



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

07 Jan 2020

DIVISION MEMORANDUM
No. 005, s. 2020

**ORIENTATION – WORKSHOP ON THE DELIVERIES OF DCP PACKAGES FOR
2019, USE OF MICROSOFT OFFICE 365 AND WORKPLACE BY FACEBOOK**

To: **All Public Elementary and Secondary School Heads**
All Others Concerned
This Division

1. The Department of Education provided DCP packages to selected schools to aid the teaching and learning process, Microsoft Office 365 accounts for productivity and subscribed to Workplace by Facebook for communication purposes. To ensure that these tools will be utilized fully, a live-out orientation-workshop will be conducted on January 10-11, 2019 at Apple Tree Resort Hotel, Opol, Misamis Oriental from 8 AM to 5 PM.
2. The list of participants is attached herewith as reference. All participants should bring the following in order to fully engage in all activities:
 - a. Laptop
 - b. Extension Wire
 - c. Internet Connection
3. After the workshop, it is expected that the Schools ICT coordinator will roll this out in their respective school on or before January 31, 2020.
4. The Division Office personnel shall serve as technical working group and participant during the workshop. Also, they shall assist in the roll out of this activity in the Division Office.
5. Meals and Snacks of participants relative to this activity shall be charged to local funds. Likewise, transportation expenses of participants shall be charged



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against School MOOE/available local funds subject to the usual accounting and auditing rules and regulations. This memorandum already serves as Authority to Travel.

6. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.
7. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

ICT ORIENTATION AND WORKSHOP

OSDS/**SRD**



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LIST OF PARTICIPANTS

No.	Name	Designation	Station
1	Aileen B. Castro	ICT Coordinator	Amoros ES
2	Ma. Ednelyn Grace V. Enerio	ICT Coordinator	Amoros ES
3	Maria Faye Vanessa C. Cagalitan	ICT Coordinator	Bolisong ES
4	Tino L. Salabsab	ICT Coordinator	Bolisong ES
5	Franzelle Mae G. Lignes	ICT Coordinator	Cogon ES
6	Mary Ann M. Madrigal	ICT Coordinator	Cogon ES
7	Gilbert S. Oco	ICT Coordinator	ECCS
8	Geraldine A. Bendijo	ICT Coordinator	ECCS
9	Philip M. Bentoso	ICT Coordinator	Himaya ES
10	Bebeche D. Pagalan	ICT Coordinator	Himaya ES
11	Sheila G. Abarquez	ICT Coordinator	Hinigdaan ES
12	Maria Sharon J. Espino	ICT Coordinator	Hinigdaan ES
13	Stella Marie B. Acero	ICT Coordinator	Kalabaylabay ES
14	Ma. Luisa C. Akut	ICT Coordinator	Kalabaylabay ES
15	Maise V. Rañoa	ICT Coordinator	Kibonbon ES
16	Shiela Joy C. Huiso	ICT Coordinator	Kibonbon ES
17	Kent R. Fabria	ICT Coordinator	Molugan ES
18	Syrel M. Redulla	ICT Coordinator	Molugan ES
19	Cendy C. Ebalig	ICT Coordinator	PSB ES
20	Ginna L. Estrada	ICT Coordinator	PSB ES
21	Sheilalyn S. Centeno	ICT Coordinator	Sambulawan ES
22	Frances Rianna M. Acosta	ICT Coordinator	Sambulawan ES
23	Princez Jane M. Nacua	ICT Coordinator	San Francisco de Asis ES
24	Ivy Mae P. Bergado	ICT Coordinator	San Francisco de Asis ES
25	May Grace Q. Buri	ICT Coordinator	Sinaloc ES
26	Mailyn P. Madrigal	ICT Coordinator	Sinaloc ES
27	Ma. Emmariz V. Jubilan	ICT Coordinator	Taytay ES
28	Ruth Myla G. Fabular	ICT Coordinator	Taytay ES
29	Lunara June F. Cababaros	ICT Coordinator	Ulaliman ES
30	Nazel Phenn B. Mendez	ICT Coordinator	Ulaliman ES
31	Romulo C. Bajuyo	ICT Coordinator	Cogon NHS
32	Mercy Melina M. Daug	ICT Coordinator	Cogon NHS
33	Mariflor S. Dapanas	ICT Coordinator	El Salvador City NHS
34	Mark Anthony G. Arrieta	ICT Coordinator	El Salvador City NHS
35	Carmille C. Villegas	ICT Coordinator	Himaya NHS



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36	Lynnel C. Boter	ICT Coordinator	Himaya NHS
37	Raymond Jude C. Pabololot	ICT Coordinator	Hinigdaan NHS
38	Leizl S. Pabololot	ICT Coordinator	Hinigdaan NHS
39	Amor C. Altubar	ICT Coordinator	Molugan NHS
40	Icel Jané H. Bete	ICT Coordinator	Molugan NHS
41	Noralie B. Morales	ICT Coordinator	San Francisco de Asis NHS
42	Leah P. Maestre	ICT Coordinator	San Francisco de Asis NHS
43	Joevana Jean J. Valle	ICT Coordinator	Sinaloc NHS
44	Maristel C. Castaños	ICT Coordinator	Sinaloc NHS
45	Joey A. Oco	ICT Coordinator	Sambulawan NHS
46	Ruth A. Calubag	ADA-VI	Division Office
47	Sherrie R. Dungog	ITO - I	Division Office
48	Felanie Marie A. Lim	AO – II	Division Office
49	Kenneth Angel B. Guillena	Registrar – I	Division Office
50	Jurica Ethel L. Estrada	PDO – I	Division Office
51	Franz Maybelle M. Gaid (Friday)	Nurse - I	Division Office
52	Vanessa Prores L. Tiad (Saturday)	Nurse – I	Division Office



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