



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 24, 2021

DIVISION MEMORANDUM

No. 280 s. 2021

**TRAINING-WORKSHOP ON HOSTING OF VIRTUAL EVENTS/ACTIVITIES
FOR HEADS AND STAFF OF THE OFFICE OF THE
SCHOOLS DIVISION SUPERINTENDENT**

To : Assistant Schools Division Superintendents
Unit Heads of the Office of the SDS Division
All Others Concerned

1. This is to announce the conduct of a training-workshop on hosting of virtual events/activities for heads and select staff of the Office of the Schools Division Superintendent on November 25-26, 2021 at 8:00 a.m. - 5:00 p.m., at the Conference Hall, SDO Bulacan.
2. This training aims to:
 - 2.1 capacitate the heads and staff of the OSDS on the technical aspects on the use of DepEd-recommended platforms in hosting various online activities
 - 2.2 train participants on managing the risks or disadvantages of hosting virtual events/activities
3. Attached to this Memorandum are the following:
Enclosure No. 1 – List of Participants
Enclosure No. 2 – Training Matrix and Technical Working Group
4. The Resource Speakers include Mr. Richard Biglete, ITO of SDO Bulacan and Mr. Sigfred Allen Alisbo, Teacher III of Calumpit National High School.
5. Expenses to be incurred in this activity shall be charged against the Division MOOE subject to the accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/OASDS



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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Enclosure no. 1 to Division Memorandum no. 280 s. 2021

LIST OF PARTICIPANTS

UNIT	NAME	POSITION
OSDS	Zenia G. Mostoles EDD, CESO V	SDS
	Maribel C. Cruz	ADAS-III
	Paula Nunag	ADA-VI
OASDS	Rowena T. Quiambao, CESE	ASDS
	Maribel D. Enriquez	ADAS-II
	Crisanta Q. Alfonso	COS
OASDS	Cecilia E. Valderama, PHD	ASDS
	Zharlene Dei P. Discipulo	AO-II
	Precila Magpayo	ADA-VI
Accounting	Agnes M. Seifnezhad	Accountant
	Engel Bert Torres	COS
Budget	Alice A. Almazar	AO-V
	Bianca Borlongan	ADAS-III
Legal	Lorena P. Bodoso	Legal Assistant
	Atty. Elmer D. Lopez	Attorney III
Administrative Office	Josefina S. Pedroche	AO-V
	Bienvenido Reyes	COS
ICT	Justine Legaspi	COS
Personnel	Victoria O. Madrigal	AO-IV
	Sixta Bernal	ADAS-II
Payroll	Melody S. Regalado	ADAS-III
	Kristine Joy Tico	ADAS-III
Cashier	Rona Jema R. Mercurio	AO-IV
	Ivy Debhanny Cabañal	ADA-VI
Records	Ronald Salvador	ADAS-II
	Federico Sanvictores	ADAS-III
Supply	Raquel I. Climaco	AO-IV
	Ericson T. Marquez	COS



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(Enclosure No.2 to Division Memorandum No. 280, s. 2021)

TRAINING MATRIX – ONLINE EVENT HOSTING

DAY 1 – Microsoft 365

Time	Activity	In-charge
8:00 – 8:30	Opening Program	ICTS
8:30 – 9:45	Session 1 <i>Organizing and Preparing MS Teams Meeting</i>	Sigfred Allen Alisbo Calumpit National High School
9:45 – 10:00	Morning Tea	
10:00 – 10:45	Session 2 <i>Organizing and Preparing MS Teams Meeting</i>	
10:45 – 12:00	Session 4 <i>Hosting Tips and Tricks</i>	
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Management of Learning - <i>Records, Personnel , Property</i>	
1:15 – 2:00	Session 5 Technical Support during the session	
2:00 – 4:30	Session 6 Troubleshooting sudden technical issues	
4:30 – 5:00	Evaluation/ Feedback/ Reflection	

DAY 2 – Simulation

Time	Activity	In-charge
8:00 – 8:30	Opening Program - Management of Learning	<i>Cashier, Accounting , Budget</i>
8:30 – 9:45	Session 1 <i>Simulation – Records, Personnel , Supply, Payroll</i>	Sigfred Allen Alisbo Calumpit National High School
9:45 – 10:00	Morning Tea	
10:00 – 10:45	Session 1 <i>Simulation – Cashier, Accounting , Budget</i>	
10:45 – 12:00	Session 4 <i>Simulation – ASDS, SDS, Legal</i>	
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Management of Learning <i>ASDS, SDS, Legal</i>	
1:15 – 4:30	Session 5 Google Suite Training For Office Operations	Richard C. Biglete IT Officer
4:30 – 5:00	Evaluation/ Feedback/ Reflection	

Technical Working Group

No.	Office	Full Name	Position
1	OSDS	Zenia G. Mostoles, EdD, CESO V	Proponent
2	OASDS	Rowena T. Quiambao, CESE	Proponent
3	OASDS	Cecilia E. Valderama, PhD	Proponent
4	OASDS	Zharlene Dei P. Discipulo	Event Host/Facilitator
5	OSDS – ICTS unit	Richard C. Biglete	Technical Director
6	OSDS – ICTS unit	Justin S.J. Legaspi	Technical Director
7	OSDS – ICTS unit	Tristan Russel Valderama	Documentation
8	OSDS – Records	Ronald G. Salvador	Chat Moderator



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