



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: APR 20 2023
TIME: _____
BY: _____

19 April 2023

DIVISION MEMORANDUM

No. 157, s. 2023

**UPSKILLING AND RE-SKILLING OF SUPREME PUPIL/STUDENT
GOVERNMENT ADVISERS ON ADVANCE MICROSOFT APPLICATIONS
FOR EMPOWERED AND MODERNIZED LEADERSHIP**

To : Chief Education Supervisors
Public Schools District Supervisors
All Public School Heads
Supreme Pupil / Student Government Advisers (SPG/SSG)
All Others Concerned

1. Pursuant to Regional Memorandum No. 408, s. 2018 dated September 12, 2018 entitled *Regional training of School Division Trainers for Teacher-Adviser Training Program* and relative to OUA Memo 00-0521-0028 entitled "*National Capacity Building on the use of advance technology for all Youth Formation Coordinators*" this Office through the School Governance and Operations Division (SGOD) – Youth Formation will conduct a training for SPG/SSG Advisers on **April 29, May 6 & 13, 2023** at the **University of Baguio** (Alumni AVR Room).
2. The activity specifically aims to:
 - Align student-government activities for teacher-advisers on the fourth Matatag agenda on "**Give support to teachers to teach better.**"
 - Empower male and female teacher-advisers to be responsible, hardworking, service-oriented, persevering, value-driven, and culturally rooted equipped with world class skills imbued with values such as *Maka-Diyos, Makatao, Makakalikasan, at Makabansa.*
 - Provide teacher-advisers a venue for collaborative and integrative projects, feasible, doable, and concrete general plan of activities and social innovations for implementation in the schools.
3. The following documents are enclosed for reference:
 - a. Enclosure No. 1: List of Participants
 - b. Enclosure No. 2: Activity Matrix
4. All participants are requested to submit an accomplishment report from the said activity. Likewise, they are entitled service credit for teachers and compensatory overtime credit for non-teaching personnel.
5. For questions or clarifications, please contact Ms. Augie Perl Simangan & Ms. Arlani B. Buccat, Youth Formation Coordinators through 074 619 3492.
6. Wide and immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division
Superintendent



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"DepEd SDO Baguio City:
*We Serve,
We Care.*"

Enclosure 1. List of participants:

***In case the SPG/SSG Adviser is not available on the said date, please send a representative (preferably a School Club Adviser).*

ELEMENTARY

No.	School	Name
1	Adiwang Elementary School	Jacquelyn C. Tayab
2	Aguinaldo Elementary School	Judith C. Basilio
3	Alfonso Tabora Elementary School	Viola L. Polido
4	Apolinario Mabini Elementary School	Reo S. Quirit
5	Baguio Central School	Conrado V. Mapili Jr.
6	Baguio City SPED Center	Florence Lipa
7	Baguio Country Club Village Elementary School	Eva Jackie Lou L. Badi
8	Bakakeng Elementary School	Richard D. Parrocha
9	Bonifacio Elementary School	Lourdes L. Colingan
10	Brookspoint Elementary School	Miriam Lucop
11	Camp 7 Elementary School	Jenny B. Gumabay
12	Crystal Cave Elementary School	Eloisa Grace A. Decoyna
13	Dominican Mirador Elementary School	SPG Adviser
14	Don Mariano Marcos Elementary School	Kimberly Joy Aclopen
15	Dona Aurora Elementary School	Marjorie Dulagan
16	Dona Aurora H. Bueno Elementary School	Felicitas L. Datul
17	Doña Nicasia J. Puyat Elementary School	Milagros Y. Bravo
18	Dontogan Elementary School	Helen D. Vergonia
19	Elpidio R. Quirino Elementary School	Henry M. Valdez
20	Fairview Elementary School	Elizabeth B. Alberto
21	Fort del Pilar Elementary School	Elma B Takinan
22	Gibraltar Elementary School	Prenie Ann W. Sapi
23	Happy Hollow Elementary School	Donesia D. Tamulang
24	Holy Ghost Extension Elementary School	Liza Claire B. Banson
25	Irisan Elementary School	Nora A. Dumawol
26	Jose P. Laurel Elementary School	SPG Adviser
27	Josefa Carino Elementary School	Gina L. Parista
28	Kias Elementary School	SPG Adviser
29	Lindawan Elementary School	SPG Adviser
30	Loakan Elementary School	Monica L. Maglaya
31	Lucban Elementary School	Marites D. Napudo
32	Magsaysay Elementary School	Susan D. Banig
33	Manuel A. Roxas Elementary School	Mary Ellen M. de Guzman
34	Manuel L. Quezon Elementary School	Maharlika S. Quisora
35	Pacday Quinio Elementary School	Angelica B. Asiong
36	Pinget Elementary School	Brent L. GUMuwang
37	Pinsao Elementary School	Cherry B. Dangwilan
38	Quezon Hill Elementary School	Grace Marie B. Angihan
39	Quirino Hill Elementary School	Crisanta Dicman Ueda
40	Rizal Elementary School	SPG Adviser



41	San Carlos Heights Elementary School	Shirly B. Basilio
42	San Luis Elementary School	Arlyn D. Cabay
43	San Vicente Elementary School	Liza Lee S. Gawisan
44	Springhills Elementary School	Lorena C. Flordeliza
45	Sto.Tomas Elementary School	Charlene F. Gumatay

SECONDARY

No.	School	Name
1	Alternative Learning System	Jehan L. Binay-an
2	Baguio City National High School	Helen I. Mangili
3	Baguio City National Science High School	Glenda S. Saludo
4	Bakakeng National High School	Froidelyn F. Docallas
5	Dominican-Mirador National High School	Elyzel K. Jardinez
6	Dona Aurora National High School	Reynaldo W. Salingbay
7	Fort del Pilar National High School	Keithley D. Mabitazan
8	Guisad Valley National High School	Marlon A. Leocadio
9	Happy Hallow National High School	Francisco Wangag
10	Hillside National High School	Darwin G. Cañaverall
11	Irisan National High School	Hilson P. Lee
12	Joaquin Smith National High School	Ronald B. Nievera
13	Lindawan NHS	SSG Adviser
14	Magsaysay National High School	Arnel T. Bassit
15	Mil-an National High School	Ryan B. Gayagay
16	Pines City National High School	Mary Grace D. Payad
17	Pinget National High School	Niki Bell Toquero-Tarnate
18	Pinsao National High School	Lienarda M. Balisong
19	Quezon Hill National High School	Angeline B. Minos
20	Rizal National High School	Sherimar B. Ramirez
21	Roxas National High School	Grace B. Manuel
22	San Vicente National High School	Mary Joyce B. Castillo
23	Santo Tomas National High School	Josephine P. Paulino-Danis



PROGRAM / ACTIVITY MATRIX

Day/Time	Activity	Person-in-charge	Venue
April 29, 2023			
8:00 AM-8:30 AM	Registration of Participants	DepEd/SIT-SB	
8:31 AM-8:45 AM	Invocation		Alumni AVR
	Singing of the National Anthem		
	Welcome Remarks		
	Messages		
	Acknowledgement of Participants and House Rule	Augie Perl Simangan PDO I - YFC	
	--Proceed to the laboratories--		
9:00AM-10:00AM	Training-Workshop on Graphics Design Layout using Canva (Creating Infographics)	Augie Perl Simangan PDO I - YFC - (Group 1)	Laboratory Room F110
		Ms. Erna-Kristi N. Martinez	Laboratory Room F110
10:00AM-10:15AM	HEALTH BREAK		F216, F217
10:15AM-12:00NN	Continuation of Training-Workshop on Graphics Design Layout using Canva (Creating Infographics)	Augie Perl A. Simangan (Group 1) Erna-Kristi N. Martinez	Ms. Laboratory Room F110
12:00-1:00	LUNCH BREAK		F216, F217
1:00PM - 3:00PM	Training-Workshop on Movie Maker	Ms. Lolita B. Narag	Laboratory Room F110
		Ms. Janine Grace A. Javier	Laboratory Room F111
3:00PM-3:15PM	HEALTH BREAK		F216, F217
3:16PM-4:30PM	Presentation of Outputs	Participants	
4:31 AM-5:00PM	Synthesis and Closing Remarks	Augie Perl Simangan PDO I - YFC	Laboratories
May 6, 2023			
8:00AM-8:30AM	Registration of Participants	DepEd/SIT-SB	
8:31AM-9:00AM	Management of Learning	Mr. Arnel Bassit DPSSG Adviser President Ariani Buccat	
9:00:00 AM-10:00AM	Training-Workshop on Basic Spreadsheet	PDO I - YFC - (Group 1)	Laboratory Room F110
	Training-Workshop on Basic Spreadsheet	Cherrie L. Almazan	Laboratory Room F111

10:00AM-10:15AM	HEALTH BREAK		F216, F217
10:15AM-12:00NN	CONTINUATION: Training-Workshop on Basic Spreadsheet	Arlani Buccat PDO I - YFC - (Group 1)	Laboratory Room F110
	CONTINUATION: Training-Workshop on Basic Spreadsheet	Cherrie L. Almazan	Laboratory Room F111
12:00NN-1:00PM	LUNCH BREAK		F216, F217
1:00PM-3:00PM	Training-Workshop on Advanced Spreadsheet	Mr. John V. Balanquit	Laboratory Room F110
		Mr. Medardo F. Abarientos	Laboratory Room F110
3:00PM-3:15PM	HEALTH BREAK		F216, F217
3:15PM- 5:00PM	Synthesis and Closing Remarks	Arlani Buccat PDO I - YFC	Alumni AVR
May 13, 2023			
8:00 AM - 5:00 PM	Submission of Output with Technical Assistance	Augie Perl Simangan, Arlani B. Buccat PDO I - YFC	3rd Floor Training Hall, SDO Baguio City