



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

05 Mar 2025

DIVISION MEMORANDUM

OSDS-2025-026

TRAINING-WORKSHOP ON MICROSOFT PRODUCTIVITY TOOLS
FOR DEPED COMPUTERIZATION PROGRAM ADOPTION

To: Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. To ensure the proper utilization of the Electronic Learning Carts (ELCs) provided by the Central Office to select DepEd Sarangani Schools, the Information and Communications Technology Unit, in collaboration with the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS), will conduct a **Training-Workshop on Microsoft Productivity Tools for DepEd Computerization Program Adoption** from March 11 to 14, 2025 at East Asia Royale Hotel, General Santos City.
2. The activity aims to capacitate the ELC recipient schools on the latest Microsoft Office 365 applications, including the MS Teams and Learning Accelerators, maximizing ICT integration into the teaching and learning process.
3. Enclosed are the activity matrix and list of participants for easy reference. All identified personnel must bring a laptop, internet device, and extension wires. Use of DCP Laptops for this training is permitted.
4. Meals and accommodation expenses for this activity will be borne from the DCP 2024 Program Support Fund. However, participants' travel and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Mr. Roy J. Detoyato at 0999-036-0821.
6. For the information, guidance, and appropriate action of all concerned.

ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index

under the following subjects:

INFORMATION TECHNOLOGY
PROGRAMS
TRAINING PROGRAMS
WORKSHOPS

RJD/OSDS-ICTU/MLA – training-workshop on microsoft productivity tools
for deped computerization program adoption
0239/March 4, 2025



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LIST OF PARTICIPANTS

Program Management Team:

1. Atty. Nelyn B. Frinal, CESO VI
2. Donna S. Panes
3. Judith B. Alba
4. Reynaldo Tagala
5. Roy J. Detoyato
6. Araceli Dinopol
7. Jestoni Sales
8. Rachelle C. Zerda
9. Zean Uy

Resource Speakers/Facilitators:

10. Roy J. Detoyato
11. Ariel C. Lalisán
12. Glydel Mae Saragena
13. Jessie Pagaran
14. Gene Delfin Bayer
15. Rafael Gregor Peradillo
16. Joel P. Andres

TWG/Secretariat:

17. Mary Ann Eugenio
18. Joanne Gay Alquiza
19. Mary Joy Alquiza
20. Claudine Lutero
21. Julius Ian Panogot
22. Joy Jean Cordero
23. Julie Navarro

ICT Coordinators of ELC Recipient Schools:

24. German Piamonte
25. Mary Ann B. Pacarat
26. Fil L. Ilagan
27. Jamaico H. Taborada
28. Johanna Vee D. Gapasin
29. Dennis B. De Guzman
30. Emelita F. Carillo
31. Olive Beth F. Tampus
32. Cashmere P. Kuaya
33. Mervin C. Felisilda
34. Gerald V. Lauglaug
35. Vienna Mae A. Mendoza
36. Carlo Jay E. Dolor
37. Phoebe Joy C. Mericullo
38. Jonard P. Abrasado
39. Norbin R. Botuya
40. Lady Mae Mares Chio
41. Mavel S. Ollos
42. Michael Roland R. Gacal
43. Marjun V. Abellana
44. Princess A. Del Pilar
45. Ruthcel C. Manila

(Enclosure to DM-OSDS-2025-026)

46. Daisy P. Saya-Ang
47. Eric P. Pasco
48. Johnel Jay S. Sumicad
49. Mark Jhon Z. Gozanes
50. Mark Cesar C. Naniong
51. Elyka V. Sata
52. Geverose G. Gino
53. Mitchell Lawrence B. Gabac
54. Marimar N. Rosales
55. Marcelo M. Concordia Jr.
56. Marisol A. Cabaluna
57. Christine Gay N. Tolentino
58. Eleasar M. Limpiado Jr.
59. Jeneva C. Morsal
60. Joseph C. Gramatica
61. Roserphine V. Derecho
62. Arnel M. Villaruz
63. Adrianne Q. Torcuator
64. Ruel A. Cervantes
65. Alfredo C. Bernal
66. Mutya V. Eduyan
67. Cyrelle Jay S. Mantalaba
68. John Hypol G. Rana
69. Kristine Ella S. Alvizo
70. Vienna Mae A. Mendoza
71. Kenneth Blair Q. Alegonza
72. Celianie M. Dogomio
73. Webb R. Galzote
74. Vaneza T. Zarate
75. Elica F. Luminarias
76. Charylle L. Malik
77. John Rovick C. Escobilla
78. Angelle Athena B. Gillegao
79. Ian Roy B. Dayanan
80. Al-Jaryll B. Musa
81. Dennis B. De Guzman
82. Tyronne N. Salamat
83. Eric Diofer R. Galla
84. Caren S. Giducos
85. Luz B. Hibaya
86. Donald L. Pagal
87. Rex C. Yuzon
88. May Ann T. Nuñez
89. May Rose D. Ancheta
90. Odessa A. Arciso
91. Marivic Lomocso
92. Elmar Ayop

ACTIVITY MATRIX

Time	Activity	Facilitator
Day 1: March 11, 2025		
8:00 – 8:30	Arrival and Registration	
8:30 – 9:00	Opening Program a. Preliminaries • National Anthem • Opening Prayer • Regional Hymn • Sarangani Hymn • DepEd Quality Policy Statement b. Welcome Remarks c. Acknowledgement of Participants/Protocols d. Message e. Overview & Pre-test	AVP Donna S. Panes CID Chief Joanne Gay Alquiza Division Supply Officer Atty. Nelyn B. Frinal, CESO VI Asst. Schools Division Superintendent OIC, Office of the SDS Judith B. Alba Division LRMS Supervisor
9:00 – 10:00	Session 1.1: Microsoft 365 Overview	Roy J. Detoyato Information Technology Officer I, ICTU
10:00 – 10:15	Health Break	
10:15 – 12:00	Session 1.2: Microsoft OneDrive	Ariel C. Lalisan Principal I, Kinam NHS
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Session 1.3: Microsoft Forms	Ariel C. Lalisan Principal I, Kinam NHS
3:00 – 3:15	Health Break	
3:15 – 5:00	OUTPUT PRESENTATION	Facilitators
Day 2: March 12, 2025		
8:00 – 8:30	Management of Learning	
8:30 – 10:00	Session 2.1: Microsoft PowerPoint	Roy J. Detoyato Information Technology Officer I, ICTU
10:00 – 10:15	Health Break	
10:15 – 12:00	Session 2.2: Microsoft Word	Roy J. Detoyato Information Technology Officer I, ICTU
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Session 2.3: Microsoft Excel	Ariel C. Lalisan Principal I, Kinam NHS
3:00 – 3:15	Health Break	
3:15 – 5:00	OUTPUT PRESENTATION	Facilitators

Day 3		
8:00 – 8:30	Management of Learning	
8:30 – 12:00	Session 3.1: Microsoft Teams	Roy J. Detoyato Information Technology Officer I, ICTU Ariel C. Lalisan Principal I, Kinam NHS
12:00 – 1:00	Lunch Break	
1:00 – 2:45	Session 3.2: Microsoft SharePoint	Ariel C. Lalisan Principal I, Kinam NHS
2:45 – 3:0	Health Break	
3:00 – 5:00	OUTPUT MAKING AND PRESENTATION	Facilitator

Day 4		
8:00 – 8:30	Management of Learning	
8:30 – 12:00	Session 4: LEARNING ACCELERATORS	Roy J. Detoyato Information Technology Officer I, ICTU
12:00 – 1:00	Lunch break	
1:00 – 3:00	OUTPUT MAKING AND PRESENTATION	Facilitators
3:00 – 5:00	Post-Test, Closing Program, and Ways Forward	Judith B. Alba Division LRMS Supervisor