



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

November 14, 2022

DIVISION MEMORANDUM

No. 470s. 2022

**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS**

To: OIC, Office of the Asst. 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
Heads of Public Elementary, Secondary and
Integrated Schools
All others Concerned

1. This Office through the Human Resource Development (HRD) Section of the School Governance and Operations Division (SGOD) will conduct a **Three-Day Face-to-Face ICT Integration Bootcamp for Classroom Teachers** on December 2-4, 2022. This is a NEAP-Recognized Professional Development Program Course with **Program/Course Recognition No. R6-PD-2022-0006-1028**. Participants are expected to meet all the required outputs before a Certificate of Participation/Recognition will be issued. The venue will be announced later.
2. This activity aims to capacitate the participants to:
 - a. create ICT based instructional materials, through the ICT applications that are responsive to varied needs and context of the learners;
 - b. explain the essential concepts and principles of ICT and the utilization of learning resources based on Philippine Professional Standards for Teachers (PPST) Resource Package;
 - c. use the most important new technologies/applications and the growing trend of integrating ICT in the teaching and learning with integration of cyber safety and awareness;
 - d. exemplify concrete ICT skills in the utilization of different office applications in Microsoft and Google Workplace and other platforms to enhance instructions and practices;
 - e. evaluate learners' progress and achievement using learner attainment data with the aid of SPSS as a tool;
 - f. design learning resources for classroom use using ICT; and



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- g. demonstrate ICT best practices on instruction and utilization of learning resources and reflect together on how to use them in the teaching and learning.
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 Core Group composed of Resource Speakers, Facilitators and Technical Working Group are advised to report in advance on Day Zero (0) which is scheduled on December 1, 2022 to walk through the different topics to be undertaken by the trainers and collectively assess and finalize the needed training resource packages.
5. All participants are encouraged to bring their laptop, extension cord and Wi-Fi modem.
6. Concerned school heads must ensure that there will be teacher/s who will still address the learning needs of the learners of the identified participants in adherence with DepEd Order No. 9, s. 2005 titled *“Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”*.
7. Participants, Learning Facilitators/Resource Speakers, QAME Team Members, and Training Management Team are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the Other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
8. 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 the Division INSET Funds while the travel expenses of the participants and technical working group/resource speakers /facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
9. It is expected that in the conduct of this activity, all involved must adhere to 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).
10. 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.



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11. This Memorandum serves as a Travel Authority.

12. Immediate dissemination of and compliance with this memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

MA. LUNIE B. SAMPANI, CPA, MPA

OIC, Office of the Assistant Schools Division Superintendent
In-charge of the Division *MS*



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Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. 470 s. 2022

ICT Integration Bootcamp for Classroom Teachers
Day 0 December 1, 2022

DAY 0-December 1, 2022		
Time	Activity/Session	Speaker/In-Charge
8:00-9:00	Preliminaries	HRD
9:00-9:30	Updates on ICT	Emmanuel Lati IT Officer I
9:30-10:00	Checking of Assessment of Training Venue and Facilities	Mark Nel R. Venus Microsoft Education Ambassador, CLRANHS
10:00-12:00	Review of Training Targets and Framework	Immaculada J. Amores SEPS-HRD
Health Break/ Lunch		
1:00-1:10	Ice Breaker	Animators
1:10-3:00	Presentation of Program Flow and Processes	Jerry Mosquite EPS-II-HRD
3:00-7:00	Final Dry Run and Critiquing	Trainers Immaculada J. Amores Emmanuel Lati Jerry V. Mosquite Mark Nel Venus
7:00-7:30	Dinner	
7:30-9:30	Continuation of Final Dry Run and Critiquing	Trainers Immaculada J. Amores Emmanuel Lati Jerry V. Mosquite Mark Nel Venus
End of Day 0		



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SCHOOLS DIVISION OFFICE - CAPIZ

Enclosure No. 1 to Division Memorandum No. 410, s. 2022

DAY 1-December 2, 2022		
Time	Activity/Session	Speaker/In-Charge
8:00-8:30AM	Preliminaries National Anthem Prayer Regional Hymn Capiz Hymn (To be played on air) Opening Remarks: Dr. Segundina F. Dollete Chief, Curriculum Implementation Division Inspirational Messages: Ma. Lunie B. Sampani, CPA OIC-Assistant Schools Division Superintendent Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent	Secretariat/ Facilitators Rojelyn Joyce Verde Jamindan NHS Lady Dean
	Training Etiquettes	June Celgen G. Arsenio Candelaria NHS
8:30-9:00	Brief Overview on Implementation of Learning and Development for Teaching Personnel	Dr. Immaculada J. Amores Senior Education Program Specialist II/Training Manager
9:00-9:30	Updates on ICT	Emmanuel Lati IT Officer I
9:30-10:00	Overview on the Training Course and Introduction of Course Facilitators/ TWG/ Animators	Mark Nel R. Venus Microsoft Education Ambassador, CLRANHS
10:00-12:00	Standards on the Selection, Development, Organization and Utilization of Learning Resources including ICT	Dr. Michael John R. Bade Microsoft Innovative Educator, Agloway Elementary School
Health Break/ Lunch		
1:00-1:10	Ice Breaker	Animators
1:30-3:30	Positive Use of ICT using Genial.ly	Dr. Darwin D. Pahayculay Master Teacher II Piña Elementary School
3:30-5:30	Cyber Safety and Awareness for 21st Century Educators	Milbert Bechayda SHS Teacher Comsr. Luis R. Asis NHS
7:00-9:00	Creating Interactive Classroom using ClassPoint	Aileen May F. Isiderio Microsoft Education Ambassador Sapian National High School
End of Day 1		



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DAY 2 December 3, 2022		
Time	Activity/Session	Speaker/In-Charge
8:00AM	Management of Learning	1st District Participants
8:30-10:30	Producing Audio Files with Audacity and Mixpad	Mrs. Rossini G. Medel Microsoft Education Ambassador San Nicolas NHS
10:30-12:30	Take it Easy with Data using Advanced Microsoft Excel	Ms. Argeline Joy J. Amores, Rpm Microsoft Innovative Educator Cuartero District
12:30	Health Break/ Lunch	
1:00	Ice Breaker	
1:30-3:30	Creating Interactive Classroom using Microsoft Sway	Mrs. Jonalyn Q. Buenvenida Microsoft Education Ambassador Quiajo Integrated School
3:30-5:30	Designing Creative Resources using Google Sites	Krizel M. Aguadera Microsoft Education Ambassador Dulangan National High School
7:00-9:00	GREEN SCREEN TECHNOLOGY	Bon Jov- V. Duarte Teacher I –Badiangon Elementary School
DAY 3 December 4, 2022		
	Management of Learning	2nd District Participants
8:30-10:30	Statistical Package for Social Sciences (SPSS)	Ge D. Diaz Teacher 1 Maayon National High School
10:30-12:30	Organize and Digitize with One Note	Ma. Sheila B. Dacles Microsoft Education Ambassador Pontevedra National High School
12:30	Health Break	
1:00	Ice Breaker	
1:00-3:00	Teaching Demonstration on ICT Integration	Mark Nel R. Venus Microsoft Education Ambassador CLRANHS Edwin C. Salanatin Master Teacher 1 CLRANHS
3:00-4:00	Planning and Way Forward	By District
4:00-4:30	Closing Ceremony	
	Impression	Participants 1st District 2nd District
	Challenge	Dr. Marlon P. Destreza Chief, SGOD
	Awarding of Certificates	
	Closing Prayer	Jerry V. Mosquite Education Program Specialist II
	Community Song	



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Enclosure No. 2 to Division Memorandum No. 470, s. 2022

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

Roles	Persons Involved
Overall Program Lead	DR. MIGUEL MAC D. APOSIN, CESO V Schools Division Superintendent MA. LUNIE B. SAMPANI, CPA, MPA OIC-Assistant Schools Division Superintendent
Training Managers	DR. SEGUNDINA F. DOLLETE CES-CID DR. MARLON P. DESTREZA CES-SGOD DR. IMMACULADA J. AMORES SEPS II -HRD
Welfare OfficerS	JOAN DEQUINA SHERALYN G. BATICADOS Nurses II

Course Facilitators and TWG

Name	School	Designation
Darwin D. Pahayculay PhD	Piña Elementary School	Master Teacher II/Course Facilitator
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/ Course Facilitator
Jonalyn Quiambao Buenvenida	Quiajo Integrated School	T-I/ Course Facilitator /MEA Trainer
Aileen May F. Isiderio	Sapian National High School	T-III/ Course Facilitator /MEA Trainer
Ms. Argeline Joy J. Amores	Cuartero District	Administrative Officer II/ Course Facilitator
Milbert Bechayda	Commissioner Luis R. Asis NHS	SHS Teacher II/ Course Facilitator
Krizel M. Aguadera	Dulangan National High School	T-III/ Course Facilitator /MEA Trainer
Rossinni G. Medel	San Nicolas National High School	T-III/ MEA Trainer/ Course Facilitator
Ge D. Diaz	Maayon National High School	Teacher 1/ Course Facilitator
Ma. Sheila B. Dacles	Pontevedra National High School	T-III/ Course Facilitator /MEA Trainer
Bon Jov- V. Duarte	Badiangon Elementary School	T-I/ Course Facilitator



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Michael John R. Bade EdD	Agloway Elementary School	T-III/ Course Facilitator
June Celgen G. Arsenio	Candelaria National High School	Teacher 1/TWG
Rojelyn Joyce Verde	Jamindan NHS	Lady Dean/ TWG
Zaldy E. Barnizo Jr.	Dan Sur Elementary School	TIC/Animator
Rechelle Gallego-Billonnes	Jamindan National High School	Teacher 1 /Lead Animator
Albert B. Buhat	Commissioner Luis R. Asis NHS	Teacher 1/TWG
Emmanuel Lati	SDO Capiz	IT Officer 1
Jerry V. Mosquite	SDO Capiz	Education Program Specialist II-HRD
Immaculada J. Amores PhD	SDO Capiz	Senior Education Program Specialist II-HRD/ Lead Trainer

QAME Associates	Ronald D. Dile John Camacho Romy L. Bermudo
Secretariat/Documenters/Certificate s	1. Mary Lyn De Guzman 2. Mrs. Jennifer Catalan 3. Cherry V. Aminoso



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Enclosure No. 3 to Division Memorandum No. 470, s. 2022

LIST OF PARTICIPANTS

SECONDARY SCHOOLS

No.	Name of Teachers	Name School
1	Jovelyn Constantino	Agkawayan Integrated School
2	PRINCESS MAYE ISADA	ARTURO JUGO NHS
3	Lezel F. Alaban	Bag-ong Barrio National High School
4	Melbin B. Sombilon	Bailan Integrated School
5	Gigi Padilla	Basiao National High School
6	RONNA P. DEVELO	Bungsuan National High School
7	GLEASILYN I. JAVIL	Camburanan National High School
8	Rodmark G. Sagaral	Candelaria NHS
9	Babyrly Mae Alosado	Capiz National High School
10	kathrina Badiang	Casanayan NHS
11	Niel L. Ibañez	Col. Patrocinio Artuz NHS
12	Arlyn Mae Balgos	Commissioner Luis R. Asis NHS
13	Ma. Esiar F. Fabrigar	Concepcion Castro Garcia National High School
14	Bea Xianne B. Bermejo	Cuartero NHS
15	Adrian L. Leccio	Dao National High School
16	Eddie S. De la Cruz	Dulangan National High School
17	Ergil Villanueva Romualdo	East Villaflores National High School
18	Bimbo S. Nerecena	Estefania Montemayor NHS
19	ROMEO APONIO, JR.	FELICIANO YUSAY CONSING NHS
20	Aimie B. Baril	Ishmael B. Orillos Farm School
21	Ronielyn U. Villeza	Jagnaya National High School
22	Zhena Mae L. Netura	Jamindan National High School
23	Marlou F. Frias	Jose Diva Avelino Jr. NHS
24	Kimberly Ann D. Delfin	Leodegario D. Deocampo Sr. National High School
25	JOJEN V. DIAZ	LEOPOLDO GIALOGO INTEGRATED SCHOOL
26	Joylyn Grace A. Inaudito	LUCERO NATIONAL HIGH School
27	Mr. Rodolfo Layoso Jr.	Luis Escutin NHS
28	Jimmilyn V. Panuncio	Macario Delfin Bermejo NHS
29	Rechel L. Dadivas	Maindang National High School
30	Hernado Preciosa Jr.	Malonoy NHS
31	Eman D. Ariquez	Mambusao East National High School
32	Stephanie L. Solante	Mambusao National High School
33	Udemie C Libo-on	Manuel F. Onato National High School
34	Rosela L. Caldeo	Mianay National High School



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Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

35	Erlyn Develos	Panitan National High School
36	Mark Jhon Bonsato	Pawa National High School
37	Robert John Baril	Pontevedra National High School
38	IRYL A. ESCALERA	Presentacion Diez Gregorio NHS
39	Melchor G. Galban	Puti-an National High School
40	Mary P.Amigos	Ramon A. Benjamin Sr. National High School
41	RONA MAE H. GALAEZ	REV. TOMAS CONEJAR NHS
42	RICKY B. NATIVIDAD	ROXAS FARM SCHOOL
43	Roshel Felipe	San Antonio NHS
44	SHERYL M. BASE	SAN NICOLAS NHS - PILAR
45	Jan Lloyd A. Odrunia	Sapian National High School
46	Remalyn D. Villalon	Sinamongan Integrated School
47	Genaline Develos	Tuburan National High School
48	Aljon A. Telesforo	Vicente Andaya Sr. NHS
49	Grace G. Ablero	Yating National High School
50	Irish Joy Castillon	Tapaz National High School
51	Sandra L. Dolfo	David Moises National High School
52	Clyde Ann Apurada	Ivisan National High School School
53	Mary Charmaine Grace O. Baniago	Felix Balgos National High School
54	Ira L. Chua	Florentina B. Degala NHS

ELEMENTARY SCHOOLS

No.	Name of Teachers	Name School	District
1	Lea S. Adelantar	Tanza Norte ES	Panay
2	Robert Mayor	Agbalo ES	Panay
3	Melinda Ballera	Lat-asan ES	Panay
4	Rosalie Bulquerin	Hipona Elementary School	Pontevedra
5	Romela B Dorado	Congressman Dinggoy Araneta Roxas Elementary School	Pontevedra
6	Reylyn Joy De Asis	Victoria Dais Elementary School	Pontevedra
7	WILNA V. AMOROSO	DMLES	President Roxas
8	ALMER P. ASTUDILLO	MANOLING ES	President Roxas
9	EDEN DASILAG	CARMENCITA-STO. NINO ES	President Roxas
10	MICHELL DIANNE C. TUMLOS	CARLOS V. LOPEZ ES	Pilar
11	MICHELL ANN C. LUPO	SINAMONGAN IS	Pilar
12	MERN JANE V. BANSAG	TOMAS ABELITA SR.	Pilar
13	Fatima Bueno	Tuburan ES	Maayon
14	Lourdes Lacorte	Balighot ES	Maayon
15	Alyanna Majal Dichosa	Maayon NHS	Maayon



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Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

16	Esperanza D. Catalan	Anonio Belo Mem. IS	Panitan
17	Analyn D. Cabrera	Panitan ES	Panitan
18	Neriza D. Daso	Tincupon ES	Panitan
19	Josie B. Delfin	Ilas Norte ES	Dao
20	Ma. Leah Rafael	Manhoy ES	Dao
21	Neriza E. Navarro	Agtanguay ES	Dao
22	Jovane S. Antonio	Calixto Loyola Sr. Integrated School	Sigma
23	Melessa Grace A. Manong	Cogon ES	Sigma
24	Shery C. Cagay	Atty. Santiago ABELLA VITO ES	Sigma
25	Mayverose D. Biaco	San Martin ES	Dumalag
26	Shella Mae P. Furog	Arsenio R. Frial ES	Dumalag
27	Jorge Jimenez	Dumalag CS	Dumalag
28	Jocyth A. Hachuela	Bungsuan ES	Dumarao
29	J-Marie B. Ludero	Astorga ES	Dumarao
30	Fatima D. Hubiera	Calapawan ES	Dumarao
31	Florence A. Villareal	Majanlud ES	Sapian
32	Dondi Licono	Agsilab ES	Sapian
33	Mardien Ambos	Agtatacay Sur ES	Sapian
34	Rhoda B. Corales	Ivisan ES	Ivisan
35	Aikish O. Galindo	Ivisan ES	Ivisan
36	Vivian L. Bernales	PPPM	Ivisan
37	Judith E. Lozada	Atiplo Elementary School	Mambusao East
38	Nanette Y.Lago	Pangpang Norte Elementary School	Mambusao East
39	Jean Ortida	Bungsi Elem. School	Mambusao East
40	Marjoric V. Ricardo	Liboo PS	Mambusao West
41	Nezle Joy L. Esporma	Ramon A, Villareal MS	Mambusao West
42	Angie L. Velado	Juan Andaya ES	Mambusao West
43	MYRNA M. CELO	SAN MIGUEL ILAYA ES	Tapaz East
44	ANALOU TRESTIZA	ABANGAY ES	Tapaz East
45	CLAUDIO O. PAREDES	AGLINAB ES	Tapaz East
46	CHARRISE JEAN CRAZO	ROXAS ES	Tapaz West
47	GERALD FLAGNE	DAAN NORTE ES	Tapaz West
48	CALLEN JOY SAN AGUSTIN	DAAN SUR ES	Tapaz West
49	EUGENE B. PADIOS	LUCERO ES	Jamindan
50	ANGENIE VILLASIS	Ubog ES	Jamindan
51	ROSIEBY G. YAP	Manuel Ganzon Advincula IS	Jamindan
52	Amy Jean Finlac	Mahunodhunod ES	Cuartero
53	Jay Ann Mayo	Puti-an ES	Cuartero
54	Lolinda Aspera	San Antonio ES	Cuartero



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