



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

May 12, 2023

**DIVISION MEMORANDUM**  
No. 212s. 2023

**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)  
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS 2.0**

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 2.0** on August 9-11, 2023. 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 released. 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
  - 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





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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. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols.
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 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.
6. All participants are encouraged to bring their personal laptops, extension cord and Wi-Fi modem.
7. Pre-work activities involving all the trainers/facilitators and concerned SDO personnel shall be conducted on August 8, 2023 to walk through the different topics to be undertaken by trainers and collectively assess and finalize needed training resource packages.
8. Participants, QAME Team Members, Learning Facilitators/Resource Speakers and Training Management Team are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant p-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.
9. This Memorandum serves as a Travel Authority.
10. It is understood that in 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.
11. Immediate dissemination of and compliance with this memorandum are desired.

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



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Enclosure No. 2 to Division Memorandum No. 212, s. 2023

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Day 0 August 8, 2023 for Trainers, Facilitators and TWG (Pre-Activity)

| Time        | Activity   | Person/s in charge                                    |
|-------------|--|---|
| 8:00-10:00  | Checking and assessment of Training venue and facilities | Immaculada J. Amores<br>Jerry Mosquete<br>Ronald Dile |
| 10:00-11:30 | Review of Training Targets and Framework                 | Jerry Mosquete  |
| 12:00       | Lunch  |   |
| 1:00-2:00   | Presentation of Program Flow and Processes               | Mark Nel R. Venus                                     |
| 2:00-8:00   | Final Dry run and critiquing                             | All Facilitators<br>TWG<br>Technical Team             |
|             |  |   |



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**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)  
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August 9-11, 2023

| DAY 1 August 9, 2023 |   |  |
|----------------------|---|--|
| Time                 | Activity/Session  | Speaker/In-Charge  |
| 8:00-8:30AM          | Preliminaries<br>National Anthem<br>Prayer<br>Regional Hymn<br>Capiz Hymn<br>(To be played on air)<br><br>Opening Remarks:<br><br><b>Dr. Segundina F. Dollete</b><br>Chief, Curriculum Implementation Division<br><br>Inspirational Messages:<br><br><b>Ma. Lunie B. Sampani, CPA</b><br>OIC-Assistant Schools Division Superintendent<br><br><b>Dr. Miguel Mac D. Aposin, CESO V</b><br>Schools Division Superintendent<br><br>Training Etiquettes | Secretariat/ Facilitators<br><br>Marrielle B. Dolor<br>Teacher II, CLRANHS                     |
| 8:30-9:00            | Brief Overview on Implementation of Learning and Development for Teaching Personnel   | <b>Dr. Immaculada J. Amores</b><br>Senior Education Program Specialist II/Training Manager     |
| 9:00-9:30            | Updates on ICT  | <b>Emmanuel Lati</b><br>IT Officer I   |
| 9:30-10:00           | Overview on the Training Course and Introduction of Course Facilitators/ TWG/ Animators   | <b>Mark Nel R. Venus</b><br>Microsoft Education Ambassador, CLRANHS                            |
| 10:00-12:00          | Standards on the Selection, Development, Organization and Utilization of Learning Resources including ICT   | <b>Dr. Michael John R. Bade</b><br>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   | <b>Dr. Darwin D. Pahayculay</b><br>Master Teacher II<br>Piña Elementary School                 |
| 3:30-5:30            | Cyber Safety and Awareness for 21st Century Educators   | <b>Milbert Bechayda</b><br>SHS Teacher<br>Comsr. Luis R. Asis NHS                              |
| 7:00-9:00            | Creating Interactive Classroom using ClassPoint   | <b>Aileen May F. Isiderio</b><br>Microsoft Education Ambassador<br>Sapian National High School |
| End of Day 1         |   |  |



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| DAY 2 August 10, 2023 |   |  |
|-----------------------|---|--|
| 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        | <b>Mrs. Rossini G. Medel</b><br>Microsoft Education Ambassador<br>San Nicolas NHS                |
| 10:30-12:30           | Take it Easy with Data using Advanced Microsoft Excel | <b>Ms. Argeline Joy J. Amores, Rpm</b><br>Microsoft Innovative Educator<br>Cuartero District     |
| 12:30                 | Health Break/ Lunch                                   |  |
| 1:00                  | Ice Breaker   |  |
| 1:30-3:30             | Creating Interactive Classroom using Microsoft Sway   | <b>Mrs. Jonalyn Q. Buenvenida</b><br>Microsoft Education Ambassador<br>Quiajo Integrated School  |
| 3:30-5:30             | Designing Creative Resources using Google Sites       | <b>Krizel M. Aguadera</b><br>Microsoft Education Ambassador<br>Dulangan National High School     |
| 7:00-9:00             | GREEN SCREEN TECHNOLOGY                               | <b>Bon Jov- V. Duarte</b><br>Teacher I -Badiangon<br>Elementary School                           |
| DAY 3 August 11, 2023 |   |  |
|                       | Management of Learning                                | 2nd District Participants  |
| 8:30-10:30            | Statistical Package for Social Sciences (SPSS)        | <b>Ge D. Diaz</b><br>Teacher 1<br>Maayon National High School                                    |
| 10:30-12:30           | Organize and Digitize with One Note                   | <b>Ma. Sheila B. Dacles</b><br>Microsoft Education Ambassador<br>Pontevedra National High School |
| 12:30                 | Health Break  |  |
| 1:00                  | Ice Breaker   |  |
| 1:00-2:00             | Canva for Education Updates                           | <b>Edwin C. Salanatin</b><br>MT-I, CLRANHS   |
| 2:00-3:00             | Teaching Demonstration on ICT Integration             | Teacher Demonstrators<br><br>Process Observers   |
| 3:00-4:00             | Planning and Way Forward                              | By District  |
| 4:00-4:30             | Closing Ceremony                                      |  |
|                       | Impression  | Participants<br>1st District<br>2nd District   |
|                       | Challenge   | <b>Dr. Marlon P. Destreza</b><br>Chief, SGOD   |
|                       | Awarding of Certificates                              |  |
|                       | Closing Prayer  | <b>Jerry V. Mosquite</b><br>Education Program Specialist II                                      |
|                       | Community Song  |  |



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Enclosure No. 2 to Division Memorandum No. 212, s. 2023

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

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

**Course Facilitators and TWG**

| <b>Name</b>                 | <b>School</b>                    | <b>Designation</b>                            |
|-----------------------------|----------------------------------|---|
| 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                       |
| Michael John R. Bade EdD    | Agloway Elementary School        | T-III/ Course Facilitator                     |
| Marrielle B. Dolor          | Commissioner Luis R. Asis NHS    | Teacher II/TWG                                |
| Albert B. Buhat             | Commissioner Luis R. Asis NHS    | Teacher 1/TWG                                 |



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|                          |                              |  |
|--------------------------|------------------------------|--|
| Maricris D. Venus        | Pontevedra Elementary School | Teacher III/TWG  |
| Gladys Barolo            | Jamul-awon Elementary School | 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<br>Judith Tu<br>Lalain Delos Santos<br>Rona Overencio<br>Zandie Ponce |
| Secretariat/Documenters/Certificates | 1. Mary Lyn De Guzman<br>2. Mrs. Jennifer Catalan                                    |



**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)  
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS 2.0  
August 9-11, 2023**

**LIST OF PARTICIPANTS**

| No.                  | Last Name    | First Name    | M.I. | Position/Designation |
|----------------------|--------------|---------------|------|----------------------|
| <b>Cuartero</b>      |              |               |      |                      |
| 1                    | Funtilar     | Cheenie       | O    | Teacher I            |
| 2                    | Bermudo      | Evelyn        | D    | Teacher III          |
| 3                    | Fajarillo    | Niña Grace    | F    | Teacher I            |
| <b>Dao</b>           |              |               |      |                      |
| 1                    | Capulso      | Mary Joy      | T    | Teacher 2            |
| 2                    | Venus        | Revie         | E    | Teacher 1            |
| 3                    | Eduque       | Jane Mae      | S    | Teacher 1            |
| <b>Dumalag</b>       |              |               |      |                      |
| 1                    | Felongco     | Loida         | J    | Teacher 1            |
| 2                    | Deloria      | Jully Anne    | G    | Teacher 1            |
| 3                    | Baido        | Mary Hope     | D    | Teacher 1            |
| <b>Dumarao</b>       |              |               |      |                      |
| 1                    | Guillermo    | Jomalyn       | T.   | Teacher - 1          |
| 2                    | Tingson      | Claire        | M.   | Teacher - 1          |
| 3                    | Padios       | Jerben        | E.   | Teacher - 111        |
| <b>Ivisan</b>        |              |               |      |                      |
| 1                    | DE ASIS      | JERIC         | V.   | Teacher 1            |
| 2                    | UNARCE       | EVA           | E.   | Teacher-1            |
| 3                    | FLORES       | ARMER         | B.   | Teacher - I          |
| <b>Jamindan</b>      |              |               |      |                      |
| 1                    | Llanera      | Sweden        | L    | MT-I                 |
| 2                    | Glory        | Irene         | Z    | T-III                |
| 3                    | Vigo         | Jhasmin       | L    | T-III                |
| <b>Maayon</b>        |              |               |      |                      |
| 1                    | Deloria      | Randy         | B.   | Teacher I            |
| 2                    | Diva         | Christine Joy | D.   | Teacher I            |
| 3                    | Anisco       | Lovely Amparo | B.   | Teacher III          |
| <b>Mambusao East</b> |              |               |      |                      |
| 1                    | Alisasis     | Joy           | T.   | Teacher III          |
| 2                    | Bajada       | Janel Grace   | A    | Teacher I            |
| 3                    | Caporal      | Lilibeth      | D    | Teacher III          |
| <b>Mambusao West</b> |              |               |      |                      |
| 1                    | Ledesma      | Jeffry        | M.   | Teacher I            |
| 2                    | Garbosa      | Nikki         | S    | Teacher I            |
| 3                    | Lantoria     | Ma.Grace      | B.   | Teacher I            |
| <b>Panay</b>         |              |               |      |                      |
| 1                    | Perez        | Angela        | B    | Teacher 1            |
| 2                    | Aulmo        | Jennyvie      | C.   | Teacher III          |
| 3                    | Bellosillo   | Jacelle       | B.   | Teacher I            |
| <b>Panitan</b>       |              |               |      |                      |
| 1                    | Billones     | Prince Ace    | L.   | Teacher I            |
| 2                    | Dizon        | Jo-boy        | W.   | Teacher III          |
| 3                    | Dellomos     | Ma. Mae       | D.   | Teacher III          |
| <b>Pilar</b>         |              |               |      |                      |
| 1                    | Delos Santos | Sheryl        | B    | Teacher 3            |
| 2                    | Abajar       | Allan         | D    | Teacher 1            |
| 3                    | Bañes        | Meridien      | P.   | Teacher 3            |



| No.                            | Last Name   | First Name | M.I. | Position/Designation       |
|--------------------------------|-------------|------------|------|----------------------------|
| <b>Pontevedra</b>              |             |            |      |                            |
| 1                              | Delao       | Randy      | D.   | T3- School ICT             |
| 2                              | DE LA CRUZ  | JENNY      | B.   | T-3-Brigada Eskwela Coor   |
| 3                              | Buenvendida | Arbby      | B.   | T3-School ICT              |
| <b>Pres. Roxas</b>             |             |            |      |                            |
| 1                              | Potato      | Annie Rose | B.   | T-3- School ICT            |
| 2                              | Beluso      | Mary Rose  | B.   | T-1 - Brigada Eskwela Coor |
| 3                              | Eribal      | Angela Mae |      | T-1-Nutrition Coor         |
| <b>Sapian</b>                  |             |            |      |                            |
| 1                              | Dela Rosa   | Regievie   | D    | Teacher 1                  |
| 2                              | Manangquil  | Amy        | A    | Teacher 1                  |
| 3                              | Olano       | Montisa    | B    | Teacher 1                  |
| <b>Sigma</b>                   |             |            |      |                            |
| 1                              | Ursos       | Gina       | A.   | Teacher I                  |
| 2                              | Compuesto   | Aisa       | D    | Teacher I                  |
| 3                              | De Manuel   | Precel     | V    | Teacher III                |
| <b>Tapaz East</b>              |             |            |      |                            |
| 1                              | Desierto    | Rocelyn    |      | T-3/Sch. ICT               |
| 2                              | Sona        | Jean       | K    | T-1/School ICT             |
| 3                              | Chiva       | Riza Mae   | J    | T-1/School ICT             |
| <b>Tapaz West</b>              |             |            |      |                            |
| 1                              | Garbosa     | Freddie    | G.   | T-1                        |
| 2                              | Gardose     | Maricel    | G.   | T-1                        |
| 3                              | Cachuela    | Mary Rose  | C.   | T-1                        |
| <b>--- nothing follows ---</b> |             |            |      |                            |