



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

**Office of the Schools Division
Superintendent**

DECEMBER 2, 2025

MEMORANDUM
No. 618, s. 2025

**EMPOWERING ICT LEADERS: STRENGTHENING DIGITAL GOVERNANCE AND
INNOVATION IN SDO MUNTINLUPA**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
School Heads/OICs
School ICT Coordinators
All Others Concerned

1. This Office through the Information and Communication Technology Unit shall conduct the above - captioned activity from December 5, 2025 at Sucat Senior High School Conference Room.
2. The objectives of this training are to demonstrate enhanced competencies in managing school-based ICT programs, ensuring data security and system efficiency, and leading technology-driven innovations aligned with the SIKLAB DUNONG roadmap.
4. Participants shall bring laptop, extension cord, and devices that provides internet connectivity.
5. Attached are the list of participants and activity matrix.
6. Transportation and other incidental expenses shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination and compliance with this Memorandum are directed.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent ✓
Officer In-Charge
Office of the Schools Division Superintendent

References: none

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

TRAINING COMMUNICATIONS

MLB /ICT

618 _____ / 11-27-2025

NUM-2025-618





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PARTICIPANTS OF EMPOWERING ICT LEADERS: STRENGTHENING DIGITAL GOVERNANCE AND INNOVATION IN SDO MUNTINLUPA

No.	Name	School
1	Joana Marie C. Benavidez	Alabang ES
2	Geno Armario	Bagong Silang ES
3	Erwin A. Pascual	Bayanan ES Main
4	Dindo A. Arciaga	Bayanan ES Unit 1
5	Essan Mae D. Balmeo	Buli ES
6	Martina Gabriel J. Guivencan	Cupang ES Annex
7	Adonis S. Villar	Cupang ES Main
8	Mark Albert Caacbay	F. De Mesa ES
9	Erlyn D. Galgo	Filinvest Alabang ES
10	Emily Kinna B. Caluza	Itaas ES
11	Abigail B. Collarga	Muntinlupa ES
12	Naph Bryan C. Gonzaga	Poblacion ES
13	MS-Donibeck G San Jose	Putatan ES
14	Owen Earl D. Bautista	Soldiers Hills ES
15	Jayson D. Aala	Sucacat ES Main
16	Melody G. Lozada	Sucacat ES Sitio Pagkakaisa Zone 3 Annex
17	Eugenia Francia P. Pancipane	Sucacat ES Sitio Pagkakaisa Zone 4 Annex
18	Wilma S. Ramos	Tunasan ES
19	Michael M. Blando	Victoria Homes ES
20	Airo F. Tiama	Cupang Senior HS
21	Ma. Crisanta O. Gaviola	Lakeview Integrated School
22	Shyrein M. Mesina	Lakeview Integrated School
23	John Kevin B. Llander	Lakeview Integrated School
24	Jomencli S. Ignacio	Muntinlupa Business HS - Main
25	Zoe Nadia L. Jara	Muntinlupa Business HS - Main
26	Romeo T. Navarro Jr.	Muntinlupa Business HS - Sucacat Annex
27	Allan Raymond B. Nacida	Muntinlupa National HS
28	Mervin Jay M. Aventurado	Muntinlupa National HS
29	Cj Marmeto	Muntinlupa Science HS
30	Gregorio S. Quineri	Pedro E. Diaz HS
31	Reynerr Oliver E. Ape	Poblacion NHS
32	Arem Dela Rosa	Tunasan NHS
33	Aquisinur H. Valencia	Tunasan NHS



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PARTICIPANTS OF EMPOWERING ICT LEADERS: STRENGTHENING DIGITAL GOVERNANCE AND INNOVATION IN SDO MUNTINLUPA

No.	Name	School
34	Jeanno A. Fombuena	Sucacat SHS
35	Shervin Rosopa	ALS Center

TECHNICAL WORKING GROUP

No.	Name	Position
36	May L. Borjal	ITO
37	Ana L. Licerio	ADAS III - ASDS Office
38	Ma. Romma Pagador	PDO I - YTD SGOD
39	Irvin Ezekiel Bacuno	AO II - ICT Unit
40	Wilfred Aman	ADAS I - ICT Unit

RESOURCE SPEAKERS

No.	Name	Position
41	May L. Borjal	ITO
42	Dorothy Grace Reyes	ITO - Mandaluyong



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Activity Matrix

Empowering ICT Leaders: Strengthening Digital Governance and Innovation in SDO Muntinlupa

Date: December 5, 2025
Time: (8:00 a.m. - 5:00 p.m.)
Venue: Sucat Senior High School

Time	Activity	Person-in-Charge
8:00 – 9:00 am	Registration Opening Program <ul style="list-style-type: none">- National Anthem/ Nationalistic Song- Prayer- Introduction of Participants- Statement of Purpose - Message/Opening Remarks	Master of Ceremony MAY L. BORJAL ITO I VIOLETA M. GONZALES, CESO VI Schools Division Superintendent
9:00 – 10:30	ICT Policy Updates and Strategic Directions align with SIKLAB D.U.N.O.N.g	May L. Borjal Division ITO
10:30 – 12:00	AI Tools in Education	Dorothy Grace Reyes ITO – Mandaluyong
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:30	Cybersecurity and Data Privacy Compliance Protecting School Networks and Data Integrity Crafting of Manual for Internet Connectivity	MAY L. BORJAL ITO I



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2:30 – 3:00	BREAK	
3:00 – 4:00	Workshop on ICT Action Plan in line with SIKLAB D.U.N.O.n.G	
4:00 – 4:30	Presentation	
4:30 – 5:00	Closing	