



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY


Office of the Schools Division
Superintendent

MEMORANDUM

**DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSIVE L&D INITIATIVE
FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION,
CRITICAL THINKING, COMMUNICATION, AND CREATIVITY) OF E-LITERACY**

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office announces the conduct of the above-captioned activity on November 7-9, 2023, 8:30 a.m. – 5:00 p.m. at the SDO activity area, 4th floor, SDO-Muntinlupa.
2. This training will increase participants' abilities in the digital, era which will allow them to work more efficiently, securely, and collaboratively while ensuring that the organization remains competitive and compliant with the CSC and DepEd standards.
3. Attached are the list of expected participants and the program of activities for guidance and information.
4. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL TRAINING
AFS/ Training on Digital Literacy
368 November 3, 2023

UN-2023-368



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com



368

4883 1106014

1/9/23 10:30

DIRECT - 5305

DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSIVE L&D INITIATIVE FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION, CRITICAL THINKING, COMMUNICATION, AND CREATIVITY) OF E-LITERACY

Matrix of Activities
November 7-9, 2023
SDO Activity Area

Time	Day 1	Day 2	Day 3
8:00-8:30 a.m.	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Opening Prayer • Checking of Attendance • Statement of Purpose • Opening Remarks/ Message • Training Proper 	Management of Learning	Management of Learning
8:30-10:30 a.m.	4Cs of Digital Literacy Invited Quest	Simple Programming for DepEd Offices <i>Mr. Randy M. Vargas</i> Programmer, SunLife Philippines	Open Sources and Software for Office Efficiency Ms. Michelle Enriquez MNHS
10:30 a.m.- 12:00 nn.	DepEd Outlook <i>Ms. May Borjal</i> IT Officer I	Mail Merging for Office Use Mr. Jeck Yen ADAS III	Data Privacy & Cyber Security in the Workplace Atty. Erness Faye Regacho Legal Officer
12:00 nn. - 1:00 p.m.	Lunch Break		
1:00-3:00 p.m.	Excel Made Easy <i>Mr. Melancio San Jose</i> ADAS III	Simple Troubleshooting Hacks John Lord Vivo ADAS III	Program Management in the Digital Age Ms. Ivy M. Romano
3:00-5:00 p.m.	Google Applications Mr. Rowell Marquina TNHS	Basic Networking Skill in the Workplace Mr. Gregorio Quineri MBHS	Simplified Communication in the Workplace Invited Guest

LIST OF EXPECTED PARTICIPANTS

	NAME	SCHOOL
1	ALMIRA P. HERNANDEZ	ALABANG ES
2	MA. RIZA R. DALUNGAN	BAGONG SILANG ES
3	GRETA J. TAHUM	BAYANAN ES MAIN
4	CARMIE G. AQUINO	BAYANAN ES -UNIT 1
5	MARIA KIEDEN ZYNA L. HERRERA	BULI ES
6	PAMELA D. BALDO	CUPANG ES MAIN
7	AILEEN E. BRILA	CUPANG ES ANNEX
8	ELLA MARIE A. COLLADO	FILINVEST ALABANG ES
9	JENNIFER L. SABDAO	F. DE MESA ES
10	JASON S. RAYMUNDO	ITAAS ES
11	JOED D. ESPELETA	LAKEVIEW INTEGRATED SCHOOL
12	JENNY R. ANDOR	MUNTINLUPA ES
13	JOAN VANESSA L. FUSTER	POBLACION ES
14	GINA A. SABADO	PUTATAN ES
15	RACHEL L. RODRIGUEZ	SOLDIERS HILLS ES
16	MICHELLE R. CENTENO	SUCAT ES MAIN
17	LADYLYN N. ELCHICO	SUCAT ES ANNEX ZONE 3&4
18	JULIEN RAIZA T. ESPINOSA	TUNASAN ES
19	JULIE ANN A. MANTO	VICTORIA HOMES ES
20	MISSY B. BUENVENIDA	PEDRO E. DIAZ HS
21	EVANGELINE S. COSARE	MUNTINLUPA SCIENCE HS
22	MELINDA M. ADESNA	MUNTINLUPA BUSINESS HS
23	JASRAEL G. BABOL	MUNTINLUPA BUSINESS HS - ANNEX
24	RODELLA T. BUENAFLO	MUNTINLUPA NATIONAL HS
25	THELMA MEDINA	POBLACION NATIONAL HS
26	MA. GISELLA F. VILLAMAYOR	CUPANG SENIOR HS/SUCAT SHS
27	MARIA TERESA P. DOMINGUEZ	TUNASAN NATIONAL HS
28	DOYLE E. DELANTAR	MUNTINLUPA NATIONAL SENIOR HS
29	ABUEL MAHALIKAH AYAH	SDO MUNTINLUPA
30	AGUELO MICHAEL EVAN	SDO MUNTINLUPA
31	ANDOR MARK ANTHONY	SDO MUNTINLUPA
32	BACHOCO SHIELA ROSE	SDO MUNTINLUPA
33	FABONAN MA. KATLEEN	SDO MUNTINLUPA
34	IBAYEZ MYRNA	SDO MUNTINLUPA
35	LICERIO MA ANA	SDO MUNTINLUPA
36	LUMAAD LOURDES NORALLY	SDO MUNTINLUPA
37	NAVIA MARIDETH	SDO MUNTINLUPA
38	PAGADOR MA. ROMMA	SDO MUNTINLUPA
39	PEÑAFLO MAILEEN	SDO MUNTINLUPA

40	RAMIREZ ARIANNE MAE	SDO MUNTINLUPA
41	SAN JOSE MELANIO	SDO MUNTINLUPA
42	SIOAO EILEEN	SDO MUNTINLUPA
43	VIVO JOHN LORD	SDO MUNTINLUPA
44	YLEN JERICO	SDO MUNTINLUPA