Elementary School	Laguindingan
88	Mario Carlo A. Saguing	AO - II	Mauswagon Integrated School	Laguindingan
89	Ailene G. Viente	AO - II	Laguindingan Central School	Laguindingan
90	Kathleen A. Olmilla	AO - II	Laguindingan National High School	Laguindingan
91	Rowell B. Sagarino	AO - II	Tubajon Integrated School	Laguindingan
92	Analou Quiblat	AO - II	Laguindingan National High School	Laguindingan
93	Pocholo Ralph Lanozo	AO - II	Sinai Elementary School	Laguindingan
94	Aicel H. Clavecillas	AO - II	Cogon Elementary School	Gitagum
95	Carmela M. Bacong	AO - II	Gitagum Central School	Gitagum
96	Lilian G. Edmilao	AO - II	Matangad Elementary School	Gitagum
97	Cecil Emely D. Paler	AO - II	Burnay Elementary School	Gitagum
98	Venus D. Vidal	AO - II	Libertad National High School	Libertad
99	Jemar G. Vidal	AO - II	Libertad Central School	Libertad
100	Sheila Mae L. Estoque	AO - II	Gimaylan Elementary School	Libertad
101	Gladys M. Salvador	AO - II	Dulong Elementary School	Libertad
102	Rico E. Balbutin JR.	AO - II	Gimangpang Integrated School	Initao South
103	Claudette B. Idnay	AO - II	Initao Central School	Initao South
104	Paul Dominic F. Saa	AO - II	San Pedro Elementary School	Initao South
105	Lyra S. Tagle	AO - II	Jampason Elementary School	Initao North
106	Cherry Mae M. Cañeda	AO - II	Initao National Comprehensive HS	Initao North
107	Leslie J. Yap	AO - II	Maputi Elementary School	Naawan



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108	Mercy P. Ramos	AO - II	Linangkayan Elementary School	Naawan
109	Grazielle B. Leotero	AO - II	Lubilan Integrated School	Naawan
110	Irish T. Pepito	AO - II	Naawan Central School	Naawan
111	DG May I. Ramos	AO - II	Manticao Central School	Manticao
112	Prince Rose V. Cañeda	AO - II	Tuod Integrated School	Manticao
113	Raven Emmanuel C. Navarez	AO - II	Mahayahay Integrated School	Manticao
114	Lovelle B. Arbizo	AO - II	Punta Silum Integrated School	Manticao
115	Gerlyn P. Señoron	AO - II	Cabalantian Elementary School	Manticao
116	Miljude E. Bala	AO - II	Lugait National High School	Lugait
117	Meldalyn S. Baranggan	AO - II	Lugait Central School	Lugait
118	Jovela Gracia L. Omas-as	AO - II	Biga Elementary School	Lugait
119	Rosel C. Bugay	AO - II	Talacogon Integrated School	Lugait
120	Pete John Nesty B. Pongcol	AO - II	DO- BAC OFFICE/ RECORDS OFFICE	Division Office
121	Arlene C. Valmores	AO - III	DO-SUPPLY OFFICE	Division Office
122	Shayne Yannah M. Frias	AO - III	DO-PERSONNEL OFFICE	Division Office
123	Ninojomar S. Cablay	AO IV	DO- RECORDS OFFICE	Division Office
124	Betty P. Saliring	AO - II	DO-PERSONNEL OFFICE	Division Office
125	Marrisa Fay S. Jadap	AO IV	DO-CASHIERING OFFICE	Division Office
126	Eleonor P. Cruz	AO IV	DO-SUPPLY OFFICE	Division Office
127	Elsie B. Zerna	AO - II	DO-ACCOUNTING OFFICE	Division Office
128	Johaina A. Tangoti	AO - II	DO-ACCOUNTING OFFICE	Division Office
129	Cindy Karl S. Dala Peña	AO - II	DO- FORM 7 ELEM	Division Office
130	Michael Mervin M. Acenas	PDO I	SDO - SGOD	Division Office
131	Gerly G. Dequino	ADAS III	DO-ACCOUNTING OFFICE	Division Office
132	Jocelyn B. Salisid	ADAS III	DO-ACCOUNTING OFFICE	Division Office
133	Peter June R. Chan	ADAS III	DO-ACCOUNTING OFFICE	Division Office
134	Aikho Marie M. Rabe	ADAS III	DO - OSDS	Division Office
135	Ralph Waldo Alvin V. Pagara	ADAS III	DO- PROCUREMENT/BAC OFFICE	Division Office
136	Floramy P. Ingotan	ADAS III	DO - PERSONNEL OFFICE	Division Office
137	Aubrey Christine Marie B. Tabor	ADAS III	DO - PERSONNEL OFFICE	Division Office
138	Danel John R. Hamo	ADAS III	LAGUINDINGAN DISTRICT	Division Office
139	Zhadrina Mae T. Akut	ADAS III	ALUBIJID EAST DISTRICT	Division Office
140	Rendolph G. dela Victoria	ADAS III	DO-ACCOUNTING OFFICE	Division Office

**xxx nothing follows xxx**



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Office of the Schools Division Superintendent

21 September 2023

**DIVISION MEMORANDUM**  
No. 551 s. 2023

**ENHANCEMENT TRAINING-WORKSHOP ON ICT WORKPLACE PRODUCTIVITY  
TOOLS AND APPLICATION FOR NON-TEACHING PERSONNEL**

To: **Public Schools District Supervisors/In-Charge**  
**Administrative Officers**  
**Other Selected Employees**  
This Division

1. The Department of Education, as a government agency is committed to the employees continuing professional development for personal and professional growth. It is believed that an employee's personal and professional growth positively impacts organizational development and outcomes. Hence, the DepEd- Misamis Oriental through the SGOD-Human Resource Development Unit is conducting a training entitled **"Enhancement Training-Workshop on ICT Workplace Productivity Tools and Application for Non-Teaching Personnel**, an online training which will be scheduled on **October 18-20, 2023**.
2. This training is for Administrative Officers, particularly AO I, AO II and AO III's assigned in the schools, district or division office.
3. The Public Schools District Supervisors and In-Charge are hereby requested to identify participants in their respective District. Due to the limited slots allotted for this training, the District may send a maximum of 4 participants. Please indicate the participants' information via [https://bit.ly/ICTTraining\\_NTP](https://bit.ly/ICTTraining_NTP) on or before **September 29, 2023**.
4. For more details, please coordinate with Irish Karylle D. Monte (SEPS- HRD) through email [irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph).
5. Wide and immediate dissemination is hereby enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encls.: None  
References: None

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under the following subjects:  
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**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Enclosure No. 1 of Division Memorandum No \_\_\_\_\_, s. 2023

**TRAINING & DEVELOPMENT MATRIX**

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

**A. Training Information**

Title of Training or Program	<b>ENHANCEMENT TRAINING-WORKSHOP ON ICT WORKPLACE PRODUCTIVITY TOOLS AND APPLICATION FOR NON-TEACHING PERSONNEL</b>
Description	A 3-day enhancement training-workshop designed to enhance and capacitate non-teaching personnel in the use of ICT Tools and Application to increase productivity and work efficiency.
Proposed Training Date/s	<b>October 18-19, 2023</b>
No. of Training Hours	24 hrs
Target Participants	Non-Teaching Personnel

**B. Matrix**

**Day 1 October 18, 2023**

Time	Activity/Topic	Person-In-Charge
7:30 am	<b>Registration</b>	
8:00- 9:00 AM	<b>Preliminaries:</b> National Anthem Opening Prayer  Roll-Call of Participants  Opening Remarks  Welcome Message  Statement of Purpose and Session Topics  Message of the Head of Office	AVP AVP  <b>FACILITATOR</b>  <b>MARIA TERESA M. ABSIN, PhD</b> Chief ES, SGOD  <b>ERLINDA G. DAEL, PhD, CESE</b> OIC ASDS  <b>IRISH KARYLLE D. MONTE, PhD</b> SEPS HRD  <b>EDILBERTO L. OPLENARIA, EdD,</b> <b>CESO V</b> Schools Division Superintendent
9:00-12:00 NN	<b>TOPIC 1: Graphic Design using Canva</b> (with workshop)	To be facilitated by Learning Service Provider
12:00 NN- 1:00 PM	<b>LUNCH BREAK</b>	

1:00- 4:00PM	<b>TOPIC 2: Google Applications</b> (with workshop) Google Forms Google Sheets Google Docs	To be facilitated by Learning Service Provider
5:00 PM	Acknowledgements and Reminders	

**Day 2 October 19, 2023**

Time	Activity/Topic	Person-In-Charge
7:30 AM	<b>Log In Time</b>	
8:00-9:00 AM	<b>Management of Learning:</b> Prayer Roll-Call of Participants Recap Motivation/Game	
9:00-12:00 NN	<b>TOPIC 3: Getting Started with Microsoft 365</b> (with workshop)	To be facilitated by Learning Service Provider
12:00 – 1:00 PM	<b>LUNCH BREAK</b>	
1:00-4:00 PM	<b>TOPIC 4: ICT Tools for Data Management</b> (with workshop)	To be facilitated by Learning Service Provider
5:00 PM	Acknowledgements and Reminders	

**Day 3 October 20, 2023**

Time	Activity/Topic	Person-In-Charge
7:30 AM	<b>Log In Time</b>	
8:00-9:00 AM	<b>Management of Learning:</b> Prayer Roll-Call of Participants Recap Motivation/Game	
9:00-12:00 NN	<b>TOPIC 5: Communication in the Workplace using ICT Tools</b> (with workshop)	To be facilitated by Learning Service Provider
12:00 – 1:00 PM	<b>LUNCH BREAK</b>	
1:00-4:00 PM	<b>Simulation</b>	To be facilitated by Learning Service Provider
5:00 PM	Acknowledgements and Reminders	



**C. Program Management Team**

Function	Name	Designation
Program Consultant	<i>Edilberto L. Oplenaria, EdD.</i> <i>Erlinda G. Dael, PhD.</i> <i>Maria Teresa M. Absin, PhD.</i>	SDS ASDS SGOD Chief
Program Management Team Leader	<i>Irish Karylle D. Monte, PhD.</i>	SEPS HRD
Program Management Asst Leader	-	
QAME Associate	<i>Danny A. Asio</i> <i>Gerry P. Madrid</i>	SEPS- SMME EPS II SMME
Technical Officers	<i>Freddiejun T. Delig</i> <i>Kim Eric G. Lubguban</i>	ITO PDO II

Prepared By:

*Karylle D. Monte*  
**IRISH KARYLLE D. MONTE, PhD.**  
SEPS- HRD

Reviewed By:

*Maria Teresa M. Absin*  
**MA. TERESA M. ABSIN, PhD.**  
Chief ES, SGOD

Noted By:

*Maria Teresa M. Absin*  
**MA. TERESA M. ABSIN, PhD.**  
Chief ES, SGOD

Recommending Approved

*Erlinda G. Dael*  
**ERLINDA G. DAEL, PhD, CESE**  
OIC- Assistant Schools Division Superintendent

Approved

*Edilberto L. Oplenaria*  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent