DIVISION MEMORANDUM
No. 454, s. 2019

ADDENDUM TO DIVISION NO. 431, s. 2019
RE: "ATTENDANCE TO O365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP"

To: PATRIOTISO O. PEÑAS
Public Schools District Supervisors
Digos Oriental District

1. In addendum to Division Memorandum No. 431, s. 2019, re: O365 Empowerment and Leadership Training - Workshop, this office directs you to attend in the said training which started yesterday, June 26, 2019 and will end on June 29, 2019 at Apo View Hotel, with accommodations at RELC-NEAP, Quirino Avenue, Davao City.

2. The details of this training are reflected in the aforementioned memorandum hereto attached.

3. Travel expenses will be charged to local funds subject to the usual accounting/auditing rules and regulations.

4. For information and guidance.

WINNIE E. BATOON, Ed.D.
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent

Enclosure: Division Memorandum 431, s. 2019
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM TLE TRAINING

NDB: Addendum; attendance to O365 empowerment and leadership training and workshop.
27 June 2019
ATTENDANCE TO 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP

To: Chief - Curriculum Implementation Division
Public Schools District Supervisors
Public Secondary/Elementary School Principals

1. Attached are copies of Unnumbered Regional Memorandum, dated June 20, 2019, and Office of the Undersecretary for Administration Memorandum 14-0619-0206 dated June 10, 2019 entitled "0365 Empowerment and Leadership Training Workshop" on June 23 – 26, 2019 (Batch 1) and June 26 - 29, 2019 (Batch 2) at RELC – NEAP, Quirino Ave., Davao City.

2. The participants are divided into two batches: Batch 1, two (2) School Heads, three (3) Public Schools District Supervisors and one (1) EPS in TLE. And for Batch 2, three (3) School Heads and four (4) Public Schools District Supervisors.

3. The following are the participants for the aforementioned training.
   a.) Batch 1 (June 23 – 26, 2019):
      1. Neil D. Bongayao – PSDS/TLE Division Coordinator
      2. Jda I. Juezan - Public Schools District Supervisor
      3. Fema Renira T. Alde - Public Schools District Supervisor
      4. Cherry Rossette E. Oliva – Public Schools District Supervisor
      5. Marilyn T. Salboro – Principal II – Ramon Magsaysay CES
      6. Jessica G. Lucero – Principal II – Digos City CES

   b.) Batch 2 (June 26 - 29, 2019)
      1. Ely G. Catarum – PSDS
      2. Felipe E. Degamo, Jr. – Principal I – Ipit NHS
      3. Aimee Amor C. Porto – Principal I – Matti NHS
      4. Elizabeth R. Bueron – Principal I – Kapatagan NHS
      5. Helen A. Casimiro - PSDS
      6. Arlene P. Barba - PSDS
      7. Zenaida G. Guya - PSDS

4. Check-in time is 2:00 p.m. onwards of June 23, 2019 and check out up to 12:00 p.m. of June 26, 2019 for Batch 1. While Batch 2, check-in time is 2:00 p.m. onwards of June 26, 2019 and check out up to 2:00 p.m. of June 29, 2019.

5. Registration for the event can be accessed through this link http://bit.ly/0365LeadershipWorkshop and deadline is set on or before 19 June 2019. It is compulsory that participants pre-register to secure rooms, meals and ensure that 0365 accounts will be readily available on the start of the training day.

6. Participants must have their individual DepEd email accounts (Ex: Firstname.lastname@deped.gov.ph). And for new, inactive or inaccessible DepEd email accounts, please get in touch with the Division Information Technology Officer (ITO).

7. Participants must bring along with them the following items:
   1. Laptop devices, preferably running on licensed MS Windows 8/10 & MS Office 2013/2016
   2. Extension cords
   3. Mobile internet devices

8. For compliance.

WINNIE E. BATOO, Ed.D
Assistant Schools Division Superintendent
Office In-Charge
Office of the Schools Division Superintendent

June 21, 2019
MEMORANDUM

To: Schools Division Superintendents
   Region XI

Subject: 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP

Date: June 20, 2019

This has reference to Memorandum 14-0619-0206 entitled 0365 Empowerment and Leadership Training Workshop which is scheduled from June 23-28, 2019. Participants in this training are Public Schools District Supervisor, Education Program Supervisor in TLE and selected School Heads.

Below is the distribution of participants per division:

<table>
<thead>
<tr>
<th>Division</th>
<th>School Heads</th>
<th>PSDS</th>
<th>TLE Supervisors</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>COMVAL</td>
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<td>7</td>
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<td>Davao City</td>
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<td>7</td>
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<td>13</td>
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<td>1</td>
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</tr>
<tr>
<td>Davao Occidental</td>
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<td>Davao Oriental</td>
<td>4</td>
<td>6</td>
<td>1</td>
<td>11</td>
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<td>7</td>
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<td>13</td>
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<td>Panabo</td>
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<td>11</td>
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<tr>
<td>Tagum</td>
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<td>6</td>
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<td><strong>Grand Total</strong></td>
<td><strong>135</strong></td>
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</tbody>
</table>

Note: Please refer to Attachment A-1 and A-2.

Wide and immediate dissemination of this Memorandum is desired.

[Signature]

DR. EVELYN R. FETALVERO, CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director
Regional Directors (Regions 4A, 5 & 11)  
(CALABARZON, VI, XI)

Schools Division Superintendents  
(CALABARZON, VI, XI)

Information and Communications Technology Service

**Subject:** O365 EMPOWERMENT AND LEADERSHIP TRAINING-WORKSHOP

The Department of Education - Central Office (DepEd-CO) through the Information and Communications Technology Service (ICTS) and in partnership with Microsoft Philippines will conduct an **O365 Empowerment and Leadership Workshop** which intends to provide attendees a better understanding on how Microsoft O365 and various ICT tools can be integrated in classroom practices for better teaching and learning outcomes.

Expected participants are the Public Schools District Supervisors (PSDS), Education Program Supervisors (TLE) and select School Heads. Please refer to Attachment A for breakdown of attendees; and Attachment B for the Program Outline.

Registration for the event can be accessed through this link [http://bit.ly/O365LeadershipWorkshop](http://bit.ly/O365LeadershipWorkshop) and deadline is set on or before 19 June 2019. It is compulsory that participants pre-register to secure rooms, meals and ensure that O365 accounts will be readily available on the start of the training day.

Moreover, in preparation for the event, please refer to details found below:

- **Prepare DepEd email account:**
  - Participants must have their individual DepEd email accounts (Ex. **firstname.lastname@deped.gov.ph**)
  - DepEd email accounts used in representing their respective offices (Ex. **deped.centraloffice@deped.gov.ph**) cannot be used.

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**Office of the Undersecretary for Administration**

Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Bulatan Teachers' Camp, Education Facilities (School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 819, Mahal Building; Mobile: +639263207626; Landline: +6325372003, +6326378277

Email: ussec.admin@deped.gov.ph; Facebook/Twitter @depednusa
For new, inactive or inaccessible DepEd email accounts, please get in touch with the Division Information Technology Officer (ITO) who has jurisdiction over the office being represented.

**Things to bring for the event:**

- Bring their own laptop devices, preferably running on licensed MS Windows 8/10 & MS Office 2013/2016.
- Extension cord/s.
- Mobile internet devices.

Details regarding accommodation and travel expenses are currently being finalized. Once settled, participants will be notified via email or will be posted on the online registration site.

For other concerns (i.e. representatives, food preferences, etc.), participants may contact through these means:

- Send an email to lcts.usd@deped.gov.ph, ccr_genesis.fernando@deped.gov.ph / raven_flores@deped.gov.ph; or
- Call ICTS-USD landline at (02) 633-7264, look for Ms. Nida Bernas

For appropriate action and immediate dissemination.

[Signature]

ALAIN DEL A. PARCUAL
Undersecretary
## Office 365 Empowerment workshop for DepEd - EPS (TLE), School Heads, PSDS

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>Batch 1</td>
<td>Region 6</td>
<td>NEAP, Iloilo City</td>
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<tr>
<td>June 24-25</td>
<td>- Public Schools District Supervisor</td>
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<tr>
<td></td>
<td>- Education Program Supervisor (TLE)</td>
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<tr>
<td></td>
<td>- Select School Heads</td>
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<tr>
<td>Note:</td>
<td>Region 11</td>
<td>NEAP, Davao City</td>
</tr>
<tr>
<td>* Check-In</td>
<td>- Public Schools District Supervisor</td>
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</tr>
<tr>
<td>June 23, 2019</td>
<td>- Education Program Supervisor (TLE)</td>
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</tr>
<tr>
<td></td>
<td>- Select School Heads</td>
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</tr>
<tr>
<td>* Check-out</td>
<td>Region 4A</td>
<td>NEAP, Malvar, Batangas</td>
</tr>
<tr>
<td>Up to 12:00 PM</td>
<td>- Public Schools District Supervisor</td>
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<tr>
<td>of June 26, 2019</td>
<td>- Education Program Supervisor (TLE)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Select School Heads</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch 2</td>
<td>Region 6</td>
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<td>June 27-28</td>
<td>- Public Schools District Supervisor</td>
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<td>- Select School Heads</td>
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<tr>
<td></td>
<td>- Select School Heads</td>
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</tbody>
</table>

**Note:**
- Participants must have their own device (computers) for hands-on exercise.
- Outline and program flow are subject to minor adjustments and may vary per venue.