



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 11, 2025

DIVISION MEMORANDUM

No. 596 s. 2025

Orientation on the Utilization of Tablets for Secondary ADM Learners and Distribution to Recipient Schools

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID & SGOD)
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This is to inform the field on the conduct of Orientation on the Utilization of Tablets for Secondary ADM Learners and Distribution to Recipient- Schools on **July 21, 2025 at a venue to be announced later.**
2. Participants to the said activity are school heads and ICT Coordinators of the recipient secondary schools.
3. Attached are the following:
Enclosure 1: List of Participants
Enclosure 2: Activity Matrix
4. Meals (AM snacks and lunch) shall be charged to Program Support Fund for ADM while transportation and other incidental expenses that may be incurred during the attendance to the activity shall be charged against school MOOE or other available sources of fund, subject to relevant accounting and auditing rules and regulations.
5. For information, guidance and compliance.


MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CID/jtt



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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Enclosure No. 1 to Division Memorandum No. 596 s. 2025

**LIST OF RECIPIENT - SECONDARY SCHOOLS OF TABLETS FOR ADM
LEARNERS AND PARTICIPANTS**

No.	NAME OF SCHOOL - RECIPIENTS	PARTICIPANTS	
		School Head	School ICT Coordinator
1	Antipolo National High School	Aileen A. Tabilog	Renz D. Reyes
2	Calatagan High School	Edgar T. Sarmiento	Jerick M. Manlangit
3	Catanduanes National High School	Amelia R. Eusebio	Mary Glor O. Bonaobra
4	LIVS National High Schools	Ma. Magdalena Condono-Yutan	Analyn T. Belgar
5	Milaviga IS	Jouie A. Sanchez	Maricris R. Molin
6	Palta NHS	Jupiter L. Torno	Rommel M. Lagatic
7	Panganiban NHS -CAIC Compound	Vernie A. Robles	Jerson J. Pasuegos
8	San Miguel RDHS	Fidel A. Vegim	Catherine T. Zafe
9	Tinago NHS	Jinckymay F. Fernandez	Oryza L. Somido
10	Tubli NHS	Nelson T. Narit	Sarah Jane S. Zulueta
11	Tucao-Maysuram IS	Himerose I. Pongan	Vic D. Sales
12	Viga RDHS	Janet M. Tonio	Rene Z. Samar
13	Aghan NHS	Jenylin I. Taopo	Jayzelle D. Tusi
14	Bagamanoc RDHS	Milagros V. Lim	Herbert M. Aquino
15	Bato RDHS	Sonia V. Prensader	Rene T. Romero Jr.
16	Bote IS	Lina T. Tayas	Marites T. Orbase
17	Bugao NHS	Erlinda P. Villacorta	Ma. Elena N. Hecerc-Magno
18	Buyo IS	Efren O. Matienzo, Jr.	Grace B. Camano
19	Cabcab NHS	Rosalinda A. Burce	Irene A. Silvestre
20	Caramoran RDHS	Cesmenda A. Borromeo	Rowena Y. Ferrer
21	Codon NHS	Bernado B. Bosque, Jr.	Lian C. Bongon
22	Dariao NHS	Maria Vegim	Mary-Ann B. Siroma
23	Magnesia NHS	Alia Nasser	Von Kristian S. Torres
24	Manambrag NHS	Jesus P. Gianan	Michelle Jane R. Tabor
25	Mayngaway NHS	Alex T. Habana	Mishaal T. Lim
26	Pagsangahan IS	Melani R. Del Barrio	Wennilyn S. Valenzuela
27	Palumbanes IS	Roldan S. Reazon	Ronald Z. Yusores
28	Panganiban NHS	Cheryl B. Vistal	Donnel V. Usero
29	Supang -Datag NHS	Maria Soledad A. Conche	Ellen Mae L. Romero



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Program Management Team

	NAME	POSITION	OFFICE
1	Jesslyn T. TAway	LRMDS EPS/ ADM Coordinator	SDO-CID
2	Jennifer B. Metica	ITO	SDO- OSDS
3	Cristina T. Barrameda	Supply Officer	SDO- OSDS
4	Jogene Allily C. San Juan	PDO II(LRMDS)	SDO-CID
5	Peachie Roshele T. Chavez	Librarian II	SDO-CID
6	Eula M. Fuentebella	COS	SDO-Supply Office
7	Mark Hazem M. Rojas	GIP	SDO-Supply Office



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Enclosure No. 2 to Division Memorandum No. 594 s. 2025

**Orientation on the Utilization of Tablets for Secondary ADM Learners and
Distribution to Recipient Schools**
July 17, 2025
(Venue: To be announced later)

ACTIVITY MATRIX

MORNING		
Time	Activity	Person Responsible
7:00-8:00 AM	Registration	Peachie Roshelle T. Chavez Librarian II
8:00-9:00 AM	Preliminaries	Jogene Alilly C. San Juan PDO II (LRMDS)
	Welcome Message	Mary Jean S. Romero CID Chief Education Program Supervisor
	Presentation of Participants	Peachie Roshelle T. Chavez Librarian II
	MESSAGE	MA. JEANY T. ABAYON OIC-Schools Division Superintendent
		DELFIN A. BONDAD OIC- Asst. Schools Division Suprintenfent
9:30-10:45 AM	Guidelines on the Utilization of ADM Tablets	Jesslyn T. Taway EPS-LRMDS/ADM Coordinator
10:45 - 11:30 AM	Tablet Specifications	Jennifer B. Metica Information Technology Officer I
11:30-12:00 PM	Pointers on the Distribution and Acceptance of ADM Tablets	Cristina T. Barrameda Administrative Officer IV (Supply)
12:00-1:00 PM	LUNCH	
	Distribution of Tablets (Batch 1)	Supply Officer and her staff Eula M. Fuentebella, COS Mark M. Hazem, GIP



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