



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



August 24, 2026

DIVISION MEMORANDUM
No. 387, s. 2026

**CAPACITY BUILDING FOR SDO BULACAN ICT COORDINATORS IN
LABORATORY MANAGEMENT, WEBSITE DEVELOPMENT, AND DATA
ANALYTICS**

To : Assistant Schools Division Superintendents
Public School District Supervisors Elementary and Secondary
School Heads/ OIC
District ICT Coordinators
EDDIS ICT Coordinators
School ICT Coordinators
All Others Concerned

1. In line with the Department of Education's mandate to deliver quality basic education through highly competent, dedicated, and committed teaching and non-teaching personnel, the Schools Division Office (SDO) of Bulacan, through the Information and Communications Technology (ICT) Unit in collaboration with the Property and Supply Unit, hereby announces the conduct of the **Capacity Building for SDO Bulacan ICT Coordinators in Laboratory Management, Website Development, and Data Analytics**. From September 9 to 11, 2026.
2. This capacity building aims to strengthen the technical competencies of ICT Coordinators in effectively managing ICT laboratories, developing and maintaining school websites, and utilizing data analytics to support evidence-based decision-making and enhance educational service delivery across the division.
3. In preparation for the activity, all Public Schools District Supervisors (PSDSs) are hereby instructed to endorse and register **one (1) Designated District ICT Coordinator** and **one (1) Elementary School ICT Coordinator** from their respective districts. Similarly, all Secondary School Principals shall register **one (1) ICT Coordinator** who will represent their respective schools in the said capacity-building program. Registration shall be completed through the following link:



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

<https://tinyurl.com/CapacityBuildingICT>. The deadline for submission of registrations is **September 1, 2026**. Venue to be announced.

4. All Participants required to bring their laptops, extension cords, pocket wifi with data connection.
5. Attached to this Memorandum are the list of Program Management Team, expected number of ICT Coordinator Participants and the training Matrix.
6. As the **Capacity Building for SDO Bulacan ICT Coordinators in Laboratory Management, Website Development, and Data Analytics** will be conducted during the semestral break, teacher-participants who attend and complete the said activity shall be entitled to the corresponding **Vacation Service Credits (VSCs)**, subject to existing rules and regulations. The grant of service credits shall be in accordance with **DepEd Order No. 53, s. 2003**, *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, and **CSC-DBM Joint Circular No. 2, s. 2004**, *Non-Monetary Remuneration for Overtime Services Rendered*. Appropriate documentation and attendance records shall serve as the basis for the processing and granting of the corresponding service credits.
7. For further inquiries and concerns, kindly contact Mr. Marco Paolo M. Victoriano, Information Technology Officer I, through ictsbulacan@deped.gov.ph.
8. This Memorandum serves as travel authority of the participants.
9. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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

Enclosure 1: List of Participants per EDDIS/ District/ School

A. District and Elementary Schools

	District	District ICT Coordinator	Elementary School ICT Coordinator
1	BULAKAN	1	1
2	HAGONOY EAST	1	1
3	HAGONOY WEST	1	1
4	CALUMPIT NORTH	1	1
5	CALUMPIT SOUTH	1	1
6	PAOMBONG	1	1
7	PULILAN	1	1
8	PLARIDEL	1	1
9	BUSTOS	1	1
10	DRT	1	1
11	SAN ILDEFONSO NORTH	1	1
12	SAN ILDEFONSO SOUTH	1	1
13	SAN MIGUEL SOUTH	1	1
14	SAN MIGUEL CENTRAL	1	1
15	SAN MIGUEL NORTH	1	1
16	SAN RAFAEL WEST	1	1
17	SAN RAFAEL EAST	1	1
18	OBANDO	1	1
19	MARILAO SOTUH	1	1
20	MARILAO NORTH	1	1
21	BALAGTAS	1	1
22	BOCAUE	1	1
23	GUIGUINTO	1	1
24	PANDI NORTH	1	1
25	PANDI SOUTH	1	1
26	NORZAGARAY EAST	1	1
27	NORZAGARAY WEST	1	1
28	ANGAT	1	1
29	SANTA MARIA EAST	1	1
30	STA. MARIA WEST	1	1
31	STA. MARIA CENTRAL	1	1

B. Secondary Schools



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

SECONDARY			Secondary School ICT Coordinator
1	300738	Doña Candelaria Meneses Duque NHS	1
2	300779	Talipit National High School	1
3	306711	San Francisco Xavier High School	1
4	306724	Romeo Acuña Santos Memorial High School	1
5	300736	Sta. Lucia National High School	1
6	300770	Frances National High School	1
7	306723	San Miguel-Meysulao High School	1
8	300768	Calumpit NHS (San Marcos NHS)	1
9	300769	Caniogan High School	1
10	300743	Iba National High School	1
11	300755	San Pedro National High School	1
12	300754	Ramona S. Trillana HS (Mayor Ramon Trillana Mem. HS (Iba NHS))	1
13	300756	Sta. Monica National High School	1
14	502957	Tibaguin Integrated School	1
15	300744	Kapitangan National High School	1
16	300745	San Roque National HS	1
17	300776	Sta. Cruz NHS	1
18	306710	Pinalagdan High School	1
19	501659	Dulong Malabon Integrated School	1
20	501660	Inaon Integrated School-JHS	1
21	300735	DAMPOL 2ND NATIONAL HIGH SCHOOL	1
22	300737	Sta. Peregrina HS	1
23	306709	Engr. Virgilio V. Dionisio MHS	1
24	306713	Bajet-Castillo High School	1
25	300720	Alexis G. Santos National High School	1
26	300733	Cambaog NHS	1
27	300781	Aguinaldo J. Santos National HS	1
28	306727	Dr. Pablito V. Mendoza, Sr. HS	1
29	502601	Catacte Integrated School	1
30	300726	Jose J. Mariano Memorial HS	1
31	300727	Dr. Felipe De Jesus National High School	1
32	300734	Dampol 1st National High School	1
33	305548	Bulihan High School	1
34	306701	Jaime J. Vistan High School	1
35	306730	Banga High School	1
36	300723	LAURA DE LEON HALILI HIGH SCHOOL	1



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

37	300724	Sapang Bulac High School	1
38	300725	Talbak High School	1
39	305831	Kalayakan High School	1
40	306720	Esteban Paulino HS	1
41	502275	Pinag-anakan Integrated School	1
42	300730	Calawitan NHS	1
43	300732	San Ildefonso National High School	1
44	306728	Sta. Catalina Bata National High School	1
45	300731	Akle HS	1
46	305865	Gabihan High School	1
47	306716	Upig High School	1
48	300772	Partida National High School	1
49	300774	John J. Russell MHS (Sibul NHS)	1
50	306704	Vedasto R. Santiago HS	1
51	306721	EMILIA PEREZ LIGON HIGH SCHOOL	1
52	300771	San Miguel NHS	1
53	300773	San Rafael Nat'l Trade School	1
54	306708	Maronquillo National High School	1
55	300748	Carlos F. Gonzales HS (Maguinao Cruz na Daan NHS)	1
56	300749	Salapungan NHS	1
57	306718	Lydia D. Villangca Trade School	1
58	300766	Prenza NHS	1
59	501634	Heritage Homes Integrated School	1
60	300740	ASSEMBLYWOMAN FELICITA G. BERNARDINO MEMORIAL TRADE SCHOOL	1
61	300763	Obando NHS	1
62	300764	Obando School of Fisheries	1
63	300721	Balagtas National Agricultural HS	1
64	305693	GAT Francisco Balagtas High School	1
65	300746	Lolomboy National NHS	1
66	300747	Taal High School	1
67	306715	Illuminada Mendoza-Roxas Memorial High School (Bambang NHS)	1
68	306729	Batia High School	1
69	300741	Felizardo C. Lipana NHS (Sta. Rita HS)	1
70	300742	Guiguinto Nat'l Voc'l. High School	1
71	300780	Tiaong NHS	1



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

72	306722	Guiguinto National Vocational High School - ANNEX	1
73	300775	Virginia Ramirez-Cruz High School	1
74	306083	Mapulang Lupa High School	1
75	502382	PINAGKUARTELAN INTEGRATED SCHOOL	1
76	300728	Bunsuran NHS	1
77	300729	Masagana HS	1
78	502958	Pandi Heights Integrated School	1
79	300722	Binagbag NHS	1
80	306702	Angat HS (Binagbag NHS - Taboc NHS)	1
81	306706	Pres. Diosdado P. Macapagal MHS	1
82	306707	Angel M. del Rosario High School	1
83	300758	MINUYAN NATIONAL HIGH SCHOOL	1
84	300759	National Power Corporation H.S.	1
85	306703	Julian B. Sumbillo High School	1
86	300760	Norzagaray National High School	1
87	300761	North Hills Village High School	1
88	300762	FVR National High School	1
89	502071	Matictic Integrated School	1
90	300739	Fortunato F. Halili National Agricultural School	1
91	306726	Sta. Cruz High School	1
92	300765	Parada National High School	1
93	300777	Sta. Maria National High School	1
94	305572	Fortunato F. Halili National Agricultural School, Cay Pambo-Annex	1
95	305573	San Gabriel National High School	1
96	306725	F. F. Halili Natl Agrl School Annex	1
97	300767	Pulong Buhangin NHS	1
98	306714	Catmon National High School	1

C. EDDIS ICT Coordinators

EDDIS	Name of EDDIS ICT Coordinator	Name of School
EDDIS I	JOMAR S. GATCHALIAN	San Roque National High School
EDDIS II	ARLENE V. VASALLO	Lydia D. Villangca Trade School
EDDIS III	ROMANO T. LOPEZ JR.	Alexis G. Santos National High School
EDDIS IV	PHOEBE GRACE D. BIOL	Prenza National High School
EDDIS V	MARICAR V. SILVA	Taal High School
EDDIS VI	DENNIS M. DELA CRUZ	Binagbag National High School



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Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

Enclosure 2: Training Matrix

Day 1 September 9, 2026: Technical Operations for DCP Units: ICT Maintenance Essentials

Time	Topic	Speaker
7:00 – 8:00	Breakfast and Registration	TWG
8:00 – 8:30	Opening Program	
8:30 – 8:35	Welcoming Remarks	MARIA CELINA L. VEGA CESO VI Assistant Schools Division Superintendent
8:35 – 8:45	Welcome Message	JAIME T. TUGADE PhD, CESE, RGC Officer-in-Charge Assistant Schools Division Superintendent
8:45 – 9:00	Inspirational Message	CECILIA E. VALDERAMA PhD, CESO VI Schools Division Superintendent
9:00 – 10:00	Digital Footprints Matter: Building a Positive Online Presence	RICO PAULO G. TOLENTINO PhD. School Principal III, Sta. Peregrina HS
10:00 – 10:30	Snacks	
10:30 – 12:00	Navigating Laboratory Management: Roles, Responsibilities, and Best Practices	Jerome DR. Gabriel School ICT Coordinator, Teacher III, San Roque NHS
12:00 – 1:00	Lunch	
1:00 – 1:15	Energizer	PMT
1:15 – 2:30	Understanding Unified Performance System (UPS)	CHRISTOPHER REY C. SAN JOSE Teacher II -Developer of UPS
2:30 – 3:00	PM Snacks	
3:00 – 4:00	Combating Cyberbullying Through ICT Education	ATTY. ELMER D. LOPEZ, Legal Officer III
4:00 – 5:00	Keep It Running: Essential DCP Laptop Care and Troubleshooting	MARCO PAOLO M. VICTORIANO LPT, MAEd Information Technology Officer I

Day 2 September 10, 2026: Building Digital Gateways for Schools: Website Development Using Google Sites

Time	Topic	Speaker
7:00 – 8:00	Breakfast and Registration	TWG
8:00 – 8:30	Management of Learning	EDDIS I
8:30 – 10:00	The Future Ready Classroom: Ethical and Effective Use of AI	JOEL I. VASALLO PhD. EPS – TLE/ EPP/ TVL



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

Time	Topic	Speaker
10:00 – 10:30	AM Snacks	
10:30 – 12:00	Cybersecurity Awareness: Protecting Schools in the Digital Age	JAY-ARR C. TAYAO, DBA, EdD Education Program Supervisor
1:00 – 1:15	Energizer	EDDIS II
1:15 – 2:45	PNPKI Users Training	DICT Region III
2:45– 3:00	Website Development for Schools: Design, Content, and Management Session 1: Introduction to Google Site	ROZEL B. AVILA PhD. Master Teacher III
3:00 – 3:15	PM Snacks	
3:15 – 4:00	School Website Development Session 3: Page Layout and Design	ROZEL B. AVILA PhD. Master Teacher III
4:00 – 5:00	School Website Development Session 5: Navigation and Structure, Publishing and Permissions	

Day 3 September 11, 2026: Optimizing Academic Data Analytics with AI and Looker Studio Dashboarding

Time	Topic	Speaker
7:00 – 8:00	Breakfast and Registration	TWG
8:00 – 8:30	Management of Learning	
8:30 – 9:30	From Notes to Knowledge: Empowering Teachers with NotebookLM – Session 1	KATHRINE JANE L. OPLE OIC School Head/ Master Teacher I Pinalagdan High School
9:30 – 10:30	From Notes to Knowledge: Empowering Teachers with NotebookLM – Session 2	
10:30 – 11:00	AM Snacks	
11:00 – 12:00	From Notes to Knowledge: Empowering Teachers with NotebookLM – Session 3	KATHRINE JANE L. OPLE OIC School Head/ Master Teacher I Pinalagdan High School
12:00 – 1:00	Lunch	
1:00 – 2:00	Transforming Data into Decisions: Mastering Data Studio (Looker Studio) for Data Analytics – Session 1	NICA MARIE B. MAGISA PhD. School Principal, Heritage Homes IS – Secondary Level



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

Time	Topic	Speaker
2:00 – 2:30	PM Snacks	
2:30 – 3:30	Transforming Data into Decisions: Mastering Data Studio (Looker Studio) for Data Analytics – Session 2	NICA MARIE B. MAGISA PhD. School Principal, Heritage Homes IS – Secondary Level
3:30 – 5:00	• Presentation of Best School Website • Awarding of Best School Website • Awarding of Certificates	



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

Enclosure 3. Members of the Program Management Team

Title	Name	Position
Overall Program Manager	MARCO PAOLO M. VICTORIANO	Information Technology Officer I
Training Manager	TRISTAN RUSS E. VALDERAMA	Project Development Officer I
Training Manager	RONALD G. SALVADOR	Administrative Assistant II
Member of the Program Management Team - Certification	Manny V. Flores	Master Teacher I
Member of the Program Management Team - Certification	Clarissa DC. Flores	Head Teacher III
Member of the Program Management Team - Certification	Lou Jim C. Robles	Teacher III
Member of the Program Management Team - Certification	Jose Magno	Teacher III
Member of the Program Management Team - Session Facilitator	Christian Santos	Master Teacher III
Member of the Program Management Team - Session Facilitator	Ricardo Enriquez	Teacher III
Member of the Program Management Team - Session Facilitator	Cristopher San Jose	Teacher III
Member of the Program Management Team - Session Facilitator	Justin Miguel De Guzman	Teacher II
Member of the Program Management Team - Session Facilitator	MARIA NIMFA M. CONCEPCION DANTE S. VERMON	Teacher III
Member of the Program Management Team - Public Affairs	Chique Razel T. Cruz	Master Teacher I
Member of the Program Management Team - Public Affairs	Zharlene Dei P. Discipulo	Administrative Officer II
Member of the Program Management Team - Quality Assurance, Technical Assistance, Monitoring, and Evaluation (QATAME)	MA. LOURDES J. PATATG	Senior Education Program Specialist II



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

Member of the Program Management Team - Master of Ceremonies	Gene Rome K. Golgota	Teacher II
Member of the Program Management Team – Documentation	Mhizzi Carol Mallari	Admin Assistant
Member of the Program Management Team – Registration	Edris Dalangin	Technical Assistant II
Member of the Program Management Team – Registration	Edrian Reyes	Technical Assistant II
Member of the Program Management Team - Documentation	R-Jay Labios	Technical Assistant II
Member of the Program Management Team - Health and Nutrition Unit		
Member of the Program Management Team - Health and Nutrition Unit		



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 Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

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Title	Name	Position
Overall Program Manager	MARCO PAOLO M. VICTORIANO	Information Technology Officer I
Training Manager	TRISTAN RUSS E. VALDERAMA	Project Development Officer I
Training Manager	RONALD G. SALVADOR	Administrative Assistant II
Member of the Program Management Team - Certification	Isagani Aguinaldo	Head Teacher III
Member of the Program Management Team - Certification	Clarissa DC. Flores	Head Teacher III
Member of the Program Management Team - Certification	Lou Jim C. Robles	Teacher III
Member of the Program Management Team - Certification	Jose Magno	Teacher III
Member of the Program Management Team - Session Facilitator	Christian Santos	Master Teacher III
Member of the Program Management Team - Session Facilitator	Ricardo Enriquez	Teacher III
Member of the Program Management Team - Session Facilitator	Cristopher San Jose	Teacher III
Member of the Program Management Team - Session Facilitator	Justin Miguel De Guzman	Teacher II
Member of the Program Management Team - Session Facilitator	MARIA NIMFA M. CONCEPCION DANTE S. VERMON	Teacher III Teacher III
Member of the Program Management Team - Public Affairs	Chique Razel T. Cruz	Master Teacher I
Member of the Program Management Team - Public Affairs	Zharlene Dei P. Discipulo	Administrative Officer II
Member of the Program Management Team - Quality Assurance, Technical Assistance, Monitoring, and Evaluation (QATAME)	MA. LOURDES J. PATATG	Education Program Specialist II



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

Member of the Program Management Team - Master of Ceremonies	Romy Boy Punongbayan	Master Teacher I
Member of the Program Management Team - Registration	Mhizzi Carol Mallari	Admin Assistant
Member of the Program Management Team - Registration	Edris Dalangin	Technical Assistant II
Member of the Program Management Team - Registration	Edrian Reyes	Technical Assistant II
Member of the Program Management Team - Registration	R-Jay Labios	Technical Assistant II
Member of the Program Management Team - Health and Nutrition Unit		
Member of the Program Management Team - Health and Nutrition Unit		