



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 431, s. 2019

June 21, 2019

**ATTENDANCE TO 0365 EMPOWERMENT AND LEADERSHIP
TRAINING WORKSHOP**

- To:** Chief - Curriculum Implementation Division
Public Schools District Supervisors
Public Secondary/ Elementary School Principals
- 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.
 - 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.
 - The following are the participants for the aforementioned training.
 - Batch 1 (June 23 – 26, 2019):
 - Neil D. Bongcayao – PSDS/TLE Division Coordinator
 - Ida I. Juezan - Public Schools District Supervisor
 - Ferna Renira T. Alde - Public Schools District Supervisor
 - Cherry Rossette E. Oliva – Public Schools District Supervisor
 - Merilyn T. Salboro – Principal II – Ramon Magsaysay CES
 - Jessica G. Lucero – Principal II – Digos City CES
 - Batch 2. (June 26 – 29, 2019)

1. Ely G. Cataluña – PSDS	5. Helen A. Casimiro - PSDS
2. Felipe E. Degamo, Jr. – Principal I – Igpit NHS	6. Arlene P. Barba - PSDS
3. Aimee Amor C. Porto - Principal I - Matti NHS	7. Zenaida G. Guya - PSDS
4. Elizabeth R. Bueron – Principal I – Kapatagan NHS	
 - 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.
 - 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.
 - 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).
 - Participants must bring along with them the following items:
 - Laptop devices, preferably running on licensed MS Windows 8/10 & MS Office 2013/2016
 - Extension cord/s
 - Mobile internet devices

8. For compliance.
DepEd Schools Division of Digos City

RECORDED
35566
DATE: 21 JUN 2019 TIME: 4:13 PM
BY:

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

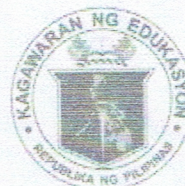
Encs: Unnumbered Regional Memorandum dated June 20, 2019 and OUA memorandum 14-0619-0206 dated June 10, 2019
To be indicated in the Perpetual Index under the following subjects:
TLE Training -Workshop
ndb: attendance to 0365 empowerment and leadership training workshop
21-June-19

For and in the absence of the
Schools Division Superintendent

SOLIE B. OLIVER, LLB
Chief ES-SGOD
SC



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : Schools Division Superintendents
Region XI

Subject: 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP

Date : June 20, 2019



RECORDS SECTION

RECEIVED

DATE: 20 JUN 2019

TIME: 4:50 PM

BY:

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. Herewith is the memorandum mentioned above for your reference and perusal.

Below is the distribution of participants per division:

Division	School Heads	PSDS	TLE Supervisors	Total
COMVAL	5	7	1	13
Davao City	5	7	1	13
Davao del Norte	5	7	1	13
Davao del Sur	5	7	1	13
Davao Occidental	5	7	1	13
Davao Oriental	4	6	1	11
Digos City	5	7	1	13
IGACOS	4	6	1	11
Mati	5	7	1	13
Panabo	4	6	1	11
Tagum	4	6	1	11
Grand Total:				135

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

Wide and immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION - ROXI
RECORDS SECTION
RELEASED

DR. EVELYN R. FETALVERO, CESO V

Schools Division Superintendent

Officer-In-Charge

Office of the Regional Director

86/20/19

Time: 4:22

1906-1994

Enclosed: As stated
ROHS/mtb

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

Document Number : ROXI-114
Version Number : 1.0

Revision Number : 0
Date of Effectivity : February 15, 2019



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-0619-0206
MEMORANDUM
 10 June 2019

For: **Regional Directors (Regions 4A, 6 & 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> 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.

Office of the Undersecretary for Administration
 (Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
 Department of Education, Central Office, Meralco Avenue, Pasig City
 Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +63263763203
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



- 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 icts.usd@deped.gov.ph,
[cc: genesis.fernando@deped.gov.ph](mailto:cc:genesis.fernando@deped.gov.ph) / raven.flores@deped.gov.ph; or
- Call ICTS-USD landline at (02) 633-7264, look for Ms. Niña Bernas

For appropriate action and immediate dissemination.

ALAIN DEL B. PASCUA
Undersecretary



ATTACHMENT B

Office 365 Empowerment workshop for DepEd - EPS (TLE), School Heads, PSDS

Date	Participants	Venue
Batch 1 June 24-25	Region 6 - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Iloilo City
Note: * Check-in 2:00 PM of June 23, 2019	Region 11 - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Davao City
* Check-out Up to 12:00 PM of June 26, 2019	Region 4A - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Malvar, Batangas

Date	Participants	Venue
Batch 2 June 27-28	Region 6 - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Iloilo City
Note: * Check-in 2:00 PM of June 26, 2019	Region 11 - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Davao City PSDS
* Check-out Up to 12:00 PM of June 29, 2019	Region 4A - Public Schools District Supervisor - Education Program Supervisor (TLE) - Select School Heads	NEAP, Malvar, Batangas

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.



Education Program Supervisor and select School Head

REGION IV-A						REGION VI						REGION XI					
	School Head			EPS			School Head			EPS			School Head			EPS	
	Large ES	Large HS	Integrated School	EPS (TLB)	EPS		Large ES	Large HS	Integrated School	EPS (TLB)	EPS		Large ES	Large HS	Integrated School	EPS (TLB)	EPS
Antipolo City	1	1	1	1	1	Alkan	1	1	1	1	1	Compostela Valley	2	2	1	1	1
Bacoor City	1	1		1	1	Antique	1	1	1	1	1	Davao City	2	2	1	1	1
Batangas City	1	1	1	1	1	Bacolod City	1	1	1	1	1	Davao del Norte	2	2	1	1	1
Batangas Province	1	1	1	1	1	Bago City	1	1	1	1	1	Davao del Sur	2	2	1	1	1
Binan City	1	1	1	1	1	Cadiz City	1	1	1	1	1	Davao Occidental	2	2	1	1	1
Cabuyao	1	1		1	1	Capiz	1	1	1	1	1	Davao Oriental	1	2	1	1	1
Calamba City	1	1	1	1	1	Escalante City	1	1		1	1	Digos City	2	2	1	1	1
Cavite City	1	1	1	1	1	Guimaras	1	1	1	1	1	Island Garden City of Samal	1	2	1	1	1
Cavite Province	1	1	1	1	1	Himamaylan	1	1		1	1	Mari City	2	2	1	1	1
Dasmariñas City	1	1	1	1	1	Iloilo City	1	1	1	1	1	Parabo City	1	2	1	1	1
General Trias	1	1		1	1	Iloilo Province	1	1	1	1	1	Tagum City	1	2	1	1	1
Imus City	1	1	1	1	1	Kabankalan City	1	1	1	1	1	Total	18	22	11	11	11
Laguna	1	1	1	1	1	La Carlota City	1	1	1	1	1	Grand Total	73				
Lipa City	1	1	1	1	1	Negros Occidental	1	1	1	1	1						
Lucena City	1	1	1	1	1	Passi City	1	1	1	1	1						
Quezon Province	1	1	1	1	1	Roxas City	1	1	1	1	1						
Rizal	1	1	1	1	1	Sagay City	1	1	1	1	1						
San Pablo City	1	1	1	1	1	San Carlos City, Negros	1	1	1	1	1						
Sta. Rosa City	1	1	1	1	1	Sipalay	1	1		1	1						
Tanauan City	1	1	1	1	1	Sitay City	1	1	1	1	1						
Tayabas City	1	1	1	1	1	Total	20	20	17	20	20						
Participants	21	21	18	21	21	Grand Total	97										
Grand Total	102																



PUBLIC SCHOOL DISTRICT SUPERVISOR

REGION IV-A		REGION VI		REGION VI	
	Public School District Supervisor		Public School District Supervisor		Public School District Supervisor
Antipolo City	5	Aldan	5	Compostela Valley	7
Bacoor City	4	Antique	5	Davao City	7
Batangas City	5	Bacolod City	5	Davao del Norte	7
Batangas Province	5	Bago City	5	Davao del Sur	7
Binan City	5	Cadiz City	5	Davao Occidental	7
Cabuyao	4	Capiz	5	Davao Oriental	6
Calamba City	5	Escalante City	4	Digos City	7
Cavite City	5	Guineras	5	Island Garden City of Samar	6
Cavite Province	5	Hinamayan	4	Mati City	7
Daemaanas City	5	Iloilo City	5	Panabo City	6
General Tries	4	Iloilo Province	5	Tegum City	6
Imus City	5	Kabankalan City	5	Total Participants	73
Ilaguna	5	La Carlota City	5	Grand Total	73
Lipa City	5	Negros Occidental	5		
Lucena City	5	Pasni City	5		
Quezon Province	5	Roxas City	5		
Rizal	5	Sagay City	5		
San Pablo City	5	San Carlos City, Negros Occidental	5		
Sta. Rosa City	5	Sipalay	4		
Tanauan City	5	Silay City	5		
Tayabas City	5	Total Participants	97		
Total Participants	102				
Grand Total	102	Grand Total	97		

