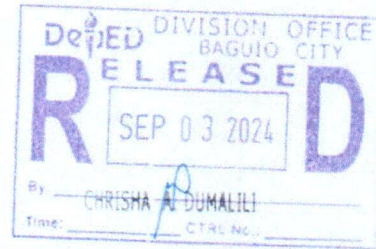




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



3 September 2024

DIVISION MEMORANDUM

No. **481-2024**

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


To : Chief Education Supervisors
Public Schools District Supervisors
All Public-School Heads
Supreme Pupil / Student Government Advisers (SPG/SSG)
Yes-O Adviser
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 SSLG/SELG and YES-O Advisers on **September 14, 21 & 28, 2024** at the **University of Baguio**, SIT Computer Laboratory 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.
 - deepen the understanding of teacher-advisers on the learner's interests, motivation, and the importance of youth participation in their holistic development.
 - increase the support and contribution in the student government organization as teacher-advisers who will be technologically equipped.




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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 of 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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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	Yancy S. Cayso
3	Alfonso Tabora Elementary School	Viola L. Polido
4	Baguio Central School	Conrado V. Mapili Jr. and Brenda Lee A. De Guzman
5	Baguio City SPED Center	Florence Lipa
6	Baguio Country Club Village Elementary School	Joey I. Lamban
7	Bakakeng Elementary School	Melissa C. Bondoc
8	Bonifacio Elementary School	Lourdes L. Colingan
9	Brookspoint Elementary School	Miriam Lucop
10	Camp 7 Elementary School	Marie Fe O. Pio
11	Crystal Cave Elementary School	Eloisa Grace A. Decoyna
12	Dominican-Mirador Elementary School	Jinky R. Pasiliao
13	Don Mariano Marcos Elementary School	Jennifer C. Bayawa
14	Dona Aurora Elementary School	Arlene B. Picart
15	Dona Aurora H. Bueno Elementary School	Annaliza H. Chegyem
16	Doña Nicasia J. Puyat Elementary School	Milagros Y. Bravo
17	Dontogan Elementary School	Helen D. Vergonia
18	Elpidio R. Quirino Elementary School	Henry M. Valdez
19	Fairview Elementary School	Marie Anthonette C. Marchan
20	Fort del Pilar Elementary School	Arlene a. Fey-agan
21	Gibraltar Elementary School	Maria Teresa G. Arellano
22	Happy Hollow Elementary School	Maria Reelinda G. Aquino
23	Holy Ghost Extension Elementary School	Liza Claire B. Banson
24	Irisan Elementary School	Irene P. Maches
25	Jose P. Laurel Elementary School	Joan S. Dalilis
26	Josefa Carino Elementary School	Elsie N. Penalba
27	Kias Elementary School	David I. Albano
28	Lindawan Elementary School	Vilma F. Amiling
29	Loakan Elementary School	Editha P. Gaco

30	Lucban Elementary School	Marites D. Napudo
31	Mabini Elementary School	Arlon P. Parista
32	Magsaysay Elementary School	Susan D. Banig
33	Manuel A. Roxas Elementary School	Bella A. Salingbay
34	Manuel L. Quezon Elementary School	Maharlika S. Qauisora
35	Pacday Quinio Elementary School	Mark Adrian J. Arenas
36	Pinget Elementary School	Brent L. GUMuwang
37	Pinsao Elementary School	Cherry B. Dangwilan
38	Quezon Hill Elementary School	Celiamar D. Lavarias
39	Quirino Hill Elementary School	Crisanta Dicman Ueda
40	Rizal Elementary School	Genesis Joy B. Yang-ed
41	San Carlos Heights Elementary School	Mary K. Cayat
42	San Luis Elementary School	Arlyn D. Cabay
43	San Vicente Elementary School	Jason P. Mainim
44	Springhills Elementary School	Rosalinda T. Obfan
45	Sto. Tomas Elementary School	Mary Jane L. Adawi

SECONDARY

No.	SCHOOL	NAME
1	Alternative Learning System	Jehan L. Binay-an
2	Baguio City National High School	Fritzie L. Finmorog
3	Baguio City National Science High School	Manny P. Cosme
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	Salvador C. Canyas
8	Guisad Valley National High School	Paulo John M. Amparado
9	Happy Hollow National High School	Jenny I. Concepcion
10	Hillside National High School	Darwin G. Cañaverall
11	Irisan National High School	Jennelyn G. Evan
12	Joaquin Smith National High School	Gem Eleanor C. Isiguen
13	Lindawan National High School	Collin C. Tuguinay
14	Magsaysay National High School	Lucia C. Banheh
15	Mil-an National High School	Liberty B. Opiasa

16	Pines City National High School-Senior High	Joemar L.Capinlac
17	Pines City National High School	Noemi T. Akilith
18	Pinget National High School	Jeffrey V. Cariaso
19	Pinsao National High School	Beverly Pearl B. Paleyan
20	Quezon Hill National High School	Angeline B. Minos
21	Rizal National High School	Aia Katrina Adato
22	Roxas National High School	Renalyn A. Gongran
23	San Vicente National High school	Mary Joyce B. Castillo
24	Santo Tomas National High School	Chloe Ann P. Villanueva

YES-O ADVISERS

No.	SCHOOL	NAME
1	San Carlos Heights Elementary School	Cherryl S. Madume
2	Fort del Pilar Elementary School	Arlene A. Fey-agan
3	Lucban Elementary School	Madelyn D. Agundang
4	Pacday Quinio Elementary School	Angelica B. Asiong
5	Quezon Hill Elementary School	Maria Theresa M. Calde
6	Sto. Tomas Elementary School	Julie A. Mariacos
7	Irisan Elementary School	Walter S. Crisostomo
8	Aguinaldo Elementary School	Ida Lynn P. Wanag
9	Doña Aurora Elementary School	Geraldine C. Domagas
10	Roxas National High School	Mary Carmel D. Challoy
11	Fort del Pilar National High School	Rutchel F. Quioas
12	Baguio City National High School	Annie Taep
13	Baguio City National Science High School	Lissa B. Roxas
14	Bakakeng Elementary School	Irene L. Balbos
15	Quezon Hill National High School	Virgie A. Rufino
16	Pines City National High School	Arlene C. Gabol
17	Pines City National High School	Irine C. Oribillo
18	Happy Hollow Elementary School	Donesia D. Tamulang
19	Joaquin Smith National High School	Annabelle Q. Montero
20	Manuel A. Roxas Elementary School	Viviam A. Olsim
21	San Luis Elementary School	Maryjane S. Arciaga
22	Bakakeng National High School	Mary Ann T. Cho

23	Rizal National High School	Hazel Ann S. Nipales
24	Crystal Cave Elementary School	Rachel S. Dugas
25	Gibraltar Elementary School	Princess M. Perez
26	Santo Tomas National High School	Andreline D. Familiaran
27	Apolinario Mabini Elementary School	Sharon L. Culla-ag
28	Adiwang Elementary School	Julie Faye C. Mandane
29	Pinsao Elementary School	SONIA C. PEDLING
30	Holy Ghost Extension Elementary School	Airis B. Guiniling
31	Springhills Elementary School	Rosalinda T. Obfan
32	Pinsao National High School	Zybrinskie T. Bangcado
33	Camp 7 Elementary School	Marie Fe O. Pio
34	Doña Aurora National School	Isuki San R. Meredor
35	Hillside National High School	Julius B. Cutit
36	Dona Aurora H. Bueno Elementary School	Brenda F. Quilladas
37	San Vicente National High School	Hariet Obie O. Kitkitoy
38	Josefa Carino Elementary School	Gina G. Lartec
39	Pinget National High School	Jafet Issachar Junio
40	Pines City National High School-Senior High	Roxette Louise C. Awas
41	San Vicente Elementary School	Ma. Consuelo V.Cabrera
42	Mil-an National High School	Marina E. Apayo
43	Loakan Elementary School	Jornalyn C. Baucas
44	Bonifacio Elem. School	Josephine P. Agayo
45	Don Mariano Marcos Elem. School	Connie P. Allidem
46	Quirino Hill Elementary School	Rachel B. Gomuad
47	Pinget Elementary School	Lei K. Odayan
48	Fairview Elementary School	Glady C. Abarquez
49	Irisan National High School	Alita C. Bautista
50	Guisad Valley National High School	Reina C. Supsup
51	Dominican-Mirador National High School	Pyron T. Pusot
52	Alternative Learning System	Rheineck M. Caparas
53	Gibraltar Elementary School	Princess M. Perez
54	Manuel L. Quezon Elementary School	Josie G. Golez
55	Magsaysay National High School	Florencia C. Nefalar
56	Kias Elementary School	Isnar I. Mang-usan
57	Alfonso Tabora Elementary School	Rachel Ann Torres
58	Magsaysay Elementary School	Mary Jane K. Mangiwet
59	Baguio Country Club Village ES	Merlyn D. Danglose

60	San Vicente Elementary School	Dorothy P. Bangtowan
61	Lindawan National High School	Beverly M. Rasca
62	Happy Hollow National High School	Freddie G. Tomas Jr.
63	Fort del Pilar Elementary School	Arlene A. Fey-agan
64	Baguio City SPED Center	Sharie Ann B. Soriano
65	Holy Ghost Extension Elementary School	Dianne A. Catunggal
66	Dominican Mirador Elementary School	METHRISHYA B. SABELO
67	Rizal Elementary School	Janet Yodong
68	Lindawan Elementary School	Gazelle A. Felipe
69	Baguio City National Science High School	Charry Mahusay
70	Pinsao NHS	Zybrinskie Bangcado

NO.	Technical Working Group	NAME
1	SDO - Baguio	Arlani B. Buccat
2	SDO - Baguio	Augie Perl A. Simangan
3	SDO - Baguio	Joanna Mae Villareal
4	SDO - Baguio	Maria Lorena Galera (Inspectorate)
5	SDO - Baguio	Olivia Gomez (Inspectorate)
6-15	University of Baguio Facilitators and Speakers	

Enclosure 2. Activity Matrix:

ACTIVITY MATRIX

DAY 1		
TIME	TOPIC	RESPONSIBLE PERSON
8:00 - 8:10 AM	Registration of Participants	Augie Perl Simangan PDO I - YFC Arlani B. Buccat PDO I - YFC
8:10 - 8:30 AM	PRELIMINARIES Invocation National Anthem Welcome Remarks Messages	ICT
	Acknowledgement of Participants House Rules	Augie Perl Simangan PDO I - YFC
8:30 - 9:45 AM	Introduction of Productivity Tools	Arlani B. Buccat PDO I - YFC
9:45 - 10:00 AM	Health Break	
10:00 - 12:00 NN	Discussion on Sample Productivity Tools/ Applications on MS 365	Ellen Halover Lolita Narag Cherrie Almazan Junamil Cacho
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	WORKSHOP: MS 365 Application Interface Tutorial	Ellen Halover Lolita Narag Cherrie Almazan Junamil Cacho
3:00 - 3:15 PM	Health Break	
3:15 - 4:15 PM	Sample Applications of MS 365	Meynard Soriano Hydi Toyeng Katherine Reyes Kristal Marcelo
4:15 - 5:00 PM	Presentation of Output, Synthesis and Closing Remarks	Augie Perl Simangan PDO I - YFC
Day 2		
8:00 - 8:20 AM	Registration of Participants	Augie Perl Simangan PDO I - YFC
8:20 - 8:50 AM	Management of Learning	BCNHS – SSLG Adviser
8:50 - 9:50 AM	Introduction to FILMORA & CAPCUT	Ellen Halover Lolita Narag Kristal Marcelo Junamil Cacho
9:50 - 10:00 AM	Health Break	
10:00 - 12:00 NN	FILMORA & CAPCUT Interface Tutorial	Ellen Halover Lolita Narag

		Cherrie Almazan Junamil Cacho
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	Sample Application of FILMORA and CAPCUT	Ellen Halover Lolita Narag Cherrie Almazan Junamil Cacho
3:00 - 3:15 PM	Health Break	
3:15 - 4:30 PM	WORKSHOP	Divine Aguilar-Agudong Graeven Yuri Videz Meynard Soriano Hydo Toyeng
4:30 - 5:00 PM	Synthesis and Closing Remarks	Arlani B. Buccat PDO I - YFC
Day 3		
8:00 - 8:30 AM	Registration of Participants	YFC
8:30 - 9:00 AM	Management of Learning	YFC
9:00 - 10:00 AM		Augie Perl Simangan PDO I - YFC Arlani B. Buccat PDO I - YFC
10:00 - 10:15 AM	Health Break	
10:15 - 12:00 NN	Continuation of Workshops	Augie Perl Simangan PDO I - YFC Arlani B. Buccat PDO I - YFC
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	Presentation of Outputs	1 representative per District
3:00 - 3:15 PM	Health Break	
3:15 - 4:00 PM	Presentation of Outputs (Continuation)	1 representative per District
4:00 - 4:30 PM	Submission of Outputs (via google drive)	
4:30 - 4:45 PM	Take Home Message/s from the participants	
4:45 - 5:00 PM	Closing Remarks	Augie Perl Simangan PDO I - YFC Arlani B. Buccat PDO I - YFC