



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

15 MAR 2024

DIVISION MEMORANDUM

No. 166, s. 2024

**UPSKILLING OF NON-TEACHING PERSONNEL ON THE APPLICATION OF  
ICT TO WORK**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Unit/ Section Heads  
All others Concerned

1. This Office, through the Human Resource Development (HRD) Unit of the School Governance and Operations Division (SGOD) will conduct an **Upskilling of Non-Teaching Personnel on the Application of ICT to Work** on April 11-12, 2024. The venue will be announced later.
2. This activity aims to:
  - a. upskill or reskill the ICT capabilities of the non-teaching personnel to improve their productivity and efficacy at work; and
  - b. capacitate them on the use of the latest ICT programs while maximizing the use of the existing computer programs or software at work.
3. The lists of the Resource Persons, Technical Working Group (TWG), participants and the Training Matrix are found in Enclosure No. 1-3 respectively.
4. The participants are expected to bring laptop, extension wires and flash drive in the duration of the training.
5. Expenses relative to the conduct of this activity shall be charged against the *Organizational and Professional Development for Non-Teaching Personnel* (OPDNTP) funds subject to the usual accounting and auditing rules and regulations. While the travel expenses of the school head/ teacher participants are chargeable against their School MOOE, subject to the usual accounting and auditing rules and regulation.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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6. 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, school, gender, civil status, disability, religion and other similar factors, and personal circumstances that run counter to the principles of equal opportunity.

7. Immediate dissemination of this Memorandum is desired.

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

Encl: As stated

Reference: As stated

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

INFORMATION TECHNOLOGY  
TRAINING PROGRAMS



Republic of the Philippines  
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Enclosure No. 1 to Division Memo. No. 166, s. 2024

**TRAINING MATRIX**

**Day 1: April 11, 2024**

<b>TIME</b>	<b>TOPIC</b>	<b>SPEAKER / IN-CHARGE</b>
7:30 - 8:00 AM	Arrival / Registration	
8:00 – 9:00 AM	Preliminaries	TWG
9:00- 11:30AM	Maximizing Office Efficiency by unleashing the Power of Microsoft Word and Excel	ALTHER A. SUNIO
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 3:00 PM	Mastering Google Workshop: Streaming Collaboration with Drive, Sheets and Sharing	ALTHER A. SUNIO
3:00 - 5:00 PM	WORKSHOP	

**Day 2: April 12, 2024**

<b>TIME</b>	<b>TOPIC</b>	<b>SPEAKER / IN-CHARGE</b>
7:30 - 8:00 AM	Arrival / Registration	
8:00 – 9:00 AM	Preliminaries	TWG
9:00- 11:30AM	Maximizing Office Efficiency by unleashing the Power of Microsoft Word and Excel	EMMANUEL V. LATI
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 3:00 PM	Mastering Google Workshop: Streaming Collaboration with Drive, Sheets and Sharing	CHERRY AMINOSO
3:00 - 5:00 PM	WORKSHOP	



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Enclosure No. 2 to Division Memo. No. 166, s. 2024

**LIST OF PARTICIPANTS**

NO	NAME	POSITION	STATION
1	ARANZADO, ROSINE DIGNOMO	ADAS2	FLORENTINA B. DEGALA NHS
2	AZARCON, MERCY DE JOSE	ADAS2	SDO
3	BARREDO, ROWENA VERGARA	ADAS2	DULANGAN NHS
4	BARRIENTOS, MA. ARIANNE ALEJAGA	ADAS2	SDO
5	BAYOT, MARIVIC GALLANO	ADAS2	MANUEL F. ONATO NHS
6	BEDONA, ALFRED FALSIS	ADAS2	SDO
7	BERMEJO, ELMEKO JUDE LAURENTE	ADAS2	ANTONIO BELO IS
8	BESINIO, KRISTINE BAYHON	ADAS2	PAWA NHS
9	BUALA, MARIA LISLE ESPARRAGO	ADAS2	LUIS ESCUTIN NHS
10	BUDAY, HARLENE JOY GUIRON	ADAS2	MIANAY NHS
11	CATALAN, MAE CLEZEL BESOÑA	ADAS2	YATING NHS
12	CEBAL, VIVEN PAMA	ADAS2	COL. PATROCINIO ARTUZ NHS
13	CHU, JASMIN VARGAS	ADAS2	CANDELARIA NHS
14	CONCEPCION, EVA UMITIN	ADAS2	DAVID MOISES MEMORIAL NHS
15	CORROS, ARLENE MALONDRAS	ADAS2	CASANAYAN NHS
16	DASAL, CATHERINE PARCON	ADAS2	PANITAN NHS
17	DASILAG, INAH MARIE VALIENTE	ADAS2	MARCIANO M. PATRICIO NHS
18	DATOR, DANESSA MAE ATINON	ADAS2	BASIAO NHS
19	DE JUAN, JAY QUIRAO	ADAS2	MAAYON NHS
20	DELLAVA, MANDEY ESTORQUE	ADAS2	PUTIAN NHS
21	DEOCAMPO, KHENSLIE MARIE CATALAN	ADAS2	TUBURAN NHS



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22	DETABLAN, JANSEEN FUROG	ADAS2	DUMALAG CENTRAL NHS
23	DUBLADO, VIANEILLE GRACE DEOCAMPO	ADAS2	LEODEGARIO DEOCAMPO SR. NHS
24	FACTOLERIN, RIA ADUCAL	ADAS2	CUARTERO NHS
25	FAJARDO, HANNA GEONANGA	ADAS2	SAN NICOLAS NHS - TAPAZ
26	FANCUBILA, GHILDA ZURITA	ADAS2	TAPAZ NHS
27	FANTILANAN, HANELYN FAELDIN	ADAS2	CONCEPCION CASTRO GARCIA NHS
28	FLORES, LEONOR LAURENTE	ADAS2	IVISAN NHS
29	FLORINO, NOELYN GEVERO	ADAS2	BAGONG BARRIO NHS
30	FORTALEZA, EPIPHANY GRACE DUGA	ADAS2	SAPIAN NHS
31	GALONO, ADRIAN ROMANO	ADAS2	REV. TOMAS CONEJAR NHS
32	GAPI, MELODY MAGBANUA	ADAS2	CAMBURANAN NHS
33	GARCIA, ELLEN IGUIN	ADAS2	LUCERO NHS
34	HAUTEA, MELIZA APOSTOL	ADAS2	ARTURO JUGO NHS
35	HIJOSA, ALEAMOR BOLINAS	ADAS2	CAPIZ NHS
36	JAPITANA, ARLENE BORDAMONTE	ADAS2	FELICIANO YUSAY CONSING NHS
37	JUANEZA, JEANETTE BRITO	ADAS2	JAGNAYA NHS
38	LABTO, LUZEL LAVEROS	ADAS2	MALONoy NHS
39	LAYNO, MISELYN GUERRA	ADAS2	SDO
40	LLONO, MARY JOY SALAYA	ADAS2	BILAO IS
41	MAGBANUA, MARY MICHELLE POLLICAR	ADAS2	ROXAS FARM SCHOOL
42	NOBLETA, MYRENE CRUZADA	ADAS2	MAYOR RAMON A. BENJAMIN SR. NHS
43	NOLASCO, AZENITH CORROS	ADAS2	JOSE DIVA AVELINO JR. NHS
44	PALMA, HAZEL ARCENAS	ADAS2	EAST VILLAFLORES NHS
45	PARALES, DONA DALIVA	ADAS2	SDO
46	PENARUBIA, MARY JEAN VENUS	ADAS2	ESTEFANIA MONTEMAYOR NHS
47	PORTADA, JASON BARRIOS	ADAS2	SAN ANTONIO NHS
48	QUIDONG, JUDYLYN MONSERAT	ADAS2	BUNGSUAN NHS



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49	RAYNALDO, MARIANNE VALBAREZ	ADAS2	PONTEVEDRA NHS
50	SALAZAR, HANNA FEGARIDO	ADAS2	MAINDANG NHS
51	TAMAYO, GRECIA JOY ANN BANSALE	ADAS2	TUBURAN NHS
52	TORRES, MARJUN TOMO	ADAS2	SDO
53	TUAZON, MARY ANN ALOVERA	ADAS2	CAPIZ NHS
54	VALBAREZ, MODESTO JR. OBIENDA	ADAS2	COMMISSIONER LUIS R. ASIS NHS
55	VENUS, ARTHUR POMARES	ADAS2	PRESENTACION DIEZ NHS
56	VILLORENTE, JONNA MAE SALAYA	ADAS2	ISHMAEL B. ORILLOS FARM SCHOOL
57	VITO, AL JANE GOLINGAN	ADAS2	CASANAYAN NHS
58	ZAMORA, CAREN GAY DIESTRO	ADAS2	BAILAN IS
59	ALABA, MARIE JOE ALOJADO	ADAS3	SDO
60	ALBAR, HIGINA AMOROSO	ADAS3	SDO
61	BARCENA, IAN BILLONES	ADAS3	SDO
62	ARTATES, ANDY VAN ALBERT CLAVATON	ADAS3	SDO
63	ATIENZA, CHARITO DEPEÑA	ADAS3	SDO
64	BALDISMO, NANCY ANOCHE	ADAS3	SDO
65	LIZADA, BRYAN OLANO	ADAS3	SDO
66	BARRERA, ANTHONY BERMEJO	ADAS3	SDO
67	BENTAZAL, ARNEL DORDAS	ADAS3	SDO
68	BIDIONES, J-CARL FRANCIS TANOY	ADAS3	SDO
69	BORREROS, GLORY JANE BARRERA	ADAS3	SDO
70	CABANTUG, GLENDA CABANTUG	ADAS3	SDO
71	VITO, IVAN BLANCAFLOR	ADAS3	SDO
72	DELA CRUZ, GINALYN BESANA	ADAS3	SDO
73	ESTRADA, CHRISTINA REAL	ADAS3	SDO
74	FORRO, JINKEE OBRIGUE	ADAS3	SDO



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75	FUENTES, KEILAH ABIGAIL AZARCE	ADAS3	SDO
76	HINGCO, HAZEL LAGUDA	ADAS3	SDO
77	LATO, HONESTA MAY DIVINAGRACIA	ADAS3	SDO
78	AGUIRRE, JAM ANDAMA	ADOF2	JOSE DIVA AVELINO JR. NHS
79	AJESTA, XYLENE BACAY	ADOF2	MARCIANO M. PATRICIO NHS
80	ALBAÑA, LEA BETH COLONA	ADOF2	MAAYON NHS
81	BAGUIO, MA ROLIA BORRES	ADOF2	PONTEVEDRA NHS
82	BESANA, MARK PHILIPPE BAES	ADOF2	FELICIANO YUSAY CONSING NHS
83	BRILLO, DARWIN DADIVAS	ADOF2	SDO
84	CELINO, HAPPY VISORIO	ADOF2	VICENTE ANDAYA SR. NHS
85	DIESTRO, SWANIE VILLARUZ	ADOF2	PANITAN NHS
86	FRANCISCO, FAITH VEDASTO	ADOF2	JAMINDAN NHS
87	GALLAZA, RUBEN BACULINAO	ADOF2	IVISAN NHS
88	HORTILLAS, GWENDOLYN BERNALES	ADOF2	CUARTERO NHS
89	JAMILARIN, JULIE GLORIA	ADOF2	TAPAZ NHS
90	LUNA, RACHEL BERGANIO	ADOF2	MAMBUSAO NHS
91	PENIANO, MA. RHENEE ANN GASPAS	ADOF2	DAO NHS
92	SALAZAR, SCARLETTE ANNE ALIANZA	ADOF2	DUMALAG CENTRAL NHS
93	UGAS, JUSETTE ALFARO	ADOF2	CAPIZ NHS
94	VALENCIA, HAZEL JOY SALISTRE	ADOF2	ESTEFANIA MONTEMAYOR NHS
95	AGABE, JEOLY PEARL MARIE BORBON	REGISTRAR I	IVISAN NHS
96	ALCAYDE, CATHYRINE VILI	REGISTRAR I	DAO NHS
97	ALCOLEA, CLEO BILLETE	REGISTRAR I	VICENTE ANDAYA SR. NHS
98	ANTIC, LOVENA NUÑEZ	REGISTRAR I	DUMALAG CENTRAL NHS
99	BADIANG, LONY CONSOLACION	REGISTRAR I	MARCIANO M. PATRICIO NHS
100	BARANDA, ROBERTO AYCO	REGISTRAR I	MAMBUSAO NHS
101	BESANA, LEIZEL ALTAMIA	REGISTRAR I	SAPIAN NHS



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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102	CABRERA, ANNABELLE DUMOLONG	REGISTRAR I	FELICIANO YUSAY CONSING NHS
103	DADULA, FRANCIS BESA	REGISTRAR I	PANITAN NHS
104	DIOCSON, ALINA RAFAELA ESPINOSA	REGISTRAR I	ESTEFANIA MONTEMAYOR NHS
105	DUMOLONG, RUBY GRACE DERRAMAS	REGISTRAR I	MAAYON NHS
106	ESQUILLO, MARYNOLL SIGUAN	REGISTRAR I	PONTEVEDRA NHS
107	INOCENCIO, WENDY GREGORIO	REGISTRAR I	JAMINDAN NHS
108	MOISES, SHIRLYN CABANTUG	REGISTRAR I	CAPIZ NHS
109	RABE, FORMOSA BAUTISTA	REGISTRAR I	COMMISSIONER LUIS R. ASIS NHS
110	ROXAS, JANICE ORENDEZ	REGISTRAR I	JOSE DIVA AVELINO JR. NHS
111	SENADOR, JOY CAMPOSANO	REGISTRAR I	TAPAZ NHS

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PDO I - 5





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Enclosure No. 3 to Division Memo. No. 166, s. 2024

**Technical Working Group**

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

**LUZ U. BANSON EdD, CESE**  
*OIC, Officer of the Asst. Schools Division Superintendent*

**EDNA B. AZCARRAGA**  
EPS-SGOD  
*OIC, Office of the SGOD Chief*

**SEGUNDINA F. DOLLETE EdD**  
*Chief, CID*

**IMMACULADA J. AMORES PhD**  
*SEPS – HRD*

**RONALD D. DILE**  
*SEPS – SMM&E*

**SHARON S. BARRIENTOS**  
*AO-IV -HRMO*

**JERRY MOSQUITE**  
*EPS – HRD*

**KENNETH B. ANOCHE**  
EPS II- ALS  
*OIC, Office of the AO-V*

Trainers

- 1. ALTHER A. SUNIO**
- 2. EMMANUEL V. LATI**
- 3. CHERRY AMINOSO**

Welfare Officer

- 1. RENE D. HORTILLAS, JR.**
- 2. RECHIE V. BAYHON**

Documenter

- 1. MARIA LOURDES PENIANO**
- 2. ARGELINE JOY AMORES**

Secretariat/Certificate

- 1. MARJORIE A. BAYHON**
- 2. VIENE DEE D. CALIZO**
- 3. ARMIDA GONZALES**



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