



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 03 2024

MEMORANDUM
No. 345, s. 2024

DIVISION TRAINING ON DCP ADOPTION FOR TEACHERS

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

1. This Office through the Information and Communication Technology Unit shall conduct the above – captioned activity from December 13 – 15, 2024 at Ciudad Christia 9 Wave Resort, San Mateo Rizal.
2. The objectives of this training are to capacitate Schools ICT Coordinators to gain expertise in effective use of the Microsoft 365 suite, and develop action plans for rollout and implementation of learned concepts among schools, promoting full utilization of DCP Packages.
3. Participants shall bring laptop, extension cord, and devices that provides internet connectivity.
4. Participation to this activity is subject to a two (2) day service credit for teachers and CTO for Non-Teaching personnel equivalent to an eight (8) hour rendered services as stipulated in the DepEd Order No. 53 s. 2023.
5. Transportation and other incidental expenses shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination and compliance with this Memorandum are directed.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:
345 ICT COMMUNICATIONS

TRAINING

NUM-2024-345



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

PARTICIPANTS			
No	Name	Position	Office
1	Shervin Rosopa	ICT Coordinator	ALS Center
2	Airo F. Tiama	ICT Coordinator	Cupang Senior HS
3	Shyrein M. Mesina	ICT Coordinator	Lakeview Integrated School JHS
4	John Kevin B. Llander	ICT Coordinator	Lakeview Integrated School SHS
5	Jomencli S. Ignacio	ICT Coordinator	Muntinlupa Business HS - Main
6	Romeo T. Navarro Jr.	ICT Coordinator	Muntinlupa Business HS - Sucat Annex
7	Allan Raymond B. Nacida	ICT Coordinator	Muntinlupa National HS - Junior
8	Marizen L. Caldito	ICT Coordinator	Muntinlupa Science HS
9	Gregorio S. Quineri	ICT Coordinator	Pedro E. Diaz HS
10	Shequine Glory M. Pili	ICT Coordinator	Poblacion NHS
11	Arem C. Dela Rosa	ICT Coordinator	Tunasan NHS
12	Aquisinur H. Valencia	ICT Coordinator	Tunasan NHS Senior
13	Jeanne Fombuena	ICT Coordinator	Sucac Senior HS
14	Joana Marie C. Benavidez	ICT Coordinator	Alabang ES
15	Jc Lynn P. Recolosado	ICT Coordinator	Bagong Silang ES
16	Erwin A. Pascual	ICT Coordinator	Bayanan ES - Main
17	Dindo Arciaga	ICT Coordinator	Bayanan ES - Unit I
18	Essan Mae D. Balmeo	ICT Coordinator	Buli ES
19	Martina Gebriel J. Guivencan	ICT Coordinator	Cupang ES - Annex
20	Adonis S. Villar	ICT Coordinator	Cupang ES - Main
21	Erlyn D. Galgo	ICT Coordinator	Filinvest Alabang ES
22	Emily Kinna B. Caluza	ICT Coordinator	Itaas ES
23	Ma. Crisanta O. Gaviola	ICT Coordinator	Lakeview Integrated School - ELEM
24	Abigail B. Collarga	ICT Coordinator	Muntinlupa ES
25	Naph Bryan C. Gonzaga	ICT Coordinator	Poblacion ES
26	Mark Albert M. Caacbay	ICT Coordinator	F. De Mesa ES
27	Owen Earl D. Bautista	ICT Coordinator	Soldiers Hills ES
28	Jayson D. Aala	ICT Coordinator	Sucac ES - Main
29	Melody G. Lozada	ICT Coordinator	Sucac ES Sitio Pagkakaisa Zone 3 Annex
30	Eugenia Francia P. Pancipane	ICT Coordinator	Sucac ES Sitio Pagkakaisa Zone 4 Annex
31	Wilma S. Ramos	ICT Coordinator	Tunasan ES



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

PARTICIPANTS			
No	Name	Position	Office
32	Maria Diana B. Carmona	ICT Coordinator	Victoria Homes ES
33	Zoe Nadia L. Jara	ICT Coordinator	Muntinlupa Business HS - Main
34	Russel Van Erick F. Ramos	ICT Coordinator	Muntinlupa Science High School
35	Jannrei Anton Labuguen	Teacher	Cupang Senior HS
36	Lorielyn M. Alaurin	Teacher	Muntinlupa National HS - Junior
37	Anita B. Abalin	Teacher	Pedro E. Diaz HS
38	Richwhell R. Catoto	Teacher	Muntinlupa National HS - Senior
38	Shiella H. Benalla	Teacher	Poblacion NHS
39	Romar R. Bamba	Teacher	Tunasan NHS
40	Raezy Mai Pica-Colot	Teacher	Tunasan NHS Senior
41	Geno E. Armario	Teacher	Bagong Silang ES
42	Arieza T. De Vera	Teacher	Bayanan ES - Main
43	Dahna Angelica T. Hernandez	Teacher	Bayanan ES - Unit I
44	Imelda C. Cervantes	Teacher	Buli ES
45	Meliza Aimee G. Valdez	Teacher	Cupang ES - Annex
46	Dennis B. Romano	Teacher	Cupang ES - Main
47	Alena R. Doctora	Teacher	Filinvest Alabang ES
48	Jeremy Grace V. Palo	Teacher	Itaas ES
49	Jane M. Bico	Teacher	LIS ELEM
50	Randy A. Payomo	Teacher	Muntinlupa ES
51	Mark Joseph P. Salazar	Teacher	F. De Mesa ES
52	Neilwen V. Lipon	Teacher	Soldiers Hills ES
53	Jessa B. Ables	Teacher	Sucat ES Sitio Pagkakaisa Zone 3 Annex
54	Trisha M. Sariola	Teacher	Sucat ES Sitio Pagkakaisa Zone 4 Annex
55	Aira Domiquel Castro	Teacher	Tunasan ES
56	Marilou L. Riondanga	Teacher	Victoria Homes ES
57	Pamela Louise R. Apacible	Teacher	MBHS Sucat
58	Christy H. Binaraba	Teacher	Putatan ES
59	Olga S. Valenzuela	Teacher	Muntinlupa NHS
60	Jenny C. Caseñares	Teacher	Muntinlupa NHS
61	Melonie D. Mater	Teacher	Lakeview Integrated School
62	Christine May D. Argote	Teacher	ALS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

RESOURCE SPEAKERS			
No	Name	Position	Office
1	May L. Borjal	ITO 1	SDO Muntinlupa
2	Adrian G Buban	ITO 1	SDO Caloocan
3	Jenny Padernal Pablico	EPSA II ALS	SDO Caloocan
4	Ramil Santillan	ITO 1	SDO Tapat
5	Dorothy Grace Reyes	ITO 1	SDO Mandaluyong
6	Reynante Espeleta	Head Teacher III	LIS
7	Nery Ann Lorenzo	EPSA II ALS	ALS Center

TECHNICAL WORKING GROUP			
No	Name	Position	Office
1	Ma. Ana Licerio	Administrative Assistant III	OSDS
2	Ma. Romma Pagador	Project Development Officer II	SGOD
3	Michael Evan Aguelo	Administrative Officer II	Bayanan ES - Main
4	Iris Rayos	Administrative Ajde VI	Records Unit
5	Kiel Ezekiel Bacuno	Administrative Officer II	ICT Unit



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**TRAINING MATRIX FOR THE DCP ADOPTION- DIVISION TRAINING OF
 TRAINERS (DTOT)**

Day 1		
Time	Activity	Person-in-Charge
7:00 – 7:30 a.m.	Registration	
7:45 a.m.- 8:00 a.m.	Opening Program - National Anthem - Ecumenical Prayer - Welcome Remarks - Statement of Purpose - Introduction of Resource Person	PMT
8:00 – 9:00 am	Topic 1: Microsoft 365 Overview	May L. Borjal ITO 1 SDO Muntinlupa
9:00-9:15	Health Break	
9:15 – 10:45 am	Topic 2: Microsoft One Drive	Mr. Adrian G. Buban ITO 1 SDO Caloocan
10:45-12:00 noon	Topic 3: Microsoft 365 Apps for Productivity: Microsoft Word	Mr. Jenny Padernal Publico EPSA II – ALS SDO Caloocan
12:00 – 1:00 pm	L U N C H	
1:00-3:00 pm	Topic 4: Microsoft Teams	Mr. Ramil Santillan ITO 1 SDO TAPAT
3:00-5:00 pm	Topic 5: Microsoft Sharepoint	Ms. Dorothy Grace Reyes ITO 1 SDO MANDALUYONG
5:00 – 5:30 pm	Assessment Reflection / Wrap Up/ Evaluation	
5:30 – 6:30 pm	Training Team Daily Evaluation	



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Day 2		
Time	Activity	Person-in-Charge
7:00 – 7:30 a.m.	Registration	
7:45 a.m.- 8:00 a.m.	MOL - Nationalistic Song - Ecumenical Prayer - Clearing Houses - Recap	PMT
8:00 – 9:45 am	Topic 6: Microsoft 365 Apps for Productivity: Microsoft Word	May L. Borjal ITO 1 SDO Muntinlupa
9:45 – 10:00	Break	
10:00 – 11:45 am	Topic 7: Microsoft 365 Apps for Productivity: Microsoft PowerPoint	Mr. Reynante Espeleta Head Teacher III Lakeview Integrated School
11:45-12:00	Wrap-up Activities	
12:00 – 1:00 pm	L U N C H	
1:00 – 3:00	Topic 8: Microsoft Forms	Ms. Nery Ann E. Lorenzo EPSA II – ALS
3:00 – 3:15	Break	
3:15 – 5:00	Topic 9: Microsoft Copilot	Ms. Nery Ann Lorenzo EPSA II – ALS



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Day 3		
Time	Activity	Person-in-Charge
7:00 – 7:30 a.m.	Registration	
7:45 a.m.- 8:00 a.m.	MOL - Nationalistic Song - Ecumenical Prayer - Clearing Houses - Recap	PMT
8:00 – 11:00 am 9:00-9:00 (Break)	Topic 10: Learning Accelerators	Ms. Nery Ann Lorenzo EPSA II – ALS
11:00 – 12:00 pm	Topic 11: Work Application Plan	Mr. Reynante Espeleta Head Teacher III Lakeview Integrated School
12:00 – 1:00 pm	L U N C H	
1:00 – 3:00	Topic 11: Work Application Plan	Mr. Reynante Espeleta Head Teacher III Lakeview Integrated School
3:00 – 3:15	Break	
3:15 – 4:15	Presentation of WAP	Select ICT Coordinators
4:15- 5:00	Closing Ceremony	TWG
5:00 pm-onwards	Home Sweet Home	