



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 22, 2024

DIVISION MEMORANDUM

No. **552**, s. 2024

**EMPOWERING DIGITAL SKILLS THROUGH DCP ADOPTION
PROGRAM: ICT TRAINING WORKSHOP**

TO: CHIEF EDUCATION SUPERVISORS, CID AND SGOD
Public Schools District Supervisors
Principals In-Charge of the District
Head Teacher In-charge of the District
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Department of Education, Division of Aklan through the ICT Unit announces the conduct of training-workshop titled “**Empowering Digital Skills Through DCP Adoption Program: ICT Training Workshop**,” on November 26 – 30, 2024 at the Boracay Tropics Resort Hotel, Boracay Island, Malay, Aklan.
2. The objectives of this activity are the following:
 - a. Develop expertise in modern educational methodologies, encompassing the Blended Learning Frameworks and Best Practices as well as Television-based Teaching and Learning.
 - b. Apply advanced techniques to maximize the use of the Microsoft 365 suite and applications under it.
 - c. Utilize Learning Accelerators and Artificial Intelligence (AI) in Education to create personalized and optimized learning experiences in alignment with contemporary educational practices.
 - d. Share learned concepts with counterparts at the school level, aiming to fully utilize and adopt DCP Packages.
3. For reference, enclosed are the following:
 - a. Enclosure No. 1 – Program Management Team
 - b. Enclosure No. 2 – List of Participants
 - c. Enclosure No. 3 – Program Schedule Matrix
4. Expenses incurred for board and lodging and training supplies shall be charged against Downloaded Fund while the travelling expenses shall be charge to the local funds subject to the usual accounting and auditing rules and regulations.



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5. Teachers and Resource Speakers are entitled to Service Credits where they apply in accordance to DO 53 s. 2003 and DO 13, s 2024 titled: Guidelines for the grant of Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service commission (CSC) and Department of Budget and Management (DBM) JC No. 2 s. 2024 entitled: Guidelines for the Grant of Compensatory Overtime Credits for school heads, division office personnel, related teaching and non-teaching personnel.
6. On the conduct of the said activity, it is understood that there shall be no discrimination on account of age, gender, civil status, disability, religion or any other factors/personal circumstances that would run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

DR. RAMON D. PARAS Jr.

OIC, Office of the Asst. Schools Division Superintendent
In-Charge of the Division

Enclosure: As stated

To be indicated in the Perpetual Index

Under the following subjects:

ICT

PROGRAMS

PROJECTS

/FPJ



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Enclosure No. 1 of Division Memorandum No. 552, s. 2024

PROGRAM MANAGEMENT TEAM

DR. FELICIANO C. BUENAFE JR. CESO VI	Schools Division Superintendent
DR. RAMON D. PARAS JR.	OIC, Asst. Schools Division Superintendent
FLORADEL P. JAMERO	Training Manager
GRACIA CELESTE SAMSON	Resource Speaker
JOHN REY MAAGMA	Resource Speaker
REGINALD C. VENANCIO	Resource Speaker
VALQUIN V. PULLANTES	Resource Speaker
BITU-IN Z. SUGANOB	Resource Speaker
LEILA L. PAMATIAN	Training Facilitator
DR. DARREN N. NAELGAS	Documenter
JONEL ASCANIO	Documenter
APPLE GAY M. OQUENDO	Documenter
JUNE R. PATRICIO	M&E
JOHN C. MARCIALES	M&E
AYLEN ESTRELLA	M&E
DR. MEGANDA A. VILLAR	IT
JULES LIANCARLO P. JAMERO	Secretariat
MARIA LOURDES M. MATORRES	Secretariat
DENOR D. TORRES	Secretariat



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Enclosure No. 2 of Division Memorandum No. 552, s. 2024

List of Participants

District	School ID	School Name	Participant
Altavas	302288	Linayasan NHS	MARY LEE G. CELESTINO
Altavas	501144	TALON IS	NOVELYN G. ONAYAN
Altavas	302287	JUSTICIA M. YOUNG NHS	SATURNINO CLEOPE
Balete	302307	Fr. Julian C. Rago MNHS	SHEILA MAE O. DE PABLO
Balete	302299	Calizo National High School	MA. THERESA F. DE PABLO
Balete	302308	Jose Borromeo Legaspi MNHS	DEXTER R. GUYO
Banga	500170	Aguinaldo T. Repiedad Sr. Integrated School (JHS)	JOCON PAUL A. LAUREN
Banga	310602	Mangan National High School	ROSE-ANN N. TUDO
Banga	501791	Don Edecio Venturanza Integrated School	ALLYZA A. DELA CRUZ
Batan	302333	Rizal J. Rodriguez Sr. NHS	JENNY MIA P. ARBOLEDA
Batan	302291	Batan Academy Main	IRIS S. CLEMENTE
Batan	302301	Camanci National High School	MA. CARLA N. SOMERA
Buruanga	302297	Buruanga Vocational School	TWINKLE A. LABINDAO
Buruanga	302318	Buruanga National High School	ALLAN D. CASUNCAD
Buruanga	500182	Habana Integrated School	APRIL ROSE A. PRADO
Ibajay I	302320	Maloco NHS	ARNEL S. MASULA
Ibajay I	302329	Ondoy NHS	JOEBEN A. DUMARAN
Ibajay I	302330	Ibajay NHS	ANGEL ROSE L. LISONDRA
Ibajay II	306059	Monlaque National High School	JOMAR I. GREGORIO
Ibajay II	302321	Naile National High School	FEB JOHN V. GERONIMO
Ibajay II	302322	Naisud National High School	JENNY VI G. FERNANDEZ
Kalibo I	302324	Aklan National HS for Arts and Trades	JOLMAR B. INTANO
Kalibo I	302323	Gaudencio L. Vega National HS	MICHELLE MARIE O. NATAL
Kalibo II	500545	Bakhaw Norte IS (JHS)	NIÑABETH C. DAVID
Kalibo II	500179	Kalibo Integrated Special Education Center	RENNALYN N. HILARIO
Kalibo II	302313	Linabuan NHS	CLEAFRIL F. SERASPI
Lezo	500171	LEZO IS (JHS)	RAYMUND BLAISE H. TULLOS
Lezo	302304	CATALINO M. PRADO NHS	GINALYN A. ZASPA
Libacao	500181	DALAGSAAN IS (JHS)	PEARL GIENETH O. ZONIO
Libacao	302310	Libacao National Forestry Vocational High School	BITU-IN Z. SUGANOB
Libacao	302311	GUADALUPE NHS	CESAR S. BISCOCHO JR.



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Madalag	500641	Ma. Cristian IS (JHS)	NORMAN NALAUNAN
Madalag	302315	Madalag NHS	LLOYD N. NAGAL
Madalag	302316	Loreto N. Nedic National High School (Alaminos NHS)	LURRY N. LAURIANO
Makato	302298	Dr. Ramon B. Legaspi, Sr. NHS	CHE CHE T. ELI
Makato	302305	Anselmo B. Legaspi NHS	BENJIE I. DE JUSTO
Makato	500172	Makato Integrated School	MIRASOL D. GREGORIO
Malay	310611	MANOCMANOC NATIONAL HIGH SCHOOL	LIEZEL C. SUPETRAN
Malay	302317	Malay National High School	DINKEE S. MANDAR
Malay	310603	LAMBERTO H. TIROL NATIONAL HIGH SCHOOL	MEA-ANN G. QUINTON
Malinao	302312	Lilo-an National High School	RHEA MAE C. ZOMIL
Malinao	302319	Malinao Sch. For Phil. Craftsmen	JOB T. VARGAS
Malinao	500175	Kinalangay Viejo IS	SHERYL N. YEBAN
Nabas	501182	Laserna IS (JHS)	RODEL JORDA
Nabas	302340	Union National High School	KAYE RONN TUMBOKON
Nabas	302339	Unidos NHS	LEZELDA R. LIBERATO
New Washington	500186	Pinamuk-an Integrated Farm School	DYANNE CLACE I. ESTACION
New Washington	302328	Ochando National High School	CHARLITO A. VENTURA JR.
New Washington	302302	Candelaria NHS	EFREN S. TAGALA
Numancia	500035	Numancia Integrated School (JHS)	JOHUANNA ROSE I. NEJAR
Numancia	302327	Numancia National Sch. Of Fisheries	LEO ANDREW F. CAWALING
Tangalan	302336	Tangalan National High School	KENNETH CYRIL T. TEÑOSO
Tangalan	302331	Panayakan National High School	CHRISTIAN T. ZAPICO
Tangalan	500183	Jawili Integrated School	JAY T. INLOCIDO
Altavas		District ICT Coordinator	ENGELINE PERLAS
Altavas		District ICT Coordinator	MA. YULBE S. BENITO
Balete		District ICT Coordinator	IRENE A. DONASCO
Banga		District ICT Coordinator	JOSE EMILIO I. REYES
Banga		District ICT Coordinator	RENEL D. RICO
Batan		District ICT Coordinator	CARMELA G. BAUTISTA
Batan		District ICT Coordinator	JOSEPH M. JULIAN
Buruanga		District ICT Coordinator	MARY ROSE S. ACOSTA
Ibajay I		District ICT Coordinator	RODNE P. GUBATON
Ibajay I		District ICT Coordinator	JAYFEE D. RAMOS
Kalibo I		District ICT Coordinator	ROSALIE R. ZAPICO
Kalibo II		District ICT Coordinator	PSYCHE MIA M. VALENZUELA



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Libacao	District ICT Coordinator	LADY LEE I. FLORENCIO
Makato	District ICT Coordinator	MAYLORD R. BONIFACIO
Malay	District ICT Coordinator	SAJID P. PELAYO
Malinao	District ICT Coordinator	JULIET Y. IBUTNANDI
Nabas	District ICT Coordinator	QUENN I. ANCITA
New Washington	District ICT Coordinator	DAVE RICHARD SANTIAGO
New Washington	District ICT Coordinator	JOHN ALJAY TRAJE
Numancia	District ICT Coordinator	ANTONINO F. TOLENTINO
Tangalan	District ICT Coordinator	MARIA SANTIA LEE P. TRAYCO



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Enclosure No. **3** of Division Memorandum No. 552, s. 2024

PROGRAM SCHEDULE MATRIX

EMPOWERING DIGITAL SKILLS THROUGH DCP ADOPTION PROGRAM: ICT TRAINING WORKSHOP			
TRAINING MATRIX			
DAY	TIME	ACTIVITY	FACILITATOR/RESOURCE PERSON
Day 1	8:00 AM-12NN	Arrival of the Participants	
	12:00NN – 1:00 PM	Health Break	
	1:00 – 2:00 PM	DCP Adoption Program PreTest	
	2:00 – 2:30 PM	Opening Program	
	2:30 – 5:00 PM	Orientation on DCP Adoption Program Matrix, House Rules, etc.	
Day 2	8:00-9:30 AM	Session 1: Exploring the Theoretical and Pedagogical Frameworks of Blended Learning	GRACIA CELESTE M. SAMSON
	9:30-9:45 AM	Health Break	
	9:45-12:00 AM	Continuation of Session 1	
	12:00 NN-1:00 PM	Health Break	
	1:00- 2:30 PM	Session 2: Beyond Entertainment: Television's Transformative Impact on Education	DR. REGINALD C. VENANCIO
	2:30- 2:45 PM	Health Break	



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	2:45 PM- 5:00 PM	Continuation of Session 2	
Day 3	7:50-8:00 AM	Management of Learning	
	8:00—9:30 AM	Session 1: Microsoft 365 Overview	JOHN REY G. MAAGMA
	9:30 - 9:45 AM	Health Break	
	9:45 AM- 11:15 AM	Session 2: Getting Started with Microsoft Outlook	GRACIA CELESTE M. SAMSON
	11:15 AM-12:00 NN	Session 3: Microsoft Teams: Organize content, create assignment, and assess learners' understanding in Teams	VALQUIN V. PULLANTES
	12:00 NN-1:00 PM	Health Break	
	1:00 PM- 2:00 PM	Continuation of Session 3	
	2:00 PM- 3:30 PM	Session 4: Microsoft Online Components: One Drive	VALQUIN V. PULLANTES
	3:30 PM- 3: 45 PM	Health Break	
	3:45 PM – 5:00 PM	Session 5: Microsoft Online Components: Forms	BITUIN Z. SUGANOB
	Day 4	7:50-8:00 AM	Management of Learning
8:00--9:30 AM		Session 1: Creating a One Note Class Notebook	BITUIN Z. SUGANOB
9:30-10:45 AM		Health Break	
10:45 AM- 12:00 NN		Session 2: Microsoft Word Interface	JOHN REY G. MAAGMA
12:00 NN-1:00 PM		Health Break	
1:00 PM-2:30 PM		Session 3: Basics of Navigating Powerpoint	DR. REGINALD C. VENANCIO
2:30 PM-2:45 PM		Health Break	



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	2:45 PM- 4:45 PM	Session 4: Microsoft Excel	GRACIA CELESTE M. SAMSON
	4:45 PM- 5:15 PM	Session 5: Reporting a Power BI	BITUIN Z. SUGANOB
Day 5	7:50-8:00 AM	Management of Learning	
	8:00--9:30 AM	Session 1: Support reading fluency practice with Reading Progress using MS Teams and MS Notes	VALQUIN V. PULLANTES
	9:30-9:45 AM	Health Break	
	9:45- 10:15 AM	Continuation of Session 1	
	10:15AM-12 NN	Session 2: Develop search strategies with Search Coach and Search Progress in MS Teams	BITUIN Z. SUGANOB
	12:00 NN – 1:00 PM	Health Break	
	1:00 PM – 1:15PM	Continuation of Session 2	
	1:15 PM – 2:15PM	Session 3: Build social and emotional skills in your classroom community with Reflect in MS Teams	VALQUIN V. PULLANTES
	2:15 PM – 2:30 PM	Health Break	
	2:30 PM -3:30 PM	Continuation of Session 3	
	3:30 PM	CLOSING PROGRAM	



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