



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

January 21, 2025

DIVISION MEMORANDUM  
No. 038 s. 2025

**ADDENDUM TO DM No. 013 s. 2025 re: Division DCP Adoption Training-  
Workshop for District & School ICT Coordinators for  
FY 2022 & 2023 Recipient Schools**

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors & Personnel  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District/School ICT Coordinators  
All Others Concerned

1. In relation to the conduct of the Division DCP Adoption Training-Workshop for District and School ICT Coordinators for FY 2022 & 2023 recipient schools on January 29-31, 2025 at Amenia Beach Resort, the Program Management Team are advised to report at the venue(Amenia Beach Resort, Palawig, San Andres, Catanduanes) on January 28, 2025 (Day 0) to prepare the needed materials, venue and accommodation of participants.
2. Participants are also advised to check and ensure that their DepEd Email Account (MS 365) is ACTIVE before the said training and being reminded to bring laptop from DCP package FY 2022 or 2023 with installed MS Office 365 (Desktop App), WiFi modems and extension wires. Other provisions in the said memo remain the same.
3. Enclosed are the following for reference and guidance:
  - a. Updated List of Confirmed Participants & Program Management Team; &
  - b. Program of Activities.
4. Since Day 1(January 29, 2025) of the activity falls on Holiday – Chinese New Year), participants are entitled of one(1) day service credit per CSC & DBM Joint Circular No. 2 s. 2014.
5. Travel and other incidental expenses of the Program Management Team related to this activity shall be charged to school MOOE while the accommodation and meals for Day 0 shall be charged to PSF Fund for DCP subject to the usual accounting & auditing rules and regulations.
6. For information, dissemination and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

*Mullat*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Division/ Legal Officer  
Officer-in-Charge

OSDS-ICTU-01/21/2025-JBM  
ICTU Trainings



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**UPDATED LIST OF PARTICIPANTS & PMT WITH COFIRMATION FOR THE DIVISION DCP ADOPTION TRAINING-WORKSHOP FOR DISTRICT & SCHOOL ICT COORDINATORS OF DCP FY 2022 & 2023 RECIPIENT SCHOOLS**  
**Amenia Beach Resort / January 29-31, 2025**

No	School/Office	District	Original Participant	Position	CONFIRMATION	Replacement of
1	Mavil ES	Bagamanoc North	Gladyslyn V. Molina	Teacher III	Confirmed	Wilfred Villafior-Bugao CES
2	Sagrada ES	Bagamanoc North	Alyssa Villamartin	Teacher II	Confirmed	
3	Bagamanoc CES	Bagamanoc South	Richelle Bragais	Master Teacher II	Confirmed	
4	San Rafael ES	Bagamanoc South	Madonna Villarino	Teacher III	Confirmed	
5	Agban CES	Baras North	Reynald T. Tarroza	Teacher III	Confirmed	
6	San Miguel ES	Baras North	Rhea T. Tanacl	Teacher III	Confirmed	
7	Benticayan ES	Baras North	Frenlyn E. Valenzuela	Teacher III	Confirmed	
8	Baras CES	Baras South	Pranz Albert A. Soledad	Teacher III	Confirmed	
9	Moning ES	Baras South	Liezl G. Vargas	Teacher III	Confirmed	
10	Cagraray ES	Bato East	Mary France G. Torrecampo	Teacher II	Confirmed	
11	San Roque ES	Bato East	Febie T. Soriao	Master Teacher I	Confirmed	
12	Sibacungan ES	Bato West	Racel Kay T. Arsenio	Teacher III	Confirmed	
13	Sipi ES	Bato West	Aurcel P. Sabalas	Teacher III	Confirmed	
14	Cabugao IS	Bato West	Jessie A. Rodulfo	Teacher II	Confirmed	
15	Caramoran CES	Caramoran North	Shyne I. Baloloy	Teacher III	Confirmed	
16	Panique ES	Caramoran North	Jinky Joy R. Lleva	Teacher III	Confirmed	
17	Tucao-Maysuram ES	Caramoran North	Ma. Cara Johanna P. Alberto	Teacher III	Confirmed	
18	Datag CES	Caramoran South	Nessie S. Frondoza	Teacher III	Confirmed	
19	Guiamlong ES	Caramoran South	Rhona B. Dalanon	Teacher III	Confirmed	
20	Sabloyon ES	Caramoran South	Maricar B. Bernal	Teacher III	Confirmed	
21	Dominador C. Guerrero ES	Gigmoto	Jaycee T. Gonzales	Teacher III	Confirmed	
22	Gigmoto CES	Gigmoto	Joy C. Tatad	Teacher III	Confirmed	
23	San Pedro ES	Gigmoto	Donna Madel T. Borbe	Teacher II	Confirmed	
24	Baldoc IS	Pandan East	Rea C. Castilla	Teacher III	Confirmed	
25	Marambong ES	Pandan East	Joyce O. Interior	Teacher III	Confirmed	
26	Porot ES	Pandan East	Angelita E. Frias	Teacher III	Confirmed	
27	Catamban ES	Pandan West	Joy B. Domingo	Teacher III	Confirmed	
28	Oga ES	Pandan West	Karen D. Alberto	Teacher III	Confirmed	Daniel Alfaro-Timbaan ES
29	Pandan CES	Pandan West	Vicente S. Comida	Teacher III	Confirmed	
30	Cabuyoan ES	Panganiban	Ariel S. Valledor	Master Teacher I	Confirmed	
31	Mabini ES	Panganiban	Luz F. Angeles	Teacher III	Confirmed	
32	San Miguel ES	Panganiban	Suzette C. Olarve	Teacher III	Confirmed	
33	Caragñag ES	San Andres East	Ardy A. Alfaro	Teacher II	Confirmed	
34	San Andres CES	San Andres East	Janelyn G. Belmonte	SPET III	Confirmed	
35	Bialig ES	San Andres West	Ninadel S. Jimenez	Teacher III	Confirmed	Alexander Yvan P. Fernandez-Bislig ES
36	Agojo ES	San Andres West	Jennifer P. Manlagnit	Teacher III	Confirmed	
37	Codon ES	San Andres West	Joana S. Nazareno	Teacher III	Confirmed	
38	Mabato CES	San Miguel North	Rosa B. Austero, Jra	Teacher III	Confirmed	
39	Paraiso A ES	San Miguel North	Rosy T. Rebibis	Master Teacher I	Confirmed	
40	Tobrehon ES	San Miguel North	Hondina T. Tribiana	Teacher III	Confirmed	
41	San Miguel CES	San Miguel South	Sheryll T. Ferrer	Teacher III	Confirmed	
42	Solong ES	San Miguel South	Gretchen L. Leonardo	Teacher III	Confirmed	
43	Begonia ES	Viga East	Sharamae V. Tuibeo	Teacher III	Confirmed	
44	Tambongon CES	Viga East	Carmel T. Tacorda	Teacher III	Confirmed	
45	Almojuela ES	Viga West	Francis C. Tomes	Teacher II	Confirmed	
46	Viga CES	Viga West	Jerma T. Prietos	Teacher III	Confirmed	
47	Capilhan ES	Virac North	Bernadeth A. Reyes	Teacher II	Confirmed	Julieto M. Torrena-Obo ES
48	Virac Pilot ES	Virac North	Jake Sarmiento	Teacher III	Confirmed	
49	JMAMES	Virac North	Sheena Mae B. Masagca	Teacher III	Confirmed	
50	Valencia ES	Virac South	Sheryl Lyn T. Dayok	Teacher III	Confirmed	John Aldin P. Alam-Sto. Niño ES
51	Talisoy ES	Virac South	Rhonalyn P. Toledo	Teacher III	Confirmed	
52	F. Tacorda Village ES	Virac South	Elaine V. Urbano	Teacher II	Confirmed	
53	Palnab ES	Virac South	Elma S. Tarnate	Teacher III	Confirmed	
54	Bugao NHS	Bagamanoc North	Ma. Elena N. Hecer-Magno	Teacher III	Confirmed	
55	San Vicente NHS	Bagamanoc North	Anthony D. Tayangona	Teacher II	Confirmed	
56	Agban NHS	Baras North	Jayzelle Tusi	Teacher III	Confirmed	
57	Bato RDHS	Bato East	Rene T. Romero Jr.	Teacher III	Confirmed	
58	Bato RDHS	Bato East	Lorie Mae S. Tarnate	Teacher III	Confirmed	
59	Bote IS	Bato East	Marites T. Orbase	Teacher III	Confirmed	
60	Cabugao IS	Bato West	Catherine T. Tubis	Teacher III	Confirmed	
61	Caramoran RDHS	Caramoran North	Rowena Y. Ferrer	Teacher III	Confirmed	
62	Caramoran RDHS	Caramoran North	William Patrick Romero	Teacher I	Confirmed	Jimmy Repatacodo-Palumbanes IS
63	Dario NHS	Caramoran North	Mary - Ann B. Siroma	Teacher III	Confirmed	
64	Tubli NHS	Caramoran North	Kristine S. Adille	Teacher II	Confirmed	
65	Supang-Datag NHS	Caramoran South	Ellen Mae L. Romero	Teacher III	Confirmed	
66	Milaviga IS	Caramoran South	Maricris Molin	Teacher II	Confirmed	
67	Caramoran SF	Caramoran South	Ian Icaranom	Teacher III	Confirmed	
68	Gigmoto RDHS	Gigmoto	Ma. Jackielou P. Tarrago	Teacher III	Confirmed	
69	Gigmoto	Gigmoto	Ricky A. Dela Cruz	Teacher II	Confirmed	Jayson Molina - Bagamanoc RDHS
70	Dororian NHS	Gigmoto	Princess Joy B. Pantaleon	Teacher III	Confirmed	
71	Sicmil IS	Gigmoto	April T. Molina	Teacher III	Confirmed	
72	Baldoc IS	Pandan East	Ma. Lourdes V. Taniegra	Teacher III	Confirmed	
73	Leandro I Verceles Sr NHS	Pandan East	Marivic S. Villafuerte	Teacher II	Confirmed	Herbert Aquilo - Bagamanoc RDHS
74	Leandro I Verceles Sr NHS	Pandan East	Ma. Analyn T. Belgar	Teacher III	Confirmed	
75	Pandan SAT	Pandan West	Gil C. Ibardaloza, Jr	Teacher II	Confirmed	



76	Cobo IS	Pandan West	Christian L. Baldoza	Teacher III	Confirmed	
77	Panganiban NHS-CAIC	Panganiban	Jerson Pasuengos	Teacher III	Confirmed	
78	Lictin IS	San Andres East	Jonel P. Socao	Teacher III	Confirmed	
79	San Andres VS	San Andres East	Pepito M. Masagca Jr.	Teacher III	Confirmed	
80	San Andres VS	San Andres East	Alvin Josef V. Soliveres	Master Teacher II	Confirmed	
81	<b>Cabcab NHS</b>	<b>San Andres West</b>	<b>Sheryl S. Sualbio</b>	<b>Teacher I</b>	<b>Confirmed</b>	<b>Paul Xavier Tejerero- Bato CES</b>
82	Codon NHS	San Andres West	Rey P. Vargas	Teacher III	Confirmed	
83	Manambrag NHS	San Andres West	Michelle Jane R. Tabor	Teacher III	Confirmed	
84	Mayngaway NHS	San Andres West	Lorna G. Aguirre	Teacher III	Confirmed	
85	Mabato NHS	San Miguel North	Liza M. Joson	Teacher III	Confirmed	
86	Pagsangahan IS	San Miguel North	Wennilyn S. Valenzuela	Teacher I	Confirmed	
87	San Miguel RDHS	San Miguel South	Kim Japhet Agito	Teacher III	Confirmed	
88	Tambongon NHS	Viga East	Dave T. Secorata	Teacher II	Confirmed	
89	Tinago NHS	Viga East	Oryza L. Somido	Teacher III	Confirmed	
90	Viga RDHS	Viga West	Rene Z. Samar	Teacher III	Confirmed	
91	Viga RDHS	Viga West	Sharmaine T. Torrecampo	Teacher I	Confirmed	
92	San Jose NHS	Viga West	Harriet Margaret V. Landicho	Teacher II	Confirmed	
93	<b>Baras RDHS</b>	<b>Baras South</b>	<b>Varian B. Naig</b>	<b>Teacher II</b>	<b>Confirmed</b>	<b>Jerome F. Tindugan -Buyo IS</b>
94	<b>Baras RDHS</b>	<b>Virac North</b>	<b>Manilyn P. Asuncion</b>	<b>Master Teacher-I</b>	<b>Confirmed</b>	<b>Grace A. Camano-Buyo IS</b>
95	<b>Catanduanes NHS</b>	<b>Virac North</b>	<b>Mary Glor O. Bonaobra</b>	<b>Teacher III</b>	<b>Confirmed</b>	
96	Calatagan HS	Virac North	Rechelle Mac Gonzales Gianan	Teacher III	Confirmed	
97	Antipolo NHS	Virac South	Renz D. Reyes	Teacher III	Confirmed	
98	Hawan NHS	Virac South	Maricon T. Parro	Teacher II	Confirmed	
99	Magnesia NHs	Virac South	Von Kristian S. Torres	Teacher III	Confirmed	
100	Falta NHS	Virac South	Nino Joshua O. Balbin	Teacher III	Confirmed	
101	<b>Falta NHS</b>	<b>Virac South</b>	<b>Rommel M. Lagatic</b>	<b>Teacher II</b>	<b>Confirmed</b>	<b>Yllen Tuldac - Panganiban NHS</b>
102	Cabcab NHS	San Andres West	Jessa F. Purcil	Teacher III	Confirmed	Program Management Team
103	Oga ES	Pandan West	Emma Lynn D. Gianan	Master Teacher I	Confirmed	Program Management Team
104	Buenvista ES	Viga East	Kristine P. Limpangog	Teacher III	Confirmed	Program Management Team
105	Quezon ES	Viga West	Rosemarie O. Buendia	Teacher II	Confirmed	Program Management Team
106	Batag ES	Virac South	Nessley T. Panti	Teacher III	Confirmed	Program Management Team
107	Baras RDHS	Baras South	Leo A. Tuplano Jr.	Teacher II	Confirmed	Program Management Team
108	Cabugao IS	Bato West	Mark Lester T. Padilla	Teacher II	Confirmed	Program Management Team
109	Catanduanes NHS	Virac North	Emil T. Rojas	Teacher II	Confirmed	Program Management Team
110	San Andres VS	San Andres East	Maybelle V. Rubio	Principal II	Confirmed	Program Management Team
111	Jose Rizal ES	San Andres East	Cecile S. Alvea	Principal I	Confirmed	Program Management Team
112	Dominador C. Guerrero ES	Gigmoto	Rodel Tayo	Teacher III-TIC	Confirmed	Program Management Team
113	SDO-SGOD-M&E		Ma. Rita Tablate	SEPS-M&E	Confirmed	Program Management Team
114	SDO-OSDS-ICTU		Jennifer B. Metica	ITO-I	Confirmed	Program Management Team
115	SDO-OSDS-ICTU		John Bryan Laguda	Detailed at SDO	Confirmed	Program Management Team

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Enclosure 6 to Div. Memo No. 0385, 2025

Enclosure 6 for Division Memo No. 0385, 2025

**DIVISION DCP ADOPTION TRAINING-WORKSHOP FOR SELECTED DISTRICT & SCHOOL ICT COORDINATORS OF DCP FY 2022 & 2023 RECIPIENT SCHOOLS**

# PROGRAM OF ACTIVITIES

January 29-31, 2025 at Amenia Beach Resort, Palawig, San Andres, Catanduanes

Time	Activity	In-Charge/Resource Person
<b>DAY 1 (January 29, 2025)</b>		
7:00am -8:00am	Registration	
8:00am-8:45am	Preliminaries, Checking of Attendance, Program Overview	
	Opening Remarks and Statement of Purpose	JENNIFER B. METICA, Information Technology Officer-I
	Message	DELFIN A. BONDAD PhD, PSDS/OIC-ASDS
	Message	CECILE C. FERRO CESO VI, ASDS/OIC-SDS
	Message	SALVADOR DEYTO JR., Regional ITO-I
	Presentation of Participants, Trainers and Facilitators	CECILE S. ALVEA, SP-I, Jose Rizal ES
	Presentation of House Rules	JESSA F. PURCIL, Teacher-III, Cabcab NHS
8:45am - 9:40am	M365 Overview	JENNIFER B. METICA, Information Technology Officer-I
9:40am - 10:00am	Health Break	
10:00am - 12:00nn	Microsoft OneDrive	JENNIFER B. METICA, Information Technology Officer-I
12:00nn-1:00pm	LUNCH	
1:00pm - 2:30pm	Microsoft Outlook	MAYBELLE V. RUBIO, Principal II, SAVS
2:30pm-3:00pm	Microsoft Teams	JENNIFER B. METICA, Information Technology Officer-I
3:00pm - 3:20pm	Health Break	
3:20pm - 4:00pm	continuation of Microsoft Teams	
4:00pm - 5:00pm	Hands-on Workshop / Exit Quizzes / Evaluation	
<b>DAY 2 (January 30, 2025)</b>		
8:00am-8:20am	Preliminaries, Checking of Attendance, Management of Learning	
8:20am-9:30am	Microsoft Excel	MAYBELLE V. RUBIO, Principal II, SAVS
9:30am-9:50am	Health Break	
9:50am-10:30am	Continuation of Microsoft Excel	
10:30am - 12:00nn	Microsoft PowerPoint	JENNIFER B. METICA, Information Technology Officer-I
12:00nn-1:00pm	LUNCH	
1:00pm -2:30pm	Microsoft Word	MAYBELLE V. RUBIO, Principal II, SAVS
2:30pm-3:30pm	Learning Accelerators	JENNIFER B. METICA, Information Technology Officer-I
3:30pm-3:50pm	Health Break	
3:50pm - 4:30pm	Continuation of Learning Accelerators	
4:30pm-5:00pm	Hands-on Workshop / Exit Quizzes / Evaluation	
<b>DAY 3 (January 31, 2025)</b>		
8:00am-8:20am	Preliminaries, Checking of Attendance, Management of Learning	
8:20am - 9:30am	Microsoft Forms	JENNIFER B. METICA, Information Technology Officer-I
9:30am- 9:50am	Health Break	
9:50am-10:30am	Continuation of Microsoft Forms	
10:30am-12:00nn	Microsoft OneNote	MAYBELLE V. RUBIO, Principal II, SAVS
12:00nn - 1:00pm	LUNCH	
1:00pm-3:30pm	Hands-on Workshop / Exit Quizzes / Evaluation	
3:30pm- 3:50pm	Health Break	
3:50pm - 5:00pm	Closing Program	
	Nationalistic Song	Audio Visual Presentation
	Impressions	Participants (representative)
	Challenge	JENNIFER B. METICA
	Acceptance of Challenge	Participants (representative)
	Closing Remarks	CECILE S. ALVEA, SP-I, Jose Rizal ES