



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



June 27, 2019

**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

**DepEd Schools Division of Digos City**  
**RECORDS SECTION**  
**RELEASED** 35566  
DATE: 28 JUN 2019 TIME: 10:47  
BY: fw

Encls: 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



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](mailto: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  
RECORDS SECTION

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

**WINNIE E. BATOON, 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

**SOLLIE B. OLIVER, LLB**  
Chief CES-SCOD  
OC





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION XI  
Davao City



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Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph  
Website: www.depedregion11.ph

MEMORANDUM

To : Schools Division Superintendents  
Region XI

Subject: 0365 EMPOWERMENT AND LEADERSHIP TRAINING WORKSHOP

Date : June 20, 2019



RECORDS SECTION

RECEIVED

35566

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  
RECORDS SECTION  
RELEASED

DR. EVELYN R. FETALVERO, CESO V

Schools Division Superintendent

Officer-In-Charge

Office of the Regional Director

06/20/19

Time: 4:22

1906-1994

Enclosed: As stated  
ROHS/mb

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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Version Number : 1.0

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





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

QA MEMO 14-0619-020,  
**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](mailto:firstname.lastname@deped.gov.ph))
  - DepEd email accounts used in representing their respective offices (Ex. [deped.centraloffice@deped.gov.ph](mailto: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, +6326376203  
Email: [usec.admin@deped.gov.ph](mailto: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](mailto:icts.usd@deped.gov.ph),  
cc: [genesis.fernando@deped.gov.ph](mailto:genesis.fernando@deped.gov.ph) / [raven.flores@deped.gov.ph](mailto: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<br>June 24-25                              | Region 6<br>- Public Schools District Supervisor<br>- Education Program Supervisor (TLE)<br>- Select School Heads  | NEAP, Iloilo City      |
| Note:<br>* Check-in<br>2:00 PM of<br>June 23, 2019 | Region 11<br>- Public Schools District Supervisor<br>- Education Program Supervisor (TLE)<br>- Select School Heads | NEAP, Davao City       |
| * Check-out<br>Up to 12:00 PM<br>of June 26, 2019  | Region 4A<br>- Public Schools District Supervisor<br>- Education Program Supervisor (TLE)<br>- Select School Heads | NEAP, Malvar, Batangas |

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









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   | Alban                              | 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  |
| Cebu City                         | 4   | Capiz                              | 5  | Davao Oriental                    | 6  |
| Calamba City                      | 5   | Calatagan City                     | 4  | Digos City                        | 7  |
| Cavite City                       | 5   | Guimaras                           | 5  | Island Garden City of Samar       | 6  |
| Cavite Province                   | 5   | Himamaylan                         | 4  | Mati City                         | 7  |
| Dasmariñas City                   | 5   | Iloilo City                        | 5  | Panabo City                       | 6  |
| General Trias                     | 4   | Iloilo Province                    | 5  | Tagum City                        | 6  |
| Imus City                         | 5   | Kabankalan City                    | 5  | Total Participants                | 73 |
| Laguna                            | 5   | La Carlota City                    | 5  | Grand Total                       | 73 |
| Lipa City                         | 5   | Negros Occidental                  | 5  |                                   |    |
| Luzerna City                      | 5   | Pasig 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                        | 97 |                                   |    |
| Grand Total                       | 102 |                                    |    |                                   |    |

