

Republic of the Philippines  
Department of Education

Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED

DIVISION MEMORANDUM  
OSDS-ICTU-DM- 0047 5 2020

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date FEB 05 2020  
Time: 10:18  
Initial/Signature [Signature]

TO : Assistant Schools Division Superintendent  
SDO Chiefs & Staffs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Concerned  
School ICT Coordinators Concerned  
All other concerned

FROM : DANILO E. DESPI  
Schools Division Superintendent

SUBJECT : ORIENTATION ON THE USE OF OPEN EDUCATION RESOURCES(OER), MICROSOFT OFFICE 365 AND DEPED COMPUTERIZATION PROGRAM(DCP) CONCERNS TO THE DISTRICT/SCHOOL ICT COORDINATORS AND SDO PERSONNEL

DATE : February 1, 2020

The ICT Unit will conduct an **Orientation on the Use of Open Education Resources(OER), Microsoft Office 365 and DepEd Computerization Program(DCP) Concerns to the District/School ICT Coordinators and SDO Personnel** on the following schedules:

Date	Batch	Participants	Venue
Feb 18, 2020	1(50 pax)	Selected District/School ICT Coordinators (Elem)	Rhaj Inn, Virac, Catanduanes
Feb 19, 2020	2(50 pax)	Selected District/School ICT Coordinators (Sec)	Rhaj Inn, Virac, Catanduanes
Feb 20, 2020	3(50 pax)	Selected SDO Personnel	Rhaj Inn, Virac, Catanduanes

The objectives of this activity are the following:

- Report on the status and utilization of DCP Packages
- Introduce the use and curation of Open Education Resources;
- Distribute the Microsoft Office365 Accounts to teachers through their designated District/School ICT Coordinators and SDO Personnel (through ITO)

Attached is the list of identified participants and program of activities relative to the said activity. Participants are requested to bring the following: Sample Reference Materials/Lessons and Tests, Laptop (Windows OS) with at least 200 MB free space of storage and 1 TB of external hard drive and extension wire and WiFi during the activity.

Meals (2 snacks(am & pm) and 1 lunch) shall be charged to DCP Implementation Support Funds while transportation, per diems and other incidental expenses of participants relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Kindly confirm your attendance on or before **February 10, 2020** thru email / SMS: [jennifer.metica@deped.gov.ph](mailto:jennifer.metica@deped.gov.ph) / CP No. 09208779674.

For information, guidance and compliance.



Orientation on the Use of Open Education Resources(OER), Microsoft Office 365 And DepEd Computerization Program(DCP)

Concerns to the District/School ICT Coordinators And SDO Personnel

(Rhaj Inn, Virac, Catanduanes, 2/18/2020 - BATCH 1)

NO	NAME		DISTRICT	School
	LASTNAME	FIRST NAME		
1	SARMIENTO	JAKE	Virac North	VPES
2	CALLOS	AR-JAY	Virac North	VPES
3	BELANGEL	PRINCESS	Virac North	JMAMES
4	GONZALES	MA. ELOISA	Virac North	Bigaa ES
5	TIDON	JOHN ALREY	Virac South	Cavinitan ES
6	VARGAS	CHARMAINE	Virac South	Igang ES
7	TARNATE	ELMA	Virac South	Palnab ES
8	SARMIENTO	WENNIE	Virac South	Virac CES
9	TOLLEDO	MARISOL	San Andres East	San Andres CES
10	ALFARO	DANIEL	San Andres East	Timbaan ES
11	SOLANO	MARITES	San Andres West	Cabcab CES
12	LUCERO	LEIZL	San Andres West	Barihay ES
13	TATING	RHEA	Baras North	San Miguel ES
14	TARROZA	REYNALD	Baras North	Agban CES
15	TENDENCIA	NANCY	Baras South	Baras CES
16	TAYAS	CHERRY JAY	Baras South	Paniquihan ES
17	TEJERERO	PAUL XAVIER	Bato East	Cagraray ES
18	CABANGON	MARECIL	Bato East	Bote IS
19	TAYAM	MARY GRACE	Bato West	Marinawa ES
20	RODULFO	JESSIE	Bato West	Cabugao IS
21	POLERO	VANESSA	San Miguel North	Mabato CES
22	TAPIA	MARILYN	San Miguel North	Alma ES
23	VALENZUELA	MARJORIE	San Miguel South	Pangilao ES
24	TABOR	BERNADETTE	San Miguel South	Katipunan
25	DAYAWON	MARITES	Gigmoto	Gigmoto ES
26	CARANZA	CHITO	Gigmoto	Soron
27	MIRARAN	ESTRELLA	Caramoran North	Caramoran CES
28	RODRIGUEZ	JAY	Caramoran North	Tubli ES
29	FRONDOZO	NESSIE	Caramoran South	Datag CES
30	ALANO	ANGELINE	Caramoran South	Hitoma-Bulalacao ES
31	VILLAFLOR	WILFRED	Bagamanoc North	Bugao CES
32	RODRIGUEZ	ANA MERLA	Bagamanoc North	Sagrada ES
33	SARMIENTO	HAZEL	Bagamanoc South	Bacak ES
34	BRAGAIS	RICHELLE	Bagamanoc South	Bagamanoc CES
35	LITA	SHERYL	Viga East	Begonia ES
36	MA. LIZETTE	MAGISTRADO	Viga East	Tambongon CES
37	<del>OLIVERA</del> TOMES	JESSICA FRANCIS	Viga West	Almona ES San Jose ES, VI
38	BUENDIA	ROSEMARIE	Viga West	Quezon ES
39	CABALLERO	MARILOU	Pandan East	Lourdes ES
40	FRIAS	ANGELITA	Pandan East	Porot ES
41	GIANAN	EMMA LYNN	Pandan West	Oga ES
42	ISORENA	GLENDA	Pandan West	Pandan CES
43	OLARVE	SUZETTE	Panganiban	San Miguel ES
44	VALEZA	AVEGAIL	Panganiban	Panganiban NHS (CAIC)
45	TRAPAGO	GISELLE	Virac	CNHS
46	ISORENA	NELSON	Pandan	SDO-CID
47	RIMA	EDGAR	San Andres	SDO-CID
48	METICA	JENNIFER	Virac	SDO-ICTU
49	CHIONG	SARAH	Virac	SDO- M & E
50	VARGAS	FI IF7FR	Virac	SDO-ICTU

Orientation on the Use of Open Education Resources(OER), Microsoft Office 365 And DepEd Computerization Program(DCP)  
 Concerns to the District/School ICT Coordinators And SDO Personnel

(Rhaj Inn, Virac, Catanduanes, 2/19/2020 - BATCH 2)

NO	NAME		DISTRICT	School
	LASTNAME	FIRST NAME		
1	TUSI	JAYZELLE	Baras	Agban NHS
2	TARIMAN	KRISTOFFER	Virac	Antipolo NHS
3	MOLINA	JAYSON	Bagamanoc	Bagamanoc RDHS
4	TUBICE	MYDA	Baras	Baras RDHS
5	ROMERO	RENE	Bato	Bato RDHS
6	ORBASE	MARITES	Bato	Bote Integrated School
7	VILLAMARTIN	ERIC	Bagamanoc	Bugao NHS
8	CAMANO	GRACE	Virac	Buyo Integrated H/S
9	TABIOS	ANALIZA	San Andres	Cabcab NHS
10	PADILLA	MARK LESTER	Bato	Cabugao Integrated School
11	MANLANGIT	JERICK	Calatagan	Calatagan HS
12	ROJAS	EMIL	Caramoran	Caramoran RDHS
13	TUPLANO	LEO	Caramoran	Caramoran SF
14	SATAIRAPAN	ANDREW	Virac	CNHS
15	TAPEL	JUN CARLO	Virac	CNHS
16	BALDOZA	CHRISTIAN	Pandan	Cobo Integrated School
17	BONGON	LIAN	San Andres	Codon NHS
18	SIROMA	MARY ANN	Caramoran	Darioo NHS
19	ALCANTARA	JEROME	Gigmoto	Dororian NHS
20	DELA CRUZ	RICKY	Gigmoto	Gigmoto RDHS
21	PARRO	MARICON	Virac	Hawan NHS
22	BELGAR	MA. ANALYN	Pandan	Leandro I. Verceles Sr. NHS
23	SOCALO	JONEL	San Andres	Lictin Integrated School
24	TORRES	VON KRISTIAN	Virac	Magnesia NHS
25	TABOR	MICHELLE JANE	San Andres	Manambrag NHS
26	MANLAGNIT	OLGA	San Andres	Mayngaway NHS
27	SOMIDO	AL JOHN	San Andres	Milaviga Integrated School
28	FRANCISCO	JOSEPH	Virac	Palta NHS
29	YUSORES	RONALD	Caramoran	Palumbanes Integrated School
30	BONIFACIO	SOCORRO	Pandan	PSAT
31	TULDAC	YLLEN	Panganiban	Panganiban NHS
32	PASUENGOS	JERSON	Panganiban	Panganiban NHS, CAIC Compound
33	CANADA	GLADYS	San Andres	San Andres Vocational School
34	DOLORES	RALPH	Viga	San Jose NHS
35	ZAFE	CATHERINE	San Miguel	San Miguel RDHS
36	JOSON	LIZA	San Miguel	San Miguel RDHS-Annex (Mabato HS)
37	TAYANGONA	ANTHONY	Viga	San Vicente NHS
38	MOLINA	APRIL	Gigmoto	Sicmil Int. H.S.
39	ATIENZA	DANTE	Caramoran	Supang-Datag NHS
40	TAROQUIN	SHERWYN	Viga	Tambongon NHS
41	SOMIDO	ORYZA	Viga	Tinago NHS
42	LIM	MISHAEL	Caramoran	Tubli NHS
43	ACANTILADO	MARIA CORAZON	Viga	Viga RDHS
44	VALEZA	AVEGAIL	Panganiban	Panganiban NHS (CAIC)
45	TRAPAGO	GISELLE	Virac	CNHS
46	TAPAS	BELEN	San Miguel	SDO-CID
47	ABUNDO	ELIAS	Virac	SDO-CID
48	METICA	JENNIFER	Virac	SDO-ICTU
49	CHIONG	SARAH	Virac	SDO- M & E
50	VARGAS	FI IF7FR	Virac	SDO-ICTU

Orientation on the Use of Open Education Resources(OER), Microsoft Office 365 And DepEd Computerization Program(DCP)  
 Concerns to the District/School ICT Coordinators And SDO Personnel

(Rhaj Inn, Virac, Catanduanes, 2/20/2020 - BATCH 3)

NO	NAME		Office/Section/Unit	Position
	LASTNAME	FIRST NAME		
1	Soliveres	Chanda	OSDS-SDS	
2	Todoc	Dolores	OSDS-ASDS	Administrative Aide VI
3	Tolentino	Eva S.	OSDS-Admin	Administrative Aide VI
4	Bernardo	Liza	OSDS-CASH	Administrative Officer V
5	Llave	Marichelle	OSDS-PERSONNEL	Administrative Officer IV
6	Punzalan	Ross Ann	OSDS-PERSONNEL	Administrative Officer IV
7	Floranza	Fatima	OSDS-PERSONNEL	Administrative Aide VI
8	Barrameda	Cristina T.	OSDS- SUPPLY	Administrative Aide VI
9	Ifurung	Elizabeth R.	OSDS-RECORDS	Administrative Officer IV
10	Aguinalde	Angelo James	OSDS-ACCOUNTING	Administrative Officer IV
11	Obo	Mary Ann T.	OSDS-ACCOUNTING	Accountant III
12	Marquez	Jannette S.	OSDS-ACCOUNTING	Senior BookKeeper
13	Tubale	Ma. Cielo C.	OSDS-ACCOUNTING	Senior BookKeeper
14	Lim	Carol	OSDS-BUDGET	Administrative Officer V
15	Custodio	Carol	OSDS-BUDGET	Administrative Aide VI
16	Turalde	Gina L.	OSDS-CID	Educational Program Supervisor
17	Taway	Frankie	OSDS-CID	Educational Program Supervisor
18	Soneja	Jesslyn T.	OSDS-CID	Educational Program Supervisor
19	Soneja	Cynthia T.	OSDS-CID	Educational Program Supervisor
20	Petajen	Romel G.	OSDS-CID	Educational Program Supervisor
21	Pantino	Gina B.	OSDS-CID	Educational Program Supervisor
22	Templonuevo	Ma. Gina	OSDS-CID	Educational Program Supervisor
23	Cabrera	Amelia B.	OSDS-CID	Educational Program Supervisor
24	Sicio	Nelson T.	OSDS-CID	Educational Program Supervisor
25	Omado	Jezaheh T.	OSDS-CID	Educational Program Supervisor
26	Villarey	Brenda	OSDS-CID	Educational Program Supervisor
27	Rodriguez	Miguelito	OSDS-CID	Public Schools District Supervisor
28	Borbe	Erlinda	OSDS-CID	Public Schools District Supervisor
29	Gonzales	Merly	OSDS-CID	Public Schools District Supervisor
30	Marin	Henry	OSDS-CID	Public Schools District Supervisor
31	San Juan	Jogene Alily	OSDS-CID	Public Schools District Supervisor
32	Tuplano	Jane	OSDS-CID	Project Development Officer II
33	Chavez	Peachie Roshelle T.	OSDS-CID	Education Program specislist II
34	Ogalinola	Miguel C.	OSDS-SGOD	Librarian II
35	Romero	Mary jean S.	OSDS-SGOD	Chief Education Supervisor
36	Chiong	Sarah S.	OSDS-SGOD	Education Program Supervisor
37	Abejo	Maria Imelda S.	OSDS-SGOD	Senior Education Program Specialist
38	Borja	Aroline	OSDS-SGOD	Senior Education Program Specialist
39	Pahuyo	Raquel L.	OSDS-SGOD	Senior Education Program Specialist
40	Bonayon	Rey	OSDS-SGOD	Senior Education Program Specialist
41	Vivo	Maria Audrea L.	OSDS-SGOD	Planning Officer III
42	Matienzo	Rodger A.	OSDS-SGOD	Project Development Officer II
43	Santelices	Kristine	OSDS-SGOD	Engineer III
44	Celso	Amylou V.	OSDS-SGOD	Medical Officer III
45	Casallo	Jennifer S.	OSDS-SGOD	Dentist II
46	Carifo	Eva	OSDS-SGOD	Nurse II
47	VALEZA	AVEGAIL	Panganiban	Project Development Officer I
48	TRAPAGO	GISELLE	Virac	Panganiban NHS (CAIC)
49	METICA	JENNIFER	Virac	CNHS
50	CHIONG	SARAH	Virac	SDO-ICTU
50	VARGAS	ELIEZER	Virac	SDO- M & E
				SDO-ICTU

Enclosure No. 1 –Program of Activities (Batch 1 & Batch 2)

**PROGRAM OF ACTIVITIES**

<b>ORIENTATION ON THE USE OF OPEN EDUCATION RESOURCES(OER), OFFICE 365 AND DEPED COMPUTERIZATION PROGRAM(DCP) CONCERNS TO SELECTED DISTRICT/SCHOOL ICT COORDINATORS AND SDO PERSONNEL</b> (Rhaj Inn, Virac, Catanduanes, Feb 18, 2020(Batch 1) Feb 19, 2020(Batch 2))	
<b>TIME</b>	<b>ACTIVITY</b>
7:00 – 8:00 AM	Registration
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Presentation of Participants</li> <li>• Message</li> </ul> Statement of Purpose
<b>TRAINING PROPER</b>	
9:00 – 12:00	<ul style="list-style-type: none"> <li>• DCP Concerns</li> <li>• Report on the Status and Utilization of DCP</li> <li>• DepEd Email Account/Workplace and Workchat by Facebook Utilization</li> <li>• Distribution of O365 Accounts to Teachers through Google Sheet</li> </ul> <p style="text-align: right;">J. Metica</p>
12:00 – 1:00 PM	LUNCH
1:00 – 2:30 PM	<ul style="list-style-type: none"> <li>• Introduction to O365 Apps</li> <li>• Features of MS Office Apps in O365</li> </ul> <p style="text-align: right;">A.Valeza/J. Tapel/L.Tuplano/M. Padilla</p>
2:30 – 4:30 PM	<ul style="list-style-type: none"> <li>• Introduce the Use of and Curation of Open Education Resources (OER)</li> <li>• Features of OER applications (Offline and Online)</li> </ul> <p style="text-align: right;">G. Trapago/J.Tidon/E. Gianan</p>
4:30 – 5:00	CLOSING PROGRAM

<b>FACILITATORS/SUPPORT STAFF</b>
JENNIFER B. METICA – SDO-IT GISELLE TRAPAGO – CNHS JOHN-ALREY TIDON – Cavinitan ES EMMA LYN GIANAN – Oga ES JUN CARLO TAPEL – CNHS LEO TUPLANO JR. - CSF MARK LESTER PADILLA – Cabugao IS AVEGAIL VALEZA- Panganiban NHS (CAIC) SARAH CHIONG- SGOOD-M& E SDO JOB ORDERS SELECTED DISTRICT/SCHOOL ICT COORDINATORS



Enclosure No. 1 –Program of Activities (Batch 3)

**PROGRAM OF ACTIVITIES**

<b>ORIENTATION ON THE USE OF OPEN EDUCATION RESOURCES(OER), OFFICE 365 AND DEPED COMPUTERIZATION PROGRAM(DCP) CONCERNS TO SELECTED DISTRICT/SCHOOL ICT COORDINATORS AND SDO PERSONNEL</b> (Rhaj Inn, Virac, Catanduanes, Feb 20, 2020(Batch 3))	
<b>TIME</b>	<b>ACTIVITY</b>
7:00 – 8:00 AM	Registration
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Presentation of Participants</li> <li>• Message</li> </ul> Statement of Purpose
<b>TRAINING PROPER</b>	
9:00 – 11:00	<ul style="list-style-type: none"> <li>• Introduce the Use of and Curation of Open Education Resources (OER)</li> <li>• Features of OER applications (Offline and Online)</li> </ul> <p style="text-align: right;">G. Trapago/J.Tidon/E. Gianan</p>
11:00 – 12:00	<ul style="list-style-type: none"> <li>• DepEd Email Account/Workplace and Workchat by Facebook Utilization</li> </ul> <p style="text-align: right;">J. Metica</p>
12:00 – 1:00 PM	<b>LUNCH</b>
1:00 – 2:00 PM	<ul style="list-style-type: none"> <li>• Distribution and Introduction of O365 Accounts to SDO Personnel</li> </ul>
2:00 – 4:30 PM	<ul style="list-style-type: none"> <li>• Features of MS Office Apps in O365</li> </ul> <p style="text-align: right;">A.Valeza/J. Tapel/L.Tuplano/M. Padilla</p>
4:30 – 5:00	CLOSING PROGRAM

<b>FACILITATORS/SUPPORT STAFF</b>
JENNIFER B. METICA – SDO-IT
GISELLE TRAPAGO – CNHS
JOHN ALREY TIDON – Cavinitan ES
EMMA LYN GIANAN – Oga ES
JUN CARLO TAPEL – CNHS
LEO TUPLANO JR. - CSF
MARK LESTER PADILLA – Cabugao IS
AVEGAIL VALEZA- Panganiban NHS (CAIC)
SARAH CHIONG- SGOOD-M& E
SDO JOB ORDERS
SELECTED DISTRICT/SCHOOL ICT COORDINATORS