



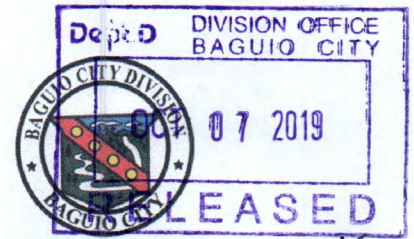
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY

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Office of the Superintendent  
Division Memorandum No. 511, S. 2019

**DEPED COMPUTERIZATION PROGRAM (DCP) AND OFFICE 365 ORIENTATION-WORKSHOP**

TO: Elementary and Secondary School Heads  
Elementary and Secondary School Teachers  
Microsoft Education Ambassadors  
Public Schools District Supervisors  
All ICT Coordinators  
Concerned Personnel

1. The Division Office will conduct a series of orientation-workshop on various information systems and apps cascaded by the Regional and Central Office. The roll-out will be from October to November 2019 with a total of 850 participants from public schools. Participants who will attend the said workshop must disseminate in their own school through LAC session or other means to share the knowledge they gained.
2. The objectives of the event are as follows:
  - a. to be well versed on DCP monitoring and technical assistance scalation process;
  - b. to enhance technical skills on the new features and essentials of Microsoft Office 365 in order to maximize the use of DCPs for teaching and learning process;
  - c. to activate Workplace and Office 365 accounts; and
  - d. to be technically equipped with user account management.
3. Having undergone the Microsoft Education Ambassadors (MEA) training program, the following are required to facilitate, in pairs, as scheduled below:

Date of Workshop	Batch	MEA In-Charge
October 9, 2019	Batch 1	Altea Ramos Roderick Ulep
October 10, 2019	Batch 2	Emilton Mendoza Lindhel Cervera
October 11, 2019	Batch 3	Sharon R. Contaio Cindy G. de Jesus
November 5, 2019	Batch 4	Odicar Joice F. Chavez Mildred Pa-ac



November 7, 2019	Batch 5	Jerickho Bauer L. Laroco Arthur N. Villanueva, Jr.
November 11, 2019	Batch 6	Sherilyn Mente Altea Ramos
November 12, 2019	Batch 7	Airah D. Naron Melinda Clemente
November 25, 2019	Batch 8	Harris G. Dizon, Jr. Josef Eric Oliveros
November 26, 2019	Batch 9	Alejandro V. Ferry Harris G. Dizon, Jr.

4. School heads shall identify ICT literate teachers to participate in the workshop. A participant shall attend only one session which is equivalent to one day. Please see attached enclosure for the training matrix and number of teachers required per school.
5. Participants are expected to be at the venue on time to be able to participate in all the undertakings and not miss relevant matters. Participants are also requested to bring laptop and extension cord for the hands-on activities.
6. Immediate dissemination and compliance to this memorandum is desired.

*Juliet P. Bagano*  
**JULIET P. BAGANO**  
**SCOFAD**  
**Schools Division Superintendent**



**Required Participants per School**

	Date									Total
	10/09/19	10/10/19	10/11/19	11/05/19	11/07/19	11/11/19	11/12/19	11/25/19	11/26/19	
	Batch 1	Batch 2	Batch 3	Batch 4	Batch 5	Batch 6	Batch 7	Batch 8	Batch 9	
<b>Baguio Central District</b>										
Adiwang Elementary School	1	1	1	1	1					5
Aguinaldo Elementary School	1	1	1	1	1	2	2	2	1	12
Baguio Central School	4	4	4	3	5	4	5	4	3	36
Crystal Cave Elementary School	1	1	1	1	1	1				6
Dominican-Mirador Elementary School	1	1	1	1	1	1				6
Dontogan Elementary School	1	1	1	1	1	1	1	2	1	10
Manuel A. Roxas Elementary School	2	2	2	2	2	1	1	1		13
Sto. Tomas Elementary School	1	1	1	1	1					5
<b>Lucban District</b>										
Alfonso Tabora Elementary School	1	1	1	1	1	1	1			7
Bonifacio Elementary school	1	1	1	1	1	1	2	2	1	11
Lucban Elementary School	2	2	2	3	3	3	3	4	3	25
Magsaysay Elementary School	1	1	1	1	1	1	1			7
Pinget Elementary School	1	1	1	1	1	1	1	1	1	9
Pinsao Elementary School	1	1	1	1	1	1	1	1	1	9
Quirino Hill Elementary School	1	1	1	1	1	1	1	1		8
<b>MABINI DISTRICT</b>										
Brookspoint Elementary School	1	1	1	1						4
Don Mariano Marcos Elementary School	1	1	1	1	1	1				6
Dona Aurora Elementary School	1	1	2	2	2	2	2	3		15
Doña Nicasia J. Puyat Elementary School	1	1	1	1	1	1	1			7
Holy Ghost Ext. Elementary School	1	1	1	1						4
Mabini Elementary School	2	2	2	2	4	3	3	4	2	24
<b>North Quezon District</b>										
Baguio Country Club Village Elementary School	1	1	1							3
Fort del Pilar Elementary School	1	1	2	2	2	2	2	3	1	16
Gibraltar Elementary School	1	1	1	1	1	1				6
Happy Hollow Elementary School	1	1	1	1						4
Kias Elementary School	1	1	1	1	1	1	1			7
Lindawan Elementary School	1	1	1	1	1					5
Loakan Elementary School	1	1	1	2	2	2	2	1		12
Rizal Elementary School	2	2	2	2	2	2	3	3	2	20
Springhills Elementary School	1	1	1							3
<b>QUEZON DISTRICT</b>										
Baguio SPED Center	2	1	2	2	2	2	3	3	1	18
Bakakeng Elementary School	1	1	1	1	1	1	1	1		8
Camp 7 Elementary School	1	1	1	1	1	1	1			7
Dona Aurora H. Bueno Elementary School	1	1	1	1	1	1	1	1		8
Jose P. Laurel Elementary School	1	1	1	1	1	1				6
Manuel L. Quezon Elementary School	1	1	1	1	1	1	2	3		11
San Vicente Elementary School	1	1	1	1	1	1	2	3		11
<b>WEST BAGUIO CENTRAL DISTRICT</b>										



Elpidio R. Quirino Elementary School	2	2	1	2	2	2	3	1	1	16
Fairview Elementary School	1	1	1	1						4
Irisan Elementary School	1	1	1	1	1	1				6
Josefa Cariño Elementary School	2	2	2	2	2	3	3	3	2	21
Pacday Quinio Elementary School	1	1	1	1	1	2	2	2		11
Quezon Hill Elementary School	2	2	2	2	2	2	3	3	2	20
San Carlos Heights Elementary School	1	1	1	1	1	1	1	1	1	9
San Luis Elementary School	1	1	1	1	1	1	1			7
<b>Junior High School</b>										
Baguio City High School -Main	10	10	10	10	10	11	11	11	11	94
BCHS- Hillside Annex	1	1	1	1						4
BCHS - Fort Del Pilar Annex	1	1	1	1	1	2	2	2	1	12
Doña Aurora National High School	1	1	1	1	1	2	2	1	1	11
Guisad Valley National High School	2	2	2	2	2	2	2	2	1	17
Magsaysay National High School	2	2	2	2	2	2	3	2	2	19
Pinget National High School	1	1	1	1	1	1	1	1		8
Pinsao National High School	1	1	1	1	1	1	1	2	1	10
Bakakeng National High School	1	1	1	1	1	1				6
Happy Hollow National High School	1	1	1							3
Lindawan National High School	1	1	1	1						4
Mil-an National High School	1	1	1	2	3	2	2	2	2	16
Rizal National High School	1	1	1	1	2	2	2	2	2	14
San Vicente National High School	1	1	1	1	1	1	1	2		9
Baguio City National Science High School	1	1	1	1	1	1	1			7
Dominican-Mirador National High School	1	1	1	1	1					5
Irisan National High School	2	2	2	2	2	2	3	3	2	20
Joaquin Smith National High School	1	1	1	1	1	1	1	2	2	11
Pines City National High School	2	3	3	3	3	5	5	5	5	34
Quezon Hill National High School	1	1	1	1	1	1	3	2	1	12
Roxas National High School	1	1	1	1	1	2	1	2		10
Sto. Tomas National High School	1	1	1	1	1	1	1			7
<b>Senior High School</b>										
Baguio City High School -Main	2	2	2	2	3	2	2	2		17
Guisad Valley National High School	1	1	1	1	1	1				6
Mil-an National High School	1	1	1	1	1	1				6
San Vicente National High School	1	1	1	1	1	1				6
Baguio City National Science High School	1	1	1	1	1	1				6
Irisan National High School	1	1								2
Joaquin Smith National High School	1	1	1	1						4
Sto. Tomas National High School	1	1								2
<b>Grand Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>96</b>	<b>54</b>	<b>850</b>



**DEPED COMPUTERIZATION PROGRAM (DCP) AND OFFICE 365 ORIENTATION-WORKSHOP  
TRAINING MATRIX**

<b>Time</b>	<b>Activity</b>	<b>Person In-Charge</b>
8:00-8:15	Opening and Pre-test	MEAs in-charge
8:15-9:30	DCP and Regional Monitoring IS Orientation, Facebook Workplace Activation and Account Management	Division ICT Unit
9:30-10:00	<i>Overview of Office 365</i>	MEAs in-charge
10:00-10:15	AM Snack	
10:15-12:00	<i>Microsoft Office 365 Essentials</i>	MEAs in-charge
12:00-1:00	Lunch	
1:00-3:00	<i>New way of writing using Onenote, Creating a back up files using OneDrive, Microsoft Office Learning Tools</i>	MEAs in-charge
3:00-3:15	PM Snack	
3:00-4:45	<i>Microsoft Teams, Microsoft forms and Microsoft Education Community</i>	MEAs in-charge
4:45-5:00	<i>Post-test</i>	MEAs in-charge

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