



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

October 17, 2022

**DIVISION MEMORANDUM**

No. 413, s. 2022

**WORKSHOP ON VARIOUS GOOGLE APPS FOR DISTRICT MONITORING, EVALUATION,  
AND ADJUSTMENT (MEA) AND INFORMATION AND COMMUNICATION TECHNOLOGY  
(ICT) COORDINATORS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors/ OIC of the Districts  
School Heads of Public Elementary, Secondary and  
Integrated Schools  
District MEA and ICT Coordinators

1. This Office will conduct a **Workshop on Various Google Apps for District MEA and ICT Coordinators** on November 9-10, 2022. The venue will be announced later.
2. This activity aims to:
  - a. enhance the capabilities of District MEA and ICT Coordinators on the use of various Google Apps which are helpful in generating timely and accurate data; and
  - b. thresh out issues and concerns concerning the submission of Quarterly District Consolidated School MEA Reports.
3. Attached are the list of participants and the training matrix for your reference.
4. The conduct of this activity must comply with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
5. Expenses relative to the conduct of this activity are chargeable against the Division InSeT Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

*Mac*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



Address: Banica, Roxas City  
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Enclosure No. 1 to SDM No. 413, s. 2022

**LIST OF PARTICIPANTS**

<b>District</b>	<b>District MEA Coordinator</b>	<b>District ICT Coordinator</b>
1. Cuartero	Mabini Abellano	Heloise Fangco
2. Dao	Monina Aleligay	Raymund Magbanua
3. Dumalag	Olga Frac	July Falagne
4. Dumarao	Eden Hermo	Catherine Ponce
5. Ivisan	Juvy Baranda	Jose Zaldy Escalada
6. Jamindan	Jasmin Legarda	Jasmin Legarda
7. Maayon	Dr. Darwin Pahayculay	Reymond Deocampo
8. Mambusao East	Janet Ledesma	Edwin Benedian
9. Mambusao West	Vilma Ocaso	Jocelyn Bayot
10. Panay	Leo Baroa	Lorena Banez
11. Panitan	Lorna Bonilla	Rachelle Dayang
12. Pilar	Romulo Besonia	Patriana Benliro
13. Pontevedra	Roberto Naelgas	Erden Gentolea
14. President Roxas	Jennifer Calatan	Reynold Baes
15. Sapián	Donna Olandesca	Marlon Lozada
16. Sigma	Dr. Monica Anonoy	Janneth Palomo
17. Tapaz East	Labreal Peralta	Juvelyn Tanaleon
18. Tapaz West	Dr. Glenda Gervero	Uldarico Castor



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Enclosure No. 2 to SDM No. 413, s. 2022

**TRAINING MATRIX**

Day / Time	Activity	Person In-Charge
November 9, 2022/ 8:31-9:00 AM	Phil. National Anthem	On Air
	Prayer	On Air
	Regional Hymn	On Air
	Capiz Hymn	On Air
	Welcome Remarks	Marlon P. Destreza, EdD SGOD Chief
	Message	MIGUEL MAC D. APOSIN EdD, CESO V SDS
9:01 AM- 12:00 Noon	Introduction to Google Apps	Emmanuel V. Lati Division ITO
1:01 - 3:00 PM	Workshop on Google Forms (including consolidating of data gathered)	Emmanuel V. Lati Division ITO
3:01-5:00 PM	Workshop on Google Sheets (including consolidating of data gathered)	Emmanuel V. Lati Division ITO
November 10, 2022/ 8:31 AM- 12:00 Noon	Workshop on Google Docs and Slides	Emmanuel V. Lati Division ITO
1:00 - 3:00 PM	Updates on MEA Technology and Crafting of District Consolidated Templates	Ronald D. Dile SEPS-SMME
3:01-5:00 PM	Closing Program	PMT



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