



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

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March 21, 2022

DIVISION MEMORANDUM

No. 071 s. 2022

**3-DAY TRAINING OF TRAINERS ON INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR THE  
NEW NORMAL EDUCATION**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
All others Concerned

1. The Schools Division of Capiz will conduct a Face-to-Face Training of Trainers on ICT for Teachers on April 6-8, 2022. The venue will be announced later.
2. This activity aims to capacitate participants to:
  - a. get an overview of the most important new technologies/applications and of the growing trend of integrating ICT in the teaching and learning;
  - b. develop concrete ICT skills in the utilization of different office applications in Microsoft and Google Workplace to enhance instruction;
  - c. discuss and exchange ICT best practices and reflect together how to use them in the teaching and learning; and
  - d. appreciate the impact, as well as the value of ICT integration in the 21<sup>st</sup> century culture
3. Attached are the following for your guidance
  - a. Enclosure No. 1---Training Matrix
  - b. Enclosure No. 2---Technical Working Group
  - c. Enclosure No. 3 – List of Participants
4. The participants are advised to bring their vaccination card and observe minimum public health standards and stringent physical distancing, consistent with the existing rules and regulations set forth by the authorized agencies, local government offices and DepEd.
5. Expenses relative to the conduct of this training such as food, lodging and incidental expenses of Trainers, participants and Training Management Team shall be charged against INSET Funds while the travel expenses of participants are chargeable against their School MOOE Fund subject to the usual accounting and auditing rules and regulations.



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6. All participants are encouraged to bring their personal laptops, extension cord and modem.
7. Pre-work activities involving all the trainers/facilitators and concerned SDO personnel shall be conducted on March 29-30, 2022 to walk through the different topics to be undertaken by trainers and collectively assess and finalize needed training resource packages.
8. It is understood that the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.
9. Immediate dissemination of and compliance with this memorandum are desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent

**MAR 21 2022**



Enclosure NO. 1 to Memo. No. 074, s. 2022

Day 0 April 5, 2022 Three-Day Live In Training of Trainers on ICT in the New Normal Education

Maribert Inland Resort  
April 6-8, 2022

Time	Activity	Person/s in charge
3:00-4:00PM	Checking and assessment of Training venue and facilities	Mrs. Jennifer Catalan Facilitators
4:00-5:00	Review of Training Targets and Framework	Dr. Immaculada J. Amores
5:00-6:30	Presentation of Program Flow and Processess	Mr. Jerry V. Mosquite
6:30	Dinner	
8:00-10:00	Final Dry run and critiquing	Trainers Dr. Immaculada J. Amores Mr. Jerry V. Mosquite Mark Nel Venus



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Enclosure no 1 to Division Memorandum No. 074

**Training of Trainers on Information and Communications Technology (ICT) for the Next Normal Education**  
 April 6-8, 2022

**DAY 1 April 6, 2022 (Wednesday)**

<b>Time</b>	<b>Activity/Session</b>	<b>Speaker/In-Charge</b>
8:00-8:30AM	<b>Preliminaries</b> National Anthem Capiz Hymn  Opening Prayer  Opening Remarks:  <b>Segundina F. Dollete EdD</b> Chief, Curriculum Implementation Division  Inspirational Messages:  <b>Jose Niro R. Nillasca</b> OIC, Asst. Schools Division Superintendent  <b>Salvador O. Ochavo, Jr., EdD, CESO V</b> Schools Division Superintendent	Secretariat/ Facilitators  <b>Albert B. Buhat</b> Comsr Luis R. Asis National High School  <b>June Celgen G. Arsenio</b> Candelaria National High School Moderator
	<b>House Rules</b>	Moderator
8:30-9:00AM	<b>Brief Overview on Implementation of Learning and Development for Teaching Personnel</b>	<b>Immaculada J. Amores PhD.</b> Senior Education Program Specialist II
9:00-9:30 AM	<b>The Use of DepEd Learning Management System (DLMS)</b>	<b>Emmanuel Lati</b> IT Officer I
9:30-10:00	<b>Facilitating 21st-Century Learning</b>	<b>Mark Nel R. Venus</b> Microsoft Education Ambassador Commissioner Luis R. Asis NHS
10:00-11:30 AM	<b>Open Educational Resources (OER): Innovative Pathway for Teaching and Learning</b>	<b>Jonalyn Quiambao Buenvenida</b> Microsoft Education Ambassador Quiajo Integrated School
Health Break		
1:00-1:10	<b>Ice Breaker</b>	<b>MOL</b>
1:00-5:00	<b>Google Forms for Academic Use</b>	<b>Darwin D. Pahayculay PhD</b>



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		Master Teacher II Piña Elementary School
End of Day 1		

**DAY 2 April 7, 2022 (Thursday)**

Time	Activity/Session	Speaker/In-Charge
8:00AM	<b>MOL</b>	
8:30-12:00	<b>Creative Use of Canva for Education in the Teaching and Learning</b>	<b>Edwin C. Salanatin</b> Master Teacher 1 Commissioner Luis R. Asis NHS
12:00	<b>Health Break</b>	
1:00	<b>Ice Breaker</b>	
1:30-3:00	<b>Appropriate Use of Microsoft Powerpoint for Classroom Presentation</b>	<b>Aileen May F. Isiderio</b> Microsoft Education Ambassador Sapian National High School
3:00-4:00	<b>Utilization of Microsoft Excel for Teachers' Tasks</b>	<b>Ms. Argeline Joy J. Amores</b> <b>Microsoft Innovative Educator</b>
4:00-6:00	<b>Hack Tips: Printer Reset and Maintenance</b>	<b>Milbert Bechayda</b> SHS Teacher Commissioner Luis R. Asis NHS

End of Day 2

**DAY 3 April 8, 2022 (Friday)**

8:00	<b>MOL</b>	
8:30-12:00	<b>Basic of Video Editing and Production for Creative Classroom Utilization</b>	<b>Milbert Bechayda</b> SHS Teacher Commissioner Luis R. Asis NHS
12:00	<b>Health Break</b>	
	<b>Ice Breaker</b>	
1:00-3:00	<b>Sharing of Innovation Practice:</b>  <b>Use of Google Sites for Performance Tasks and Other Academic Related Matters</b>	<b>Edwin C. Salanatin</b> Master Teacher 1 Commissioner Luis R. Asis NHS
	<b>Sharing of Innovation Practice:</b>	<b>Ge D. Diaz</b> <b>Teacher 1</b>



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	<b>One File, All Forms</b>	<b>Maayon National High School</b>
3:00-4:00	<b>Presentation of Plan and Way Forward</b>	<b>By District</b>
4:00-4:30	<b>Closing Ceremony</b>	
	<b>Impression</b>	Participants 1st District 2nd District
	<b>Challenge</b>	<b>Marlon P. Destreza EdD</b> Chief, SGOD
	<b>Awarding of Certificates</b>	
	<b>Closing Prayer</b>	<b>Jerry V. Mosquite</b> Education Program Specialist II
	<b>Community Song</b>	



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Enclosure no 2 to Division Memorandum No. **074** 1

**List of Training Management Team, Trainers, Quality Assurers and Facilitators**

<b>Roles</b>	<b>Persons Involved</b>
Overall Program Lead	<b>SALVADOR O. OCHAVO JR. EdD, CESO V</b> Schools Division Superintendent <b>JOSE NIRO R. NILLASCA</b> Assistant Schools Div. Supt.
Training Managers	<b>SEGUNDINA F. DOLLETE EdD</b> CES-CID <b>MARLON P. DESTREZA EdD</b> CES-SGOD <b>IMMACULADA J. AMORES, PhD</b>
Welfare Officer	<b>MONNA LIZA I. ERIBAL</b> <b>CANDELARIA P. TALABUCON</b> <b>SHERALYN G. BATICADOS</b> Nurse II <b>DR. LOURDELYN R. FUENTES</b> Dentist II

**Trainers and Facilitators**

<b>Name</b>	<b>School</b>	<b>Designation</b>
Darwin D. Pahayculay PhD	Piña Elementary School	Master Teacher II/Trainer
Mark Nel R. Venus	Commissioner Luis R. Asis NHS	T-III/Lead Facilitator/ MEA Trainer
Edwin C. Salanatin	Commissioner Luis R. Asis NHS	Master Teacher I/Trainer
Jonalyn Quiambao Buenvenida	Quiajo Integrated School	T-I/MEA Trainer
Aileen May F. Isiderio	Sapian National High School	T-III/MEA Trainer
Ms. Argeline Joy J. Amores	Cuartero District	Administrative Officer II
Milbert Bechayda	Commissioner Luis R. Asis NHS	SHS Teacher II
Rossinni G. Medel	San Nicolas National High School	T-III/ MEA Trainer
Ge D. Diaz	Maayon National High School	Teacher 1/Trainer
June Celgen G. Arsenio	Candelaria National High School	Moderator /Facilitator
Zaldy E. Barnizo Jr.	Dan Sur Elementary School	TIC/Facilitator
Rechelle Gallego	Jamindan National High School	Teacher 1/Facilitator/Lead Animator



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Albert B. Buhat	Commissioner Luis R. Asis NHS	Teacher 1/Facilitator
Mrs. Jennifer Catalan	Badiangon Elementary School	Principal I-Head Facilitator
Emmanuel Lati	SDO Capiz	IT Officer 1
Jerry V. Mosquite		Education Program Specialist II-HRD
Immaculada J. Amores PhD		Senior Education Program Specialist II-HRD/ Lead Trainer
QAME Associates	1. Ronald D. Dile 2. John Camacho 3. Mary Grace A. Atinon	
Secretariat/Documenters	Jerry Mosquite Mary Lyn De Guzman Maria Lourdes Peniano Bryan Lizada	







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Enclosure No. 3 to Division Memorandum No. 074

List of Participants

No.	Name	District
1	EVANGELINE FARA-ON	DAO
2	RAYMUND MAGBANUA	DAO
3	MA. ERIKA ESTRELLAN	DAO
4	STELLA MARIE SILVERIO	DAO
5	MABINI ABELLANO	CUARTERO
6	HELOISE FANGCO	CUARTERO
7	MARIE MAE ABELLANO	CUARTERO
8	JOESIE BRILLANTES	CUARTERO
9	BONAVIE SALAZAR	CUARTERO
10	JAYSON HAPITAN	DUMARAO
11	CATHERINE PONCE	DUMARAO
12	ROCELYN TERADO	DUMARAO
13	JOSE FELERA	DUMARAO
14	BIMBO NERECENA	DUMARAO
15	MARIE BETH FLAGA	DUMALAG
16	LUCILLE BARANDA	DUMALAG
17	JORGE JIMENEZ	DUMALAG
18	SHELLA MAE FUROG	DUMALAG
19	PEARL JOY SANCHEZ	DUMALAG
20	MELANIE TUGON	IVISAN
21	SUNDAY ACUYONG	IVISAN
22	RHODA CORALES	IVISAN



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23	ROUSELL ANDRADA	IVISAN
24	MARLON LOZADA	SAPIAN
25	CYNTHIA OCASO	SAPIAN
26	MARCK ANTHONY ALABIA	SAPIAN
27	PRECY PINALBA	SAPIAN
28	LANIE MAY BERINGUELA	SAPIAN
29	JASMIN LEGARDA	JAMINDAN
30	MELANIE REYES	JAMINDAN
31	EMILIO FER VILLA	JAMINDAN
32	JAYSON ESTACION	JAMINDAN
33	MARICRIS CASABON	JAMINDAN
34	JAMETH PALOMO	SIGMA
35	SYMOUR CASTILLON	SIGMA
36	CHERILIE BENEDIAN	SIGMA
37	GLEN ESICO	SIGMA
38	LEVIE ETAJAN	SIGMA
39	VIOLABEL NAVARRA	MAMBUSAO EAST
40	RONA OVERENCIO	MAMBUSAO EAST
41	ZANDIE PONCE	MAMBUSAO EAST
42	MAYANGELINE DAPITILLO	MAMBUSAO EAST
43	DAVE LECCIO	MAMBUSAO EAST
44	JOCELYN BAYOT	MAMBUSAO WEST
45	LORNA BENEDIAN	MAMBUSAO WEST
46	ROBBIE ROSE LAVA	MAMBUSAO WEST
47	JOWELYN ESPINOSA	MAMBUSAO WEST





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48	ANGELYN FRANCISCO	MAMBUSAO WEST
49	LEO BARROA	PANAY
50	LORENA BAÑES	PANAY
51	ANGEL MAE BUENO	PANAY
52	KENNETH BUNDA	PANAY
53	ALBERT BUHAT	PANAY
54	ROBERTO NAELGAS	PONTEVEDRA
55	MICHELLE SORIANO	PONTEVEDRA
56	JOSE BERBANO JR.	PONTEVEDRA
57	EDMAR DEQUINA	PONTEVEDRA
58	ERDEN GENTOLEA	PONTEVEDRA
59	NESON FALCO	PANITAN
60	JESSIEMAR DIAZ	PANITAN
61	CELESTE BUACO	PANITAN
62	JOYLEN ASPERA	PANITAN
63	SHEREE DANGAN	PANITAN
64	CECIL ORTENCIO	PRES. ROXAS
65	ANALIZA AJESTA	PRES. ROXAS
66	SHERRYL FERRER	PRES. ROXAS
67	IVOR JAN MAMARIL	PRES. ROXAS
68	BON JOVI DUARTE	PRES. ROXAS
69	PATRIANA BENLIRO	PILAR
70	ROWENA ANOCHE	PILAR
71	JOSE DE GUZMAN	PILAR
72	ANN JANE BARGO	PILAR





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73	EDDIE DELA CRUZ	PILAR
74	JUVELYN KATIPUNAN	TAPAZ EAST
75	EMILY GERARDINO	TAPAZ EAST
76	ROJEL DARLE	TAPAZ EAST
77	EDELYN PALMA	TAPAZ EAST
78	NIEL IBAÑES	TAPAZ EAST
79	ULDARICO CASTOR JR	TAPAZ WEST
80	ARNEL PALOMAR	TAPAZ WEST
81	ANNA RIZZA ESTIMADA	TAPAZ WEST
82	RIZZA JOY PALOMAR	TAPAZ WEST
83	JESSIE REY PANO	TAPAZ WEST
84	JONEL SEMBRANO	MAAYON
85	EDWIN JASON DUEÑAS	MAAYON
86	ROLARYN ESTANDARTE	MAAYON
87	MELORIE PANUNCIO	MAAYON
88	PRESYM JOY DENOSTA	MAAYON
89	NELSON ALCAZAREN	CAPIZ NHS
90	JO GABRIEL TULIO	CAPIZ NHS



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