



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

November 12, 2024

DIVISION MEMORANDUM

No. **523** , s. 2024

**TRAINING OF TRAINERS ON THE MICROSOFT PRODUCTIVITY TOOLS FOR
DEPED COMPUTERIZATION PROGRAM ADOPTION**

To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Cognizant to DepEd Memorandum OUA-OUT-10092024 titled **“UPDATED GUIDELINES ON THE USE OF PROGRAM SUPPORT FUNDS FOR THE ROLLOUT OF DCP ADOPTION CAPABILITY BUILDING FOR DCP RECIPIENT SCHOOLS”**, this Office, through the ICT Unit, shall conduct a 3-day training of trainers on the Microsoft productivity tools for DepEd Computerization Program Adoption on December 4-6, 2024 at Anne Raquels Hillside Resort, Olongapo, Zambales.
2. The Participants in this training of trainers selected teachers, school head and non-teaching personnel in the Division of Bulacan per attached list of participants (enclosure 1). School Heads are advised to take measures relevant to the provisions of DepEd Order 09, s2005 Instituting Measures to Increase Engaged time-on Task and Ensuring Compliance Therewith.
3. For reference of the facilitators and speakers, attached herewith is the Training Matrix/Program of Activities (enclosure 2). Members of the Technical Working Group are advised to coordinate with the Division IT Officer for details of their assigned tasks (enclosure 3).
4. All expenses to be incurred related to the conduct of this division training shall be charged to the DCP Program Support Fund. Transportation and other incidental costs incurred by participants shall be charged to School’s Maintenance and Other Operating Expenses or local funds, in accordance with standard accounting and auditing rules and regulations.
5. Participants are required to bring a laptop, power outlet, and internet connectivity to be used during the training.
6. In addition, all participants are required to register through this link: <https://bit.ly/2024DCPAdoption>.
7. This serves as the official travel authority for all designated participants and technical working group.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com.ph>
Email: bulacan@deped.gov.ph



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8. For any queries and concerns regarding this matter, you may contact Ronald G. Salvador, Administrative Assistant II via email at ictsbulacan@deped.gov.ph or via MS Teams – ICT Unit Channel using the school main tenant account.
9. Immediate and wide dissemination of the Memorandum is enjoined.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS/ICT Unit
November 8, 2024



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com.ph>
Email: bulacan@deped.gov.ph

Enclosure 1: List of Participants

EDDIS	Municipal District	School Name	School ID	Name	Position Level (Teacher I – III, Master Teacher I – IV, Principal I – IV, etc.)
1	BULAKAN	GEN. GREGORIO DEL PILAR INTEGRATED SCHOOL	501633	JONA MAICA M. SAMONTE	TEACHER III
1	BULAKAN	MARCELO H. DEL PILAR MEMORIAL SCHOOL	104776	ANDREYA GAY M. SAMSON	TEACHER III
1	BULAKAN	Bambang Elementary School	104772	ROVIELYN L. GLORIA	TEACHER III
1	BULAKAN	Sta. Ines ES	104781	ELVIRA V. SARMIENTO	TEACHER III
1	CALUMPIT NORTH	San Miguel-Meysulao High School	306723	Sarah Jane T. Roque	Teacher II
1	CALUMPIT NORTH	San Miguel-Meysulao High School	306723	Maren May C. Dimerin	Teacher II
1	CALUMPIT NORTH	San Miguel-Meysulao High School	306723	Bianca M. Galang	Teacher I
1	CALUMPIT NORTH	San Miguel-Meysulao High School	306723	Jose Mari S. Sebastian	Teacher I
1	CALUMPIT NORTH	Sta. Lucia High School	300736	Maria Cecilia V. Matic	Teacher III
1	CALUMPIT NORTH	Sta. Lucia High School	300736	Jacqueline A. Dionisio	Teacher I
1	CALUMPIT NORTH	Sta. Lucia High School	300736	Vanessa S. Sebastian	Teacher I
1	CALUMPIT NORTH	Sta. Lucia High School	300736	Diana Rose M. Santos	Teacher I
1	CALUMPIT NORTH	Frances National High School	300770	Joselito C. Chua	Teacher II
1	CALUMPIT NORTH	Frances National High School	300770	Ryan M. de Vera	Master Teacher I
1	CALUMPIT NORTH	Frances National High School	300770	Catherine P. Adriano	Teacher I
1	CALUMPIT NORTH	Frances National High School	300770	John Meek A. Rodriguez	Teacher I
1	CALUMPIT NORTH	F. Mendoza Memorial ES	104804	MA. KARLA JANINE L. AGUSTIN	TEACHER III
1	CALUMPIT NORTH	Bulusan Elementary School	104798	JANE ELAINE MICCA M. AQUINO	TEACHER I
1	CALUMPIT NORTH	Pulo PS	158523	Michelle I. Roque	Teacher II
1	CALUMPIT NORTH	Pascual O. Cruz MS	104815	MARIEL ABARIANTOS CRUZ	Teacher III
1	CALUMPIT NORTH	Sta. Lucia National High School	300736	Divine Grace S. Estarez	Master Teacher I
1	CALUMPIT SOUTH	Calumpit NHS (San Marcos NHS)	300768	Garry M. Geronimo	Teacher I
1	CALUMPIT SOUTH	Calumpit NHS (San Marcos NHS)	300768	Cherryl Borlongan	Teacher III
1	CALUMPIT SOUTH	Calumpit NHS (San Marcos NHS)	300768	Julie Ann D. Quizon	Teacher III
1	CALUMPIT SOUTH	Calumpit NHS (San Marcos NHS)	300768	Nino Allan D. Carpio	Teacher II
1	CALUMPIT SOUTH	Calumpit CS	104801	MARIA CRISTINA CENSON RAMOS	Teacher III
1	CALUMPIT SOUTH	Longos ES	104811	JANICE V. RAMOS	Teacher II
1	CALUMPIT SOUTH	Iba O' este ES	104808	ROSEHELLE ANNE G. MATA	Teacher I
1	CALUMPIT SOUTH	San Marcos Elementary School	104818	EVERLY SURIO CUBOS	Teacher III
1	HAGONOY EAST	San Pedro National High School	300755	ALYANNA MARIE M. BAQUIRAN	Teacher
1	HAGONOY EAST	San Pedro National High School	300755	JOLLY MARY D. PADAWAN	Teacher
1	HAGONOY EAST	San Pedro National High School	300755	MARY VI AMIEL G. SANTIAGO	Teacher I
1	HAGONOY EAST	San Pedro National High School	300755	ANLIE DC. MIRANDA	Teacher I
1	HAGONOY EAST	Hagonoy CS	104836	MARIA CRISSELLE D. SANTOS	Teacher III
1	HAGONOY EAST	Federico C. Suntay Elementary School	104841	WILMA S. FAJARDO	Teacher I
1	HAGONOY EAST	San Agustin ES	104842	JAYSON S. CALONZO	Teacher III
1	HAGONOY EAST	SAN JUAN ELEMENTARY SCHOOL	104844	MARIA ANA DC HALILI	Teacher III
1	HAGONOY WEST	Sta. Monica National High School	300756	MARCO PAOLO M. VICTORIANO	Head Teacher III
1	HAGONOY WEST	Sta. Monica National High School	300756	RUEL S. REYES	Teacher III
1	HAGONOY WEST	Sta. Monica National High School	300756	MA. DIVINIA G. GALANG	Teacher II
1	HAGONOY WEST	Sta. Monica National High School	300756	GLORIA C. BENEDICTO	Teacher III
1	HAGONOY WEST	San Roque ES	104856	MARJORIE YATEEM B. RAYMUNDO	Teacher III
1	HAGONOY WEST	Tampok ES	104859	JERMAINE FLORES AVIGUETERO	Teacher II
1	HAGONOY WEST	Victoriano C. Raymundo Elementary School	104861	LUISA R. MIRANDA	Teacher II
1	HAGONOY WEST	Hagonoy West Central School	104849	LEVI JAMES G. VALEROSO	Teacher III
1	PAOMBONG	Sta. Cruz NHS	300776	Annalyn DC. Santos	Teacher III
1	PAOMBONG	Sta. Cruz NHS	300776	Jun C. Vidal, PhD	Teacher III
1	PAOMBONG	Sta. Cruz NHS	300776	Vryant Aleck C. Aguilar	Teacher I
1	PAOMBONG	Sta. Cruz NHS	300776	Micah Joy B. Mia	Teacher I
1	PAOMBONG	Kapitangan National High School	300744	MICHELLE T. DELA CRUZ	Teacher I
1	PAOMBONG	Kapitangan National High School	300744	MARICEL C. ENRIQUEZ	Teacher I
1	PAOMBONG	Kapitangan National High School	300744	IRMINA I. CLEMENTE	Teacher II
1	PAOMBONG	Kapitangan National High School	300744	JOIE D. REYES	Teacher I
1	PAOMBONG	Sto. Rosario Elementary School	104998	Ma. Dolores V. dela Cruz	Teacher III
1	PULILAN	Sta. Peregrina HS	300737	John Laurence B. Manlapig	Teacher II
1	PULILAN	Sta. Peregrina HS	300737	Jean M. Murguia	Teacher I
1	PULILAN	Sta. Peregrina HS	300737	Emmanuel M. Dela Cruz	Teacher I
1	PULILAN	DAMPOL 2ND NATIONAL HIGH SCHOOL	300735	Rhea S. Estampa	Head Teacher III
1	PULILAN	DAMPOL 2ND NATIONAL HIGH SCHOOL	300735	Michael C. Agustin	Teacher III

1	PULILAN	DAMPOL 2ND NATIONAL HIGH SCHOOL	300735	Anselmo F. Lopez	Teacher I
1	PULILAN	DAMPOL 2ND NATIONAL HIGH SCHOOL	300735	Jovi de Guzman	Admin Assistant II
1	PULILAN	Pulilan Central School	105020	JENNIFER G. REYES	Teacher II
1	PULILAN	R. Cruz M. ES (Dampol 1St)	105021	LIEZL M. CRUZ	Teacher III
1	PULILAN	Balatong B Elementary School	105023	ROGELYN D. MAÑEGO	Teacher I
1	PULILAN	Sta. Peregrina ES	105024	CECILIA IGNACIO VILLAFANE	Teacher III
2	BUSTOS	Aguinaldo J. Santos National High School	300781	Mary Jean M. Santos	Teacher II
2	BUSTOS	Aguinaldo J. Santos National High School	300781	Reynalyn F. Centeno	Teacher III
2	BUSTOS	Aguinaldo J. Santos National High School	300781	Dailah DG. Clemente	Teacher II
2	BUSTOS	Alexis G. Santos National High School	300720	Romano T. Lopez Jr.	Master Teacher I
2	BUSTOS	Alexis G. Santos National High School	300720	John Nilcon Abolencia	Teacher III
2	BUSTOS	Alexis G. Santos National High School	300720	Diana Lyn C. Domingo	Teacher III
2	BUSTOS	Alexis G. Santos National High School	300720	Mary Grace Y. Suarez	Teacher III
2	BUSTOS	Alexis G. Santos National High School	300720	Ronnel T. Coronel	Teacher II
2	BUSTOS	Alexis G. Santos National High School	300720	John Paulo C. De Leon	Special Science Teact
2	BUSTOS	Alexis G. Santos National High School	300720	Winzel T. Carillas	Teacher II
2	BUSTOS	Alexis G. Santos National High School	300720	Rachael B. Ventura	Teacher II
2	BUSTOS	BONGA MENOR ES	104785	REYNALDO A. ANTONIO JR.	Teacher II
2	BUSTOS	BULACAN HEIGHTS ES	102184	GELLIE DR. EUGENIO	Teacher III
2	BUSTOS	BUSTOS ES	104786	REYMON S. SANTOS	Teacher III
2	BUSTOS	CAMACHILIHAN ES	104787	JOCELYN S. BERNAS	Teacher III
2	BUSTOS	CAMBAOG ES	104788	DESIREE KAE Z. BONIFACIO	Teacher III
2	BUSTOS	CATACTE ES	104789	DIANE DOMINGO DE GUZMAN	Teacher I
2	BUSTOS	LICIADA ES	104791	ROSE ANN BORILE DIMLA	Teacher III
2	BUSTOS	SIMPLICIO S. DEL ROSARIO MES	104793	Daryl Joy J. Ranes	Teacher I
2	BUSTOS	SAN PEDRO ES	104794	ANA MARIE MALOLES MANLAPAZ	Teacher III
2	BUSTOS	TIBAGAN ES	104795	RETYSONIO E. DE LEON	Teacher III
2	BUSTOS	Bonga Mayor Elementary School	104784	Ressonikka DL. Francisco	Teacher III
2	PLARIDEL	BULIHAN HIGH SCHOOL	305548	WILMA DL. CAPARAS	TEACHER III
2	PLARIDEL	BULIHAN HIGH SCHOOL	305548	MA. BERNADETTE N. CASTILLO	TEACHER I
2	PLARIDEL	BULIHAN HIGH SCHOOL	305548	ANGELITA S. TRINIDAD	TEACHER I
2	PLARIDEL	BULIHAN HIGH SCHOOL	305548	ANN LORRAINE L. VICENTE	TEACHER I
2	PLARIDEL	Dr. Felipe De Jesus NHS	300727	Bernadette D. Pastrana	Teacher III
2	PLARIDEL	Dr. Felipe De Jesus NHS	300727	Jocelyn M. Ramos	Master Teacher I
2	PLARIDEL	Dr. Felipe De Jesus NHS	300727	Patrick Henry DG. Eusebio	Teacher II
2	PLARIDEL	Dr. Felipe De Jesus NHS	300727	Maria Elena Lydia E. Daquiz	Teacher III
2	PLARIDEL	Jaime J. Vistan High School	306701	REA R. VILLARAMA	TEACHER III
2	PLARIDEL	Jaime J. Vistan High School	306701	WENDY MER F. LEONCIO	TEACHER I
2	PLARIDEL	Jaime J. Vistan High School	306701	MARIA JOVY ANN R. NABLO	TEACHER III
2	PLARIDEL	Jaime J. Vistan High School	306701	PATRICIA MAY C. SANTOS	TEACHER II
2	PLARIDEL	LUCAS N. DOMINGO ES (BAGONG SILANG ES)	104999	REGINE CUATAS ADONA	Teacher II
2	PLARIDEL	BANGA ES	105000	PAUL MARK T. VALENZUELA	Teacher III
2	PLARIDEL	BINTOG ES	105001	MARIA IVY JOY C. DE GUZMAN	Teacher III
2	PLARIDEL	CULIANIN ES	105002	JESSA F. PATAGNAN	Teacher I
2	PLARIDEL	DAMPOL ES	105003	VANESSA A. SAN ANDRES	Teacher II
2	PLARIDEL	DON NEMENCIO MEM. SCHOOL (BULIHAN ES)	105004	JORDAN S. VENTURA	Teacher III
2	PLARIDEL	LALANGAN ES	105006	ROWENA C. MARQUEZ	Teacher III
2	PLARIDEL	LUMANGBAYAN ES	105007	Jennifer A. Quinto	Teacher III
2	PLARIDEL	PARULAN ES	105008	BRIAN C. BERBA	Teacher I
2	PLARIDEL	RUEDA ES	105010	DANICA CORTERO SABLAY	Teacher I
2	PLARIDEL	SAN JOSE ES	105011	JULIUS C. VENTURINA	Teacher I
2	PLARIDEL	STO. NIÑO ES	105013	SHALEEN TERRY E. MANGAHAS	Teacher I
2	PLARIDEL	TABANG ES	105014	MA. JENNALYN D. YUSON	Teacher III
2	PLARIDEL	PLARIDEL ELEMENTARY SCHOOL	105009	PETER JOHN A. BERNARDINO	TEACHER II
2	PLARIDEL	Lagundi Elementary School	105005	Fernan C. Villafuerte	MT I
3	DRT	Pulong Sampaloc Elementary School	104722	Airene L. Sebastian	Teacher III
3	DRT	Camachile Elementary School	104714	Mary Anne DR. Sombilla	Teacher I
3	DRT	Kalawakan Elementary School	105074	Shaira Mae M. Flores	Master Teacher I
3	DRT	Kalayakan Elementary School	105076	Javeson L. Gacayan	Teacher III
3	DRT	BAYABAS ELEMENTARY SCHOOL	104943	DEMETRIA B. CASTRO	TEACHER I
3	SAN ILDEFONSO NORTH	Anyatam Elementary School	105028	Ann Jelyn F. Valmadrid	Teacher III
3	SAN ILDEFONSO NORTH	Calasag Elementary School	105033	Cristina R. Aquino	Teacher III
3	SAN ILDEFONSO NORTH	Garlang Elementary School	105035	Rachel V. Pascual	Teacher III
3	SAN ILDEFONSO SOUTH	Upig High School	306716	CARLO RICO B. REYES	TEACHER I
3	SAN ILDEFONSO SOUTH	Upig High School	306716	MARY ELLAINE V. GALVEZ	TEACHER I
3	SAN ILDEFONSO SOUTH	Upig High School	306716	CARL JOHN ARVE D. GENTOLLANES	TEACHER I

3	SAN ILDEFONSO SOUTH	Upig High School	306716	MARVIN L. SANTIAGO	TEACHER III
3	SAN ILDEFONSO SOUTH	Upig High School	306717	KARENROSE H. IDAGO	TEACHER III
3	SAN ILDEFONSO SOUTH	Upig High School	306718	MARILOU DC. CAYSIDO	TEACHER III
3	SAN ILDEFONSO SOUTH	Akle HS	300731	MON CARLOU MANGUBAT	Teacher III
3	SAN ILDEFONSO SOUTH	Akle HS	300731	DEZARIE S. VALMORES	Teacher I
3	SAN ILDEFONSO SOUTH	Akle HS	300731	ARVIN M. CENTENO	Teacher III
3	SAN ILDEFONSO SOUTH	Akle HS	300731	GUILLERMO I. MILANES, JR.	Teacher III
3	SAN ILDEFONSO SOUTH	Malipampang ES	105055	Alfredo M. Bulatao Jr.	Teacher III
3	SAN ILDEFONSO SOUTH	Maasim ES	105054	Monina DR. Delos Santos	Teacher III
3	SAN ILDEFONSO SOUTH	Pinaod CS	105060	Darwin D. Varilla	Teacher II
3	SAN ILDEFONSO SOUTH	Gabihan ES	105053	Aileen L. Santos	Teacher III
3	SAN ILDEFONSO SOUTH	PALAPALA ELEMENTARY SCHOOL	105058	JONALYN S. PEREZ	TEACHER III
3	SAN MIGUEL CENTRAL	John J. Russell MHS (Sibul NHS)	300774	Cherry Lei H. Santos	Teacher I
3	SAN MIGUEL CENTRAL	John J. Russell MHS (Sibul NHS)	300774	Mildred SG. Common	Teacher I
3	SAN MIGUEL CENTRAL	John J. Russell MHS (Sibul NHS)	300774	Maricel M. Ramos	Teacher III
3	SAN MIGUEL CENTRAL	John J. Russell MHS (Sibul NHS)	300774	Aris F. Manalo	Teacher I
3	SAN MIGUEL CENTRAL	VEDASTO R. SANTIAGO HS	306704	Charisse Mae S. Singalawa	Teacher I
3	SAN MIGUEL CENTRAL	VEDASTO R. SANTIAGO HS	306704	Elmar Legaspi	Teacher III
3	SAN MIGUEL CENTRAL	Tartaro Elementary School	105090	Jayson M. Padilla	Teacher III
3	SAN MIGUEL CENTRAL	Salacot Elementary School	105108	Kristelle SM . Marzan	Teacher II
3	SAN MIGUEL CENTRAL	San Juan Elementary School	105110	Margie C. Del Rosario	Teacher III
3	SAN MIGUEL CENTRAL	Salacot Elementary School	105108	Aubrey A. Manahan	Teacher II
3	SAN MIGUEL NORTH	Partida HS (San Miguel NHS - Partida HS)	300772	Joanna Marie A. Luartez	Teacher II
3	SAN MIGUEL NORTH	Partida HS (San Miguel NHS - Partida HS)	300772	Erdilyn R. Peralta	Teacher II
3	SAN MIGUEL NORTH	Partida HS (San Miguel NHS - Partida HS)	300772	Jennifer J. Miranda	Teacher II
3	SAN MIGUEL NORTH	Partida HS (San Miguel NHS - Partida HS)	300772	Sarah Mae P. Libunao	Teacher II
3	SAN MIGUEL NORTH	SAN MIGUEL NORTH CENTRAL SCHOOL	105073	RYAN C. DURIA	Teacher III
3	SAN MIGUEL NORTH	MALIGAYA ES	105080	IVY ROANNE S. GREGORIO	Teacher III
3	SAN MIGUEL NORTH	PINAMBARAN ES	105083	ERVIN JAY SA. PALOMO	Teacher II
3	SAN MIGUEL NORTH	STA. INES ES	105088	GUIA MARIE JOY C. AGPALO	Teacher III
3	SAN MIGUEL SOUTH	DR. JUAN F. PASCUAL MS	105099	Romario M. Senadrin Jr.	Teacher III
3	SAN MIGUEL SOUTH	PALIWASAN ES	105106	JOSE VICTOR D. ESPINOSA	Teacher III
3	SAN MIGUEL SOUTH	PULONG BAYABAS ES	105107	Zandra Mae G. Dela Cruz	Teacher III
3	SAN MIGUEL SOUTH	SAN MIGUEL ES	105111	EMMANUEL PASCUAL ORTIZ	Teacher III
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Christian Santos	Master Teacher I
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Anrhu Villarín	Teacher III
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Dan Louie Bernardino	Teacher II
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Jeremille Viola	Teacher III
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Michelle Antonio	Teacher III
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Reajane De Jesus	Teacher I
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Erladdin Imbien	Teacher III
3	SAN MIGUEL SOUTH	San Miguel National High School	300771	Gilbar Ingal	Teacher III
3	SAN RAFAEL EAST	Maronquillo National High School	306708	EDUARDO T. GARCIA	TEACHER III
3	SAN RAFAEL EAST	Maronquillo National High School	306708	ANGELICA DC. LIBUNAO	TEACHER III
3	SAN RAFAEL EAST	Maronquillo National High School	306708	GERALDINE C. GLEAN	TEACHER II
3	SAN RAFAEL EAST	Maronquillo National High School	306708	HAZELLE ANNE A. DEL CARMEN	TEACHER II
3	SAN RAFAEL EAST	PANTUBIG ELEMENTARY SCHOOL	105123	JOSE C. VASALLO	Teacher III
3	SAN RAFAEL EAST	PULO ELEMENTARY SCHOOL	105128	TRICIA ANN F. NILAYAN	Teacher III
3	SAN RAFAEL EAST	TAMBUBONG ELEMENTARY SCHOOL	105137	MICAH JELEANNE TORRE MATEO	Teacher I
3	SAN RAFAEL EAST	CAINGIN ELEMENTARY SCHOOL	105115	CAMILE B. GARCIA	Teacher III
3	SAN RAFAEL WEST	Salapungan NHS	300749	RODRIGO V. JACINTO JR	PRINCIPAL II
3	SAN RAFAEL WEST	Salapungan NHS	300749	CHARLIE G. DIMLA	TEACHER II
3	SAN RAFAEL WEST	Salapungan NHS	300749	MARITES R. TAMBIAH	TEACHER II
3	SAN RAFAEL WEST	Salapungan NHS	300749	MARGIE I. PAULINO	Teacher III
3	SAN RAFAEL WEST	CAPIHAN ELEMENTARY SCHOOL	105116	LANNIE N. PEREGRINO, PhD	PRINCIPAL III
3	SAN RAFAEL WEST	CAPIHAN ELEMENTARY SCHOOL	105116	LAILANIE V. SANTOS	TEACHER III
3	SAN RAFAEL WEST	SAN ROQUE ELEMENTARY SCHOOL	105134	MICHELLE DOMINGO	TEACHER III
3	SAN RAFAEL WEST	SAN ROQUE ELEMENTARY SCHOOL	105134	ANNIE I. ADAGAO	TEACHER III
3	SAN RAFAEL WEST	DAGAT-DAGATAN ELEMENTARY SCHOOL	105118	YOLANDA L. VALDIZNO	HEAD TEACHER II
3	SAN RAFAEL WEST	DAGAT-DAGATAN ELEMENTARY SCHOOL	105118	BRIAN PAUL DG. SANTIAGO	TEACHER I
3	SAN RAFAEL WEST	PASONG INCHIK ELEMENTARY SCHOOL	105126	RIZZA R. GUANZING	Teacher III
3	SAN RAFAEL WEST	PASONG INCHIK ELEMENTARY SCHOOL	105126	MARILYN D. CRUZ, EdD	HEAD TEACHER II
3	SAN RAFAEL WEST	PULONG BAYABAS ELEMENTARY SCHOOL	105129	MARITES S. RICO	TEACHER III
3	SAN RAFAEL WEST	PULONG BAYABAS ELEMENTARY SCHOOL	105129	MARIA DIVINA D. VALDERAMA	HEAD TEACHER II
3	SAN RAFAEL WEST	PACO BAYABAS ELEMENTARY SCHOOL	105122	RUELB. SANTIAGO	HEAD TEACHER I
3	SAN RAFAEL WEST	PACO BAYABAS ELEMENTARY SCHOOL	105122	DARVY O. SAMSON	TEACHER I

3	SAN RAFAEL WEST	PACO BAYABAS ELEMENTARY SCHOOL	105122	CAREN G. BAUTISTA	TEACHER I
3	SAN RAFAEL WEST	MAGUINAO ELEMENTARY SCHOOL	105120	CHERRY C. HERNANDEZ	TEACHER III
3	SAN RAFAEL WEST	MAGUINAO ELEMENTARY SCHOOL	105120	MA. ALMA V. BALANZA	PRINCIPAL IV
4	MARILAO NORTH	ABANGAN SUR ELEMENTARY SCHOOL	104901	NINA SHERRY L. CLEMENTE	Teacher III
4	MARILAO NORTH	HERITAGE HOMES INTEGRATED SCHOOL	501634	Ryan Manalo Padilla	Teacher I
4	MARILAO NORTH	LOMA DE GATO ELEMENTARY SCHOOL	104907	NORBERTO U. VELASCO, JR.	Teacher III
4	MARILAO NORTH	PATUBIG ELEMENTARY SCHOOL	104909	ASHLEY GIFT R. MIRANDA	Teacher I
4	MARILAO NORTH	STA. ROSA I ELEMENTARY SCHOOL	104912	RENEE MINETTE V. RAMOS	Teacher I
4	MARILAO NORTH	STA. ROSA II ELEMENTARY SCHOOL	104913	ROSHENE M. GAYAP	Teacher I
4	OBANDO	Obando NHS	300763	Ronaldo V. Morelos	ADAS II
4	OBANDO	OBANDO CENTRAL SCHOOL	104964	Joanna Marie Villanueva Dasalla	Teacher I
4	OBANDO	PACO ELEMENTARY SCHOOL	104965	RHINALYN S. DOMINGO	Teacher I
4	OBANDO	SAN PASCUAL ELEMENTARY SCHOOL	104967	MARIA SHARINA M. MIRANDA	Teacher I
4	OBANDO	PANGHULO ELEMENTARY SCHOOL	104966	JIMMY B. ROMERO	Teacher I
4	OBANDO	BINUANGAN ELEMENTARY SCHOOL	104961	JAMES IAN R. RAMOS	Teacher III
4	OBANDO	CATANGHALAN ELEMENTARY SCHOOL	104962	JOHN PONCE A. SANTIAGO	Teacher II
4	OBANDO	LAWA ELEMENTARY SCHOOL	104963	FRANZE D. TERMULO	Teacher III
4	OBANDO	SALAMBAO ELEMENTARY SCHOOL	158530	MICHELLE D. AGUINALDO	Teacher I
4	OBANDO	Obando Central School	104964	Shyra Camille E. Sta. Ana	Teacher I
5	BALAGTAS	BOROL I ELEMENTARY SCHOOL	104729	MAYNIE C. PAVILANDO	TIII
5	BALAGTAS	Balagtas Central School	104728	Jenny-Lyn S. de Fiesta	Teacher III
5	BALAGTAS	MARCIANO C. RIVERA ELEMENTARY SCHOOL	104734	REA LYN F. BORJA	TEACHER I
5	BOCAUE	Illuminada Mendoza-Roxas Memorial High School	306715	Bernadette N. Borja	Teacher I
5	BOCAUE	Illuminada Mendoza-Roxas Memorial High School	306715	Roxane R. Hagfors	Teacher I
5	BOCAUE	Illuminada Mendoza-Roxas Memorial High School	306715	Darwin C. Samaniego	Teacher I
5	BOCAUE	Illuminada Mendoza-Roxas Memorial High School	306715	Andrew P. Oliveros	Teacher I
5	BOCAUE	Illuminada Mendoza-Roxas Memorial High School	306715	Dioscoro M. Cencil Jr.	Teacher III
5	BOCAUE	CONG. E. R. CRUZ MEM. CS (BOCAUE CS)	104766	NORMAN S. MORATO	Teacher I
5	BOCAUE	BATIA ES	104762	REGGIE D. JOSE	Teacher III
5	BOCAUE	Joni J. Villanueva-Tugna Elementary School	158538	John Edward S. Mariano	Teacher I
5	GUIGUINTO	FELIZARDO C. LIPANA NATIONAL HIGH SCHOOL	300741	RESTITUTO B. FLORES	TEACHER III
5	GUIGUINTO	Tiaong NHS	300780	JANINE M. CUADRA	TEACHER II
5	GUIGUINTO	Tiaong NHS	300780	ROXANNE G. DAYAO	TEACHER II
5	GUIGUINTO	Tiaong NHS	300780	DANIELLA MARIZ B. ARTEA	SPECIAL TEACHER I
5	GUIGUINTO	Malis Elementary School	104825	Jonathan Yves P. Cruz	Master Teacher I
5	GUIGUINTO	TABE ELEMENTARY SCHOOL	104831	RHOZELLE G. PEDRERA	Teacher I
5	PANDI NORTH	Virginia Ramirez-Cruz National High School	300775	Julius F. Sayo	Teacher III
5	PANDI NORTH	Virginia Ramirez-Cruz National High School	300775	Precious S. Martinez	Teacher I
5	PANDI NORTH	Virginia Ramirez-Cruz National High School	300775	Ron Camilo M. Manreza	Teacher I
5	PANDI NORTH	Virginia Ramirez-Cruz National High School	300775	Joana G. Lapig	Teacher II
5	PANDI NORTH	Virginia Ramirez-Cruz National High School	300775	Ann Camille D. Santiago	Teacher II
5	PANDI NORTH	Mamerto C. Bernardo Memorial Centtral School	104976	Luisa D. Guevarra	Teacher III
5	PANDI NORTH	Pinagkuartelan Integrated School	502382	Geroge Anthony DU Dandan	teacher I
5	PANDI NORTH	Real de Cacarong Elementary School	104984	Liberato C. Leornado Jr.	Teacher I
5	PANDI SOUTH	Masagana HS	300729	Alvin S. Bautista	Teacher I
5	PANDI SOUTH	Masagana HS	300729	John Carlo V. Javier	Teacher I
5	PANDI SOUTH	Masagana HS	300729	Joana Carina A. Cuevas	Teacher III
5	PANDI SOUTH	Masagana HS	300729	Renz Angelo P. Cablingao	Teacher II
5	PANDI SOUTH	Masagana HS	300729	Aeron Chester A. Dino	SST1
5	PANDI SOUTH	Masagana HS	300729	Charlotte R. Rivera	SST1
5	PANDI SOUTH	MANATAL ELEMENTARY SCHOOL	104979	JOANNE C. JACINTO	Teacher III
5	PANDI SOUTH	MALIBO MATANDA ELEMENTARY SCHOOL	104978	JUDY ANN R. BAUTISTA	Teacher I
5	PANDI SOUTH	San Antonio Abad Elementary School	158545	Lemuel Kim C. Belen	Teacher III
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Catherine V. Sarmiento	Teacher I
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Rose Ann A. Guansing	Teacher I
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Myrna DG. Evangelista	Teacher I
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Ferlyne S. Bautista	Teacher I
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Kyra Camia C. Dela Cruz	Master Teacher I
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Romano P. Mangalindan	Teacher III
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Ria R. Navelgas	Teacher III
6	ANGAT	Pres. Diosdado Macapagal MHS	306706	Eli Alfonzo P. Tadeo	Teacher II
6	ANGAT	Angel M. del Rosario HS	306707	ANGELIQUE H. DE OCAMPO	TEACHER III
6	ANGAT	Angel M. del Rosario HS	306707	JACKILYN N. LANGCASAN	TEACHER III
6	ANGAT	Angel M. del Rosario HS	306707	EVANGELINE M. TUNZON	TEACHER III
6	ANGAT	Angel M. del Rosario HS	306707	GUILBERT DC. SEGURADO	TEACHER III
6	ANGAT	Angat HS (Binagbag NHS - Taboc NHS)	306702	Cecilia M. Dionisio	Teacher III

6	ANGAT	Angat HS (Binagbag NHS - Taboc NHS)	306702	Cezar C. Cruz	Teacher II
6	ANGAT	Angat HS (Binagbag NHS - Taboc NHS)	306702	Darren DS. Gomez	Teacher I
6	ANGAT	Angat HS (Binagbag NHS - Taboc NHS)	306702	Roniel G. Pascual	Teacher I
6	ANGAT	ATILANO S. DE GUZMAN ES	104727	JUDITH SP. MATEO	TEACHER II
6	ANGAT	PALTOK ELEMENTARY SCHOOL	104723	JOCELYN B. GONZALES	Teacher III
6	NORZAGARAY EAST	Apugan Elementary School	104939	Jenelyn N. Mariano	Teacher II
6	NORZAGARAY EAST	Apugan Elementary School	104939	Geofrey M. Granada	Teacher III
6	NORZAGARAY WEST	North Hills Village High School	300761	Rhensie Joy P. Aguirre	Teacher I
6	NORZAGARAY WEST	North Hills Village High School	300761	Monalissa R. Aringo	Teacher III
6	NORZAGARAY WEST	North Hills Village High School	300761	Myra A. Ungriano	Teacher I
6	NORZAGARAY WEST	North Hills Village High School	300761	Robert Jonnydel M. Rayo	Teacher I
6	NORZAGARAY WEST	FVR National High School	300762	MARGARET A. HERNANDEZ	TEACHER III
6	NORZAGARAY WEST	FVR National High School	300762	BABY VILMA A. BALIDO	TEACHER I
6	NORZAGARAY WEST	FVR National High School	300762	RECHEL N. TORRES	TEACHER I
6	NORZAGARAY WEST	FVR National High School	300762	ALYZA MAE N. MACARAEG	TEACHER I
6	NORZAGARAY WEST	NORZAGARAY ELEMENTARY SCHOOL	104952	ANA MARIE P. GENER	Teacher III
6	NORZAGARAY WEST	FVR PHASE 3 ELEMENTARY SCHOOL	104947	ROXANNE SM. TIANZON	Teacher III
6	SANTA MARIA WEST	F. F. Halili Natl Agrl School Annex	306725	JENSEN KAY B. NORTE	TEACHER 1
6	SANTA MARIA WEST	F. F. Halili Natl Agrl School Annex	306725	CLIVY JOY E. ULNAGAN	TEACHER 1
6	STA. MARIA CENTRAL	Pila Elementary School	105160	Ma. Evalyn S. Lapig	Teacher II
6	STA. MARIA CENTRAL	Jose Juan Seraoio Elementary School	105152	Chrisdale E. Resurreccion	Teacher I
6	STA. MARIA EAST	San Vicente Elementary School	105164	Jay F. Santiago	Teacher III
6	STA. MARIA EAST	Tumana Elementary School	105170	Bluo Marie F. Luciano	Teacher III
6	STA. MARIA WEST	Cay Pombo Elementary School	105147	Meilyn M. Gener	Teacher III
6	STA. MARIA WEST	Cornelia M. De Jesus Memorial Central School	105144	Jennifer R. Malitan	Teacher III
6	Sta. Maria West	Perez Elementary School	105159	Apple B. Correa	Teacher I
	City of Baliwag	Baliuag Senior High School	345213	Russel Jane Juliano	Teacher II
	City of Baliwag	Baliuag Senior High School	345213	Mabelle B. Villegas	Teacher I
	City of Baliwag	Mariano Ponce National High School	300753	Ernie Bartolome	Teacher II
	City of Baliwag	Baliuag Senior High School	345213	Ruby Elaine F. San Pedro	Teacher II
	City of Baliwag	Baliuag Senior High School	345213	Glenda S. Cruz	Teacher III
	City of Baliwag	Sulivan National High School	300778	Michelle N. Estañol	Teacher I
	City of Baliwag	Sulivan National High School	300778	Fernan Bagtas	Teacher II
	City of Baliwag	Sulivan National High School	300778	Jowell Robles	Teacher III
	City of Baliwag	Sulivan National High School	300778	Mary Ann Guiruela	Teacher III
	City of Baliwag	Sulivan National High School	300778	Nelissa Cunanan	Teacher II
	City of Baliwag	Sulivan National High School	300778	Enrico R. Estrella	Teacher II
	City of Baliwag	Mariano Ponce National High School	300753	Daisy H. Delos Reyes	Master Teacher I
	City of Baliwag	Mariano Ponce National High School	300753	Rea Rose S. Tengco	Teacher I
	City of Baliwag	Mariano Ponce National High School	300753	Imelda P. Buenaventura	Teacher II
	City of Baliwag	Mariano Ponce National High School	300753	Mariel C. Gregore	Teacher II
	City of Baliwag	Mariano Ponce National High School	300753	Jonathan Miranda	Teacher II
	City of Baliwag	Mariano Ponce National High School	300753	Jefferson C. Labao	Teacher II
	City of Baliwag	Sta. Barbara High School	305993	Mark Geniel T. Manalaysay	Teacher I
	City of Baliwag	Sta. Barbara High School	305993	Jayson I. Bautista	Teacher I
	City of Baliwag	Sta. Barbara High School	305993	Ronna Jane DC. Manuel	Teacher I
	City of Baliwag	Sta. Barbara High School	305993	Danica R. Dela Peña	Teacher I
	City of Baliwag	Sta. Barbara High School	305993	Lariza L. Fernandez	Teacher I
	City of Baliwag	Sta. Barbara High School	305993	Marilen D. Pascual	Teacher I
	City of Baliwag	Virgen Delas Flores High School	306705	Ryan Mark V. Quizon	Teacher III
	City of Baliwag	Virgen Delas Flores High School	306705	Jettel A. Mananghaya	Teacher III
	City of Baliwag	Virgen Delas Flores High School	306705	Marivic M. Dela Cruz	Master Teacher I
	City of Baliwag	Virgen Delas Flores High School	306705	Raiza Blanquita G. Gonzales	Teacher III
	City of Baliwag	Virgen Delas Flores High School	306705	Rosemarie C. Tiquia	Teacher III
	City of Baliwag	Virgen Delas Flores High School	306705	Darlene C. Ferreras	Teacher II
	City of Baliwag	Baliuag Senior High School	345213	Neil John P. Garcia	Special Science Teact
	City of Baliwag	Baliuag Senior High School	345213	Iris Ruth G. Peralta	Teacher II
	City of Baliwag	TIAONG ELEMENTARY SCHOOL	104759	ROLANDO B. LOPEZ	TEACHER III
	City of Baliwag	CATULINAN ELEMENTARY SCHOOL	104738	ALEJANDRO R. FERNANDO III	PRINCIPAL I / CONCU
	SDO Bulacan	SGOD-SMME		Cecille E. Cruz	EPS II
	SDO Bulacan	SGOD-SMME		Ma. Lourdes J. Patag	SEPS
	SDO Bulacan	OSDS - ICT Unit		Richard C. Biglete	ITO I
	SDO Bulacan	OSDS - ICT Unit		Tristan Russ E. Valderama	ADA VI
	SDO Bulacan	SGOD - HRDS		Ma. Bella Fajardo	SEPS II
	SDO Bulacan	CID		Perlita G. Pagdanganan	EPS
	SDO Bulacan	SGOD		Jay-Arr C. Tayao	EPS



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Enclosure No. 2 **Training Matrix**

Day 1 (December 4, 2024)

7:30-8:00 TWG	Arrival/Registration	Management
8:00-8:30 TWG	Opening Program	Management
8:30-9:30	Session 1 Microsoft 365 Overview	Perlita G. Pagdanganan EPS
10:00-11:00	Session 1.2 Microsoft One Drive	Perlita G. Pagdanganan EPS
11:00-12:00	Session 1.3 Microsoft Forms	Perlita G. Pagdanganan EPS
1:00-2:00	Session 1.4 Microsoft PowerPoint	Perlita G. Pagdanganan EPS
2:00-3:00	Session 1.5 Microsoft Word	Perlita G. Pagdanganan EPS
3:00-4:00	Session 1.6 Microsoft Excel	Perlita G. Pagdanganan EPS
4:00-5:00	Output Presentation	Perlita G. Pagdanganan EPS

Day 2 (December 5, 2024)

8:30-9:30	Session 1.7 Microsoft Teams	Jay-Arr C. Tayao EPS
10:00-11:00	Session 1.8 Microsoft SharePoint	Jay-Arr C. Tayao EPS
11:00-12:00	Output Presentation	Jay-Arr C. Tayao EPS
1:00-2:00	Session 2 Learning Accelerators	Jay-Arr C. Tayao EPS



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2:00-3:00	Output Presentation	Jay-Arr C. Tayao EPS
3:00-4:00	Session 3 Microsoft Copilot	Jay-Arr C. Tayao EPS
4:00-5:00	Output Presentation	Jay-Arr C. Tayao EPS
Day 3 (December 6, 2024)		
8:30-2:00	Session 4 Workplace Application Plan	Perlita G. Pagdanganan EPS
2:00-5:00	Output Presentation	Perlita G. Pagdanganan EPS



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Enclosure No. 3 **Technical Working Group (TWG)**

**Division Core Management Team:
Program Manager:**

Ma. Bella Fajardo
Education Program Specialist II, HRDD

Perlita G. Pagdanganan
Education Program Supervisor

Richard C. Biglete
Information Technology Officer I

TRAINING AND DEVELOPMENT MANAGER

Marilene G. Ramos, LPT, MAT
Senior Education Program Specialist

QATAME

Ma. Lourdes J. Patag
Senior Education Program Specialist

Cecille E. Cruz – EPS II
Education Program Specialist II

Other Technical Work Group Members:

Ronald G. Salvador – OSDS, ICT Unit
Tristan Russ E. Valderama – OSDS, ICT Unit
Jay-Arr C. Tayao – SGOD, EPS
Jonalyn S. Perez – Palapala Elementary School
Rea Lyn F. Borja – Marciano C. Rivera Elementary School
Peter John Bernardino – Plaridel Central School
Restituto Flores – Felizardo C. Lipana National High School
Alejandro R. Fernando III – OIC-ITO I, SDO City of Baliwag
Rolando Lopez – Tiaong Elementary School, SDO City of Baliwag