





Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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Encl.: As stated

Reference: N o n e

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

INFORMATION TECHNOLOGY  
TRAINING PROGRAM

RPS/SGOD-HRDS/MLA – ict training of trainers for non-teaching personnel  
0662/14 June 2024



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## Activity Matrix

### Training of Trainers (TOT) on the use of DepEd ICT Tools and Applications

Time	Topic/s	Person In-charge
<b>Day 1</b>		
8:00-9:00	Registration and Pre-Test	PMT and Participants
	Phil. National Anthem	AVP
	Prayer	AVP
	Regional Hymn	AVP
	Sarangani Hymn	AVP
	Presentation of Participants & Activity Norms	<b>JORDAN G. CASING, ADAS II-HRDS</b>
	Welcome Message	<b>MA. SHIRLEY M. CARDINAL, Chief-SGOD</b>
	Statement of Purpose	<b>ATTY. NELYN B. FRINAL, CESO VI-ASDS</b>
	Message	<b>RUTH L. ESTACIO, PhD., CESO VI</b>
	Presentation of Activity Matrix	<b>REHANEE P. SAMBUTO, SEPS-HRDS</b>
9:00-12:00	Introduction to Office 365	<b>ROY J. DETOYATO</b>
12:00-1:00	<b>Lunch Break</b>	
1:00-4:00	Using Microsoft Outlook	<b>ROY J. DETOYATO</b>
4:00-5:00	Ways Forward	
	Online Evaluation	
<b>Day 2</b>		
8:00-9:00	Management of Learning	
9:00-12:00	Graphic Designing using Canva and Photoshop	<b>JONATHAN B. AGREDA, AOII</b>
12:00-1:00	Lunch	
1:00-4:00	Beyond MS Teams	<b>ARIEL C. LALISAN</b>
4:00-5:00	Ways Forward	
	Online Evaluation	
<b>Day 3</b>		
8:00-9:00	Management of Learning	
9:00-12:00	Office 365 Productivity Tools	<b>ARIEL C. LALISAN</b>
12:00-1:00	Lunch	
1:00-4:00	Workshop Q and A	<b>Participants with ARIEL C. LALISAN</b>
4:00-5:00	Closing Program	
	Ways Forward	
	Online Evaluation	
	Post Test	



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**PROGRAM MANAGEMENT TEAM/LEARNING FACILITATORS**

1. RUTH L. ESTACIO PhD, CESO VI
2. ATTY. NELYN B. FRINAL, CESO V
3. MA. SHIRLEY M. CARDINAL, CHIEF SGOD
4. ROY T. DETOYATO, ICT OFFICER
5. ARIEL P. LALISAN, HEAD TEACHER I
6. JONATHAN AGREDA, AO II
7. REHANEE P. SAMBUTO, SEPS
8. JORDAN G. CASING, ADAS II
9. RASHIA DINA SAYADI, ADAS II
10. RIZALINA CHAN, ADAS II

**PARTICIPANTS**

1	Agustin	Michelle	P
2	Alconera	Friz Dew	H.
3	Alquiza	Mary Joy	M
4	Amora	Mary Grace	E
5	Apondar	Juliet	T
6	Apud	Roshelle	N
7	Ariz	Rosemarie	P
8	Ariz	Cindy	S
9	Avenido	Isadora	P.
10	Avila	Virgilio	P
11	Avila	Marie Nold	A
12	Bactol	Lorena	M
13	Bago	Bernacris	T
14	Balbareno	Roel	D
15	Balulao	Sharon Rose	E
16	Baticbatic	Aimee	T
17	Bayeta	Dave	R
18	Berenguel	Cherry Mae	R
19	Bustamante	Joey	N
20	Carcueva	Gretchen	Z
21	Cataluña	Ian	C
22	Clapis	Rachel Mae	R
23	Cordero	Donnabel	J.
24	Corpuz	Nora	P
25	Dadizon	Crislean	P
26	Dagaylo-An	Sarah Jane	C
27	De Guzman	Abegail Claire	L.
28	Dela Gente	Krishia Mae	I
29	Dela Torre	Rey	C
30	Delos Reyes	Michelle Ann	S



Republic of the Philippines  
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SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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31	Diano	Sarah	B.
32	Ditchon	Faith	D
33	Ellaga	Jeanalyn	R
34	Erida	Analyn	H.
35	Estoesta	Ever Bonn	A
36	Famacion	Rehilla	N
37	Franconas	Rissa	S.
38	Galicia	Limrey	D.
39	Gianan	Geneveive	R
40	Hopeda	Relyn	S
41	Hubac	Melanie	A.
42	Imperial	Justine Kyle	T.
43	Karim	Nasheva	S
44	Ladica	Josie	O
45	Laranjo	Rowene	O
46	Lariosa	Jemielyn	C
47	Leocario	Madeline	M
48	Letigio	Klint John	B.
49	Mangelen	Saida	K.
50	Manon-Og	Mary Paula	D.
51	Miranda	Grethel	T
52	Obligado	Pinky Elmie Joy	S
53	Onia	Marvin	C
54	Pacayra	Mary Grace	E
55	Paghubasan	Rovelyn	L
56	Palisan	Aireen	N
57	Palma	Jumer	M.
58	Pauya	Yanie	W.
59	Peñaflor	Elizabeth	R
60	Perez	Jenessa	V
61	Pijera	Kim	D
62	Plazo	Ritsan	J
63	Posas	Ruth	A
64	Rabadon	Maria Paula	S.
65	Rano	Novie Jane	S
66	Rebuyon	Marxylyn	P.
67	Ricahuerta	Mark James	A
68	Rosales	Mark Christian	L
69	Sales	Jestoni	C.
70	Salomon	Rosylita	P.
71	Santillana	Maria Lourdes	M
72	Tenorio	Cecille	C
73	Torrejas	Chriselyn	G
74	Torrijos	Aivan	D
75	Tuanadatu	Bai Nafzah	M
76	Tuanadatu	Rowayda	Y



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SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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77	Unajan	Jeanica	L
78	Uy	Jemarie	Y
79	Vidad	Jennfeld	S.
80	Zolina	Eden Joy	V.