



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

JIP  
JUNE 14, 2024  
2:31 PM

**14 Jun 2024**

**DIVISION MEMORANDUM**  
SGOD-2024-070

**ICT TRAINING OF TRAINERS FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Schoolheads of the Identified Personnel

1. The School Governance Operation Division (SGOD) through the Human Resource Development Section (HRDS) in cooperation with the Information Technology and Communication Unit (ICTU) will conduct 3-day blended **Information Technology and Communication (ICT) Training of Trainers** to non-teaching personnel on June 20-22, 2024.
2. The training aims to capacitate the participants with ICT skills related to evolving software for digital workplace. Participants to this training are the identified Administrative Officers II and Administrative Assistants III and II with advance ICT skills who will serve as trainers in their respective districts for the conduct of district/school based ICT training.
3. The Day 1 of the training will be conducted online via MS Teams while Day 2-3 will be an in-person live-out training at Venue 88, General Santos City. A 1 day (8 hours) compensatory overtime credit (COC) will be granted during the last day of training.
4. Participants are expected to bring their own laptops and extension wire during the whole duration of the training.
5. See the enclosed list of participants and program management teams/learning facilitators for reference.
6. Travel, accommodation, and other incidental expenses of the identified personnel shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For inquiries, contact Rehane P. Sambuto at 09385540626.
8. Immediate dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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

---

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



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

## 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	



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

---

**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	Balbarena	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  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

---

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



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

---

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