



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

10 December 2024

DIVISION MEMORANDUM
No. **790** s. 2024

**BOOSTING DIGITAL PROFICIENCY THROUGH DCP ADOPTION
PROGRAM: ICT TRAINING WORKSHOP**

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools
All Others Concerned

1. This office, through the ICT Unit, will conduct a training-workshop on **Boosting Digital Proficiency Through DCP Adoption Program: ICT Training Workshop** on December 14 -15, 2024 and December 21-22, 2024. The venue will be announced later.

2. The objectives of this activity are the following:

- a. Apply advanced techniques to maximize the use of Microsoft 365 suite and applications under it;
- b. Utilize Learning Accelerators and Artificial Intelligence (AI) in Education to create personalized and optimized learning experiences in alignment with contemporary educational practices; and
- c. Develop action plans for rollout and implementation of learned concepts among DCP recipient schools promoting full utilization of DCP packages.

3. For reference, enclosed are the following:

- a. Enclosure No. 1 – Program Management Team
- b. Enclosure No. 2 – Number of Participants per DCP Recipient Schools
- c. Enclosure No. 3 – Program Matrix

4. Expenses incurred for board and lodging and training materials shall be charged against downloaded fund while the travelling expenses shall be charged



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against the local funds subject to the usual accounting and auditing rules and regulations.

5. Teacher participants and Resource Speakers are entitled to service credits in accordance with DepEd Order No. 013, s. 2024 titled **Revised Guidelines on the Grant of Vacation Service Credits for Teachers**. On the other hand, non-teaching personnel including management staff shall be provided with Compensatory Time Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Services Rendered**.

6. In the conduct of 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.

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

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
Under the following subjects:

INFORMATION TECHNOLOGY PROGRAMS

EVL/ICTDivMemo/12102024



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Enclosure No.1 to Division Memorandum No.790, s. 2024

PROGRAM MANAGEMENT TEAM

Miguel Mac D. Aposin	Schools Division Superintendent
Luz U. Banson	OIC, Office of the Assistant Schools Division Superintendent
Emmanuel V. Lati	Training Manager
Immaculada J. Amores	Co-Training Manager
Ronald D. Dile	Monitoring and Evaluation
July F. Falagne	Resource Person
Patriana Z P. Benliro	Resource Person
Jonaly Q. Buenvenida	Resource Person
Aileen May F. Isiderio	Resource Person
Ma. Shiella A. Dacles	Resource Person
Krizel M. Aguadera	Resource Person
Rossinni G. Medel	Resource Person
Milbert B. Bechayda	Resource Person
Edwin C. Salanatin	Resource Person
Mark Nel R. Venus	TWG Lead
Bon Jovi Duarte	Documentation Lead
Rona Overencio	Secretariat
2 Medical Personnel	



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Enclosure No. 2 to Division Memorandum No. **790**, s. 2024

SCHOOL NAME	Number of Participants
Cuartero National High School	3
Maindang National High School	3
San Antonio National High School	2
Arturo Jugo Nhs	2
Luis Escutin Nhs	3
Dao National High School	3
Concepcion Castro Garcia Nhs (Dumalag Nhs) Sta. Cruz	3
Dumalag Central Nhs (Jhs)	3
Bungsuan National High School	3
Estefania Montemayor Nhs	3
Ramon A. Benjamin Sr. National High School	2
Ivisan Nhs	3
Basiao Nhs	2
Jagnaya Nhs	3
Jamindan National High School	3
Lucero Nhs	2
Tuburan Nhs	3
Florentina B. Degala Nhs	3
Tapulang Integrated School	2
David Moises Memorial High School	2
Mambusao East National High School	3
Bula Integrated School	2
Mambusao National High School	3
Agkawayan Integrated School	2
Comsr. Luis R. Asis Nhs	3
Pawa National High School	2
Bago Chiquito Integrated School	2
Leodegario D. Deocampo Sr. Nhs	3
Antonio Belo Memorial Integrated School	2
Felixberto Dicon Dorado Sr. Integrated School	2
Casanayan National High School	3
Marciano M. Patricio (Pilar)	3

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Sinamongan Integrated School	2
Jose Diva Avelino Jr. Nhs	3
Pontevedra Nhs	3
Bailan Integrated School	2
Feliciano Yusay Consing Nhs (Jhs)	3
Capiz National High School	4 (2 JHS, 2 SHS teachers)
Sapian National High School	3
Ishmael B. Orillos Farm School	3
Bilao Integrated School	2
Vicente Andaya Sr. Nhs	3
Mianay Nhs	3
Eleodoro J. Ponsaran Integrated School	2
Bag - Ong Barrio Nhs	3
Rev. Tomas Conejar Nhs	2
Don Leopoldo Gialogo Integrated School	2
Camburanan Nhs	3
San Nicolas Nhs (Tapaz)	3
Roxas Farm School	2
TOTAL	131



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Enclosure No. 3 to Division Memorandum No. 790, s. 2024

BOOSTING DIGITAL PROFICIENCY THROUGH DCP ADOPTION PROGRAM: ICT TRAINING WORKSHOP			
TRAINING MATRIX			
DAY	TIME	ACTIVITY	FACILITATOR/RE SOURCE PERSON
Day 1	8:00 AM- 9:00 AM	Arrival of the Participants	
	9:00 AM- 9:30 AM	DCP Adoption Program PreTest	
	9:30 AM- 10:00 AM	Opening Program	
	10:00AM- 10:15AM	Health Break	
	10:15AM- 11:00 AM	Orientation on DCP Adoption Program Matrix, House Rules, etc.	Emmanuel V. Lati
	11:00 AM- 12:00 NN	Microsoft 365 Overview	Patriana Z. P. Benliro
	12:00nn – 1:00 PM	Health Break	
	1:00 PM- 2:45PM	Microsoft OneDrive	Krizel M. Aguadera
	2:45PM- 3:00PM	Health Break	
	3:15PM- 4:45 PM	Microsoft Forms	Rossinni G. Medel
	4:45 PM- 6:15PM	Microsoft 365 Apps for Productivity Microsoft PowerPoint	Edwin C. Salanatin
Day 2	7:50 AM- 8:00 AM	Management of Learning	



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	8:00-9:30 AM	Microsoft 365 Apps for Productivity Microsoft Excel	Ma. Shiela B. Dacles
	9:30-9:45 AM	Health Break	
	9:45-12:00 AM	Microsoft Teams	Jonalyn Q Buenvenida
	12:00 NN-1:00 PM	Health Break	
	1:00- 2:30 PM	Continuation of Microsoft Teams	Jonalyn Q Buenvenida
	2:30- 2:45 PM	Health Break	
	2:45 PM-5:00 PM	Continuation of Microsoft Teams	Jonalyn Q Buenvenida
Day 3	7:50-8:00 AM	Management of Learning	
	8:00 AM-12:00 NN	Learning Accelerators	Aileen May F. Isiderio
	12:00 NN-1:00 PM	Health Break	
	1:00 PM-5:00 PM	Application of the Learning Accelerators to be presented to the body. Presentation of Output	Facilitator: Aileen May F. Isiderio
Day 4	7:50 AM-8:00 AM	Management of Learning	
	8:00 AM-12:00 NN	Microsoft Copilot	Milbert B. Bechayda
	12:00 NN-1:00 PM	Health Break	
	1:00 PM-2:00 PM	Work Application Plan	July F. Falagne
	2:00 PM-5:00 PM	Finalization and Presentation of Outputs	
		Awarding of Certificates	
		Closing Program	