



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

25 July 2024

DIVISION MEMORANDUM
No. **415**, s. 2024

**THREE-DAY INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS 2.0**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All others Concerned

1. This Office, through the Human Resource Development (HRD) Unit of School Governance and Operations Division (SGOD), will conduct a **Three-Day ICT Integration Bootcamp for Classroom Teachers 2.0** on **August 23-25, 2024** at a venue to be announced later. This course is accredited by the Professional Regulation Commission with **Accreditation No. PTR-2023-419-4578** with **10 CPD Units**.
2. This activity aims to capacitate the participants to:
 - a. develop ICT-based instructional materials that are responsive to the diverse needs and contexts of learners through the effective application of ICT tools and resources;
 - b. explain essential concepts and principles of ICT and the utilization of learning resources in alignment with the Philippine Professional Standards for Teachers (PPST) Resource Package;
 - c. leverage emerging technologies and applications to integrate ICT into teaching and learning processes, with a focus on cyber safety and awareness;
 - d. demonstrate proficiency in ICT skills through the effective use of office applications in Microsoft and Google Workspace, as well as other platforms, to enhance instructional practices;
 - e. assess learners' progress and achievements by analyzing learner attainment data using SPSS as a tool for informed evaluation;



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

- f. design and create learning resources for classroom use utilizing ICT tools to support effective teaching and learning; and
 - g. exhibit best practices in ICT for instruction and resource utilization, and collaboratively reflect on strategies for applying these practices in teaching and learning contexts.
3. Attached are the following for your guidance:
- a. Enclosure No. 1---Training Matrix
 - b. Enclosure No. 2---Technical Working Group
 - c. Enclosure No. 3 – List of Participants
4. School heads are encouraged to carefully select participants who are newly hired. Those who have attended the previously held ICT Bootcamp should no longer be sent for this training.
5. A training certificate will be awarded to participants upon completion of at least **90%** of the total training hours and meeting all training requirements such as submission of required outputs. Failure to meet the required attendance of at least 90%, only a **Certificate of Appearance** covering the training hours corresponding to the sessions attended shall be given by the office.
6. Expenses relative to the conduct of this training such as food, lodging and incidental expenses of trainers, participants and Training Management Team shall be charged against the Division INSET Funds while the travel expenses of the participants and technical working group/resource speakers /facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
7. All participants are encouraged to bring their personal laptop, extension cord and Wi-Fi modem.
8. Pre-work activities involving all the trainers/facilitators and SDO personnel concerned shall be conducted on **August 16, 2024** to walk through the different topics to be undertaken by trainers and collectively assess and finalize needed training resource packages.
9. Participants, QAME Team Members, Learning Facilitators/Resource Speakers and Training Management Team are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation 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) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

10. It is understood that the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.
11. Immediate dissemination of and compliance with this memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Enclosure: As Stated
Reference: As Stated
To be indicated in the Perpetual Index
Under the following subject:

TRAINING ICT TEACHERS



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. 415, s. 2024

**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS 2.0**

Day 0 August 22, 2024 for Trainers, Facilitators and TWG (Pre-Activity)

Time	Activity	Person/s in charge
8:00-10:00	Checking and assessment of Training venue and facilities	Immaculada J. Amores Jerry Mosquete Ronald Dile
10:00-11:30	Review of Training Targets and Framework	Jerry Mosquete
12:00	Lunch	
1:00-2:00	Presentation of Program Flow and Processes	Mark Nel R. Venus
2:00-8:00	Final Dry run and critiquing	All Facilitators TWG Technical Team



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
INTEGRATION BOOTCAMP FOR CLASSROOM TEACHERS 2.0

August 23-25, 2024

DAY 1 August 23, 2024		
Time	Activity/Session	Speaker/In-Charge
8:00-8:30AM	Preliminaries National Anthem Prayer Regional Hymn Capiz Hymn (To be played on air) Opening Remarks: Dr. Edna B. Azcarraga Educ. Program Supervisor OIC-Office of the Chief Educ. Supervisor, SGOD Inspirational Messages: Dr. Luz U. Banson, CESE OIC-Assistant Schools Division Superintendent Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent	Secretariat/ Facilitators Albert B. Buhat Teacher II, CLRANHS
	Training Etiquettes	
8:30-9:00	Brief Overview on Implementation of Learning and Development for Teaching Personnel	Dr. Immaculada J. Amores Senior Education Program Specialist II/Training Manager
9:00-9:30	Updates on ICT	Emmanuel Lati IT Officer I
9:30-10:00	Overview on the Training Course and Expectation Standard	Mark Nel R. Venus Microsoft Education Ambassador
10:00-12:00	Standards on the Selection, Development, Organization and Utilization of Learning Resources including ICT	Dr. Michael John R. Bade
Health Break/ Lunch		
1:00-1:10	Ice Breaker	Animators
1:30-3:30	Positive Use of ICT using Genial.ly	Dr. Darwin D. Pahayculay
3:30-5:30	Cyber Safety and Awareness for 21st Century Educators	Milbert Bechayda



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

7:00-9:00	Creating Interactive Classroom using ClassPoint	Gerichel L. Humpay Aileen May F. Isiderio
End of Day 1		

DAY 2 August 24, 2024		
Time	Activity/Session	Speaker/In-Charge
8:00AM	Management of Learning	1st District Participants
8:30-10:30	Producing Audio Files with Audacity and Mixpad	Mrs. Rossini G. Medel
10:30-12:30	Take it Easy with Data using Advanced Microsoft Excel	Ms. Argeline Joy J. Amores, RPM
12:30	Health Break/ Lunch	
1:00	Ice Breaker	
1:30-3:30	Creating Interactive Classroom using Microsoft Sway	Mrs. Jonalyn Q. Buenvenida
3:30-5:30	Designing Creative Resources using Google Sites	Krizel M. Aguadara Ann Marie D. Villamor
7:00-9:00	GREEN SCREEN TECHNOLOGY	Bon Jov- V. Duarte
DAY 3 August 25, 2024		
	Management of Learning	2nd District Participants
8:30-10:30	Statistical Package for Social Sciences (SPSS)	Ge D. Diaz Zaldy Barnizo
10:30-12:30	Organize and Digitize with One Note	Ma. Sheila B. Dacles Erden D. Gentolea
12:30	Health Break	
1:00	Ice Breaker	
1:00-2:00	Canva for Education Updates	Edwin C. Salanatin
2:00-3:00	Teaching Demonstration on ICT Integration	Edwin C. Salanatin Gladys B. Barolo Mark Nel R. Venus Teacher Demonstrators Process Observers



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

3:00-4:00	Planning and Way Forward	By District
4:00-4:30	Closing Ceremony	
	Impression	Participants 1st District 2nd District
	Challenge	Dr. Segundina F. Dollete Chief Education Supervisor-CID
	Awarding of Certificates	
	Closing Prayer	Jerry V. Mosquite Education Program Specialist II
	Community Song	



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to Division Memorandum No. 415, s. 2024

List of Training Management Team, Trainers, Quality Assurers and Facilitators

Roles	Persons Involved
Overall Program Lead	DR. MIGUEL MAC D. APOSIN, CESO V Schools Division Superintendent DR. LUZ U. BANSON, CESE OIC-Assistant Schools Division Superintendent
Training Managers	DR. SEGUNDINA F. DOLLETE CES-CID DR. EDNA B. AZCARRAGA EPS, OIC Office of the Chief -SGOD DR. IMMACULADA J. AMORES SEPS II -HRD
Welfare Officers	RENE D. HORTILLAS, JR. MONNA LIZA L. ERIBAL JOANNE J. DEQUIÑA Nurses II

Course Facilitators and TWG

Name	School	Designation/Role
Darwin D. Pahayculay PhD	Piña Elementary School	Master Teacher II/Course Facilitator
Mark Nel R. Venus	Commissioner Luis R. Asis NHS	T-III/Lead Facilitator/ MEA Trainer
Edwin C. Salanatin	Commissioner Luis R. Asis NHS	Master Teacher I/ Course Facilitator
Gladys B. Barolo	Jamul-awon Elementary School	TIC/ Course Facilitator
Jonalyn Quiambao Buenvenida	Feliciano Yusay Consing Nat'l. High School	T-I/ Course Facilitator /MEA Trainer
Aileen May F. Isiderio	Sapian National High School	T-III/ Course Facilitator /MEA Trainer
Ms. Argeline Joy J. Amores	Cuartero District	Administrative Officer II/ Course Facilitator
Milbert Bechayda	Commissioner Luis R. Asis NHS	SHS Teacher II/ Course Facilitator
Krizel M. Aguadera	Dulangan National High School	T-III/ Course Facilitator /MEA Trainer
Rossinni G. Medel	San Nicolas National High School	T-III/ MEA Trainer/ Course Facilitator
Ge D. Diaz	Maayon National High School	Teacher 1/ Course Facilitator
Ma. Sheila B. Dacles	Pontevedra National High School	T-III/ Course Facilitator /MEA Trainer



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Bon Jov- V. Duarte	Badiangon Elementary School	T-I/ Course Facilitator
Zaldy E. Barnizo Jr	Daan Sur Elementary School	TIC/ Course Facilitator
Gerichel L. Humpay	Sapian NHS	MT 1- Course Facilitator
Ann Marie D. Villamor	Sapian NHS	T-III- Course Facilitator
Michael John R. Bade EdD	Agloway Elementary School	T-III/ Course Facilitator
Erden D. Gentolea	Pontevedra National High School	T-III/ Course Facilitator
Albert B. Buhat	Commissioner Luis R. Asis NHS	Teacher II /TWG
Rechelle G. Billones	Jamindan NHS	T-III/ TWG
Emmanuel Lati	SDO Capiz	IT Officer 1
Jerry V. Mosquite	SDO Capiz	Education Program Specialist II-HRD
Immaculada J. Amores PhD	SDO Capiz	Senior Education Program Specialist II-HRD/ Lead Trainer

QAME Associates	Ronald D. Dile Dr. Lalain Delos Santos Dr. Judith Tu Dr. Marggie A. Obligacion
Secretariat/Documenters/Certificates	1. Mary Lyn De Guzman 2. Mrs. Jennifer Catalan 3. Leodilyn Villas



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 3 to Division Memorandum No. 415, s. 2024

No.	District	Name	Position
1	Cuartero	Fangco, Heloise N.	Master Teacher II
2	Cuartero	BRILLANTES, JOESIE, B.	TEACHER III
3	Cuartero	Gayoso, Jeivy D.	Teacher III
4	Cuartero	Oropeo, Christian, P.	Teacher I
5	Cuartero	Ponsaran, Eda F.	Teacher III
6	Dao	Wicas, Rodnie B.	Master Teacher I
7	Dao	Magbanua, Raymund D.	Master Teacher 2
8	Dao	Silverio, Stella Marie F.	T-III
9	Dao	Magbanua, Cherie Ann S.	Teacher 3
10	Dumalag	Lencio, Jorge A.	Teacher II
11	Dumalag	Pio, Regina, F	Teacher 1
12	Dumalag	Fajarillo, Eleiza D.	Teacher 1
13	Dumalag	Getano, Desilyn M.	Teacher I
14	Dumalag	DECIR, JENELYN V.	Teacher I
15	Dumalag	FRIO, ALEA MAE G.	Teacher 1
16	Dumarao	Casipit, Faith U.	Teacher I
17	Dumarao	Cordenillo, Jocyth H.	T-III
18	Dumarao	Batcho, Emelyn P.	Teacher I
19	Dumarao	Igdanes, Sheena E.	Teacher 1
20	Dumarao	Hallegado, Mara Bella D.	Teacher I
21	Dumarao	GENOVA, APRIL GRACE P.	Teacher 1
22	Dumarao	Caldeo, Jemma May F.	T-1/ ICT
23	Jamindan	Francisco, Reneil Flores	SHS Teacher I
24	Jamindan	MENDOZA, JAYSON B.	TEACHER-III
25	Jamindan	ALCAYDE, NIEVES M.	TEACHER III
26	Jamindan	Vergara, Janice A.	T-3
27	Jamindan	PENONAL, AMI, P	Teacher III
28	Jamindan	Fuego, Riezel V.	Teacher I
29	Jamindan	Divinagracia, Ma. Rechel A.	Teacher 2
30	Maayon	DELORIA, RANDY, B.	TEACHER I
31	Maayon	Equibal, Daniel Florence P.	Teacher I / ICT
32	Maayon	Dariagan, Welfer D.	Teacher I
33	Maayon	Dunton, Rosita D.	T-3/TIC



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

34	Maayon	DELDACAN, LARRY D.	Teacher III
35	Mambusao East	Overencio, Rona C.	Master Teacher I
36	Mambusao East	Aguirre, Jona B.	Teacher III
37	Mambusao East	Ponce, Zandie B.	Teacher III
38	Mambusao East	Norico, May-ann L.	Teacher III
39	Mambusao East	Leonardo, Lennie P.	Teacher III
40	Mambusao West	Luna, Noel Q.	T-I
41	Mambusao West	LLanera, Susan B.	T-1
42	Mambusao West	Valencia, Liezl L.	Teacher III
43	Mambusao West	Relator, Rachel C.	Master Teacher I
44	Mambusao West	IGNACIO, JUNREY C.	Teacher III
45	Panay	Villarosa, Mary Mae B.	Teacher 1
46	Panay	Villanueva, Hannah A.	Teacher III
47	Panay	BELLOSILLO, JACELLE B.	Teacher 1
48	Panay	ANDRADE, ROSEMARIE A.	TEACHER I
49	Panay	Balgos, Alvin John D.	Teacher 1
50	Panay	DAÑOS JR., JIONERY D.	TEACHER I
51	Panitan	Borlado, Joyce D.	Teacher III
52	Panitan	Compliza, Celeste B.	Teacher III
53	Panitan	Dangan, Sheree D.	Master Teacher 1
54	Panitan	Dasal, Charmaine D.	Teacher 3
55	Panitan	GALLEMBA, VANGIE B.	T1/LCV
56	Pilar	Abajar, Allan D.	Teacher 1
57	Pilar	Patrona, Khent Joseph B.	Teacher 1
58	Pilar	CUNADA, LUCILLE D.	Teacher 3
59	Pilar	Bacoy, Jean Mie	Teacher 1
60	Pilar	Duga, Whena D.	Teacher 3
61	Pontevedra	DAVID, VIVIALYN B.	TEACHER I
62	Pontevedra	BUENVENIDA, ARBBY B.	TEACHER III
63	Pontevedra	DELAO, RANDY D.	TEACHER 3
64	Pontevedra	DE LA CRUZ, JENNY B.	Teacher III
65	Pontevedra	FRIAS, JUNE MICHAEL B.	TEACHER I
66	Sigma	de Justo, Doris I.	Teacher I
67	Sigma	JULIAN, JEFFREY P.	TEACHER 1
68	Sigma	BUHAYO, VIAH M.	TEACHER 3
69	Sigma	JITO, JOAN B.	TEACHER 3



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

70	Sigma	CAGAY, SHERYL C.	TEACHER 3
71	Tapaz East	Celo, Myrna M.	Teacher I
72	Tapaz East	Geco, Zisa P.	Teacher I
73	Tapaz East	Cebal, Noefe M.	Teacher I
74	Tapaz East	Cejar, Hanny Rose L.	Teacher I
75	Tapaz East	Depacsan, Jeanne G.	Teacher I
76	Tapaz West	Pano, Jessie Rey G.	Teacher II
77	Tapaz West	Librando, Cheryl R.	Teacher III
78	Tapaz West	Gadong, Mary Rose B.	Teacher III
79	Tapaz West	PALOMAR, GENE G.	Teacher III
80	Tapaz West	CRAZO, CHARISSE JEAN G.	Teacher III
81	President Roxas	BELUSO, MARY ROSE B.	Teacher I
82	President Roxas	DELA CRUZ, DENISE LYN D.	Teacher I
83	President Roxas	GAGARACRUZ, AVEGUEL V.	Teacher I
84	President Roxas	DELA CRUZ, GRANT PETER D.	Teacher I
85	President Roxas	BANICO, CEDRIC F.	Teacher I
86	Sapian	MANANGQUIL, AMY A.	Teacher I
87	Sapian	OLANO, MONTISA B.	Teacher I
88	Sapian	LADOC, PRIMEROSE B	Teacher I
89	Ivisan	FABELLA, SANDRA V.	Teacher I
90	Ivisan	TUGON, MELANIE I.	Teacher II
91	Capiz NHS	CAMACHO, JOHN C.	Teacher II
92	Capiz NHS	VILLARUZ, MARK D.	Master Teacher I