



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

February 10, 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 52, s. 2025

**DCP ADOPTION CAPACITY BUILDING FOR TEACHERS OF DCP  
RECIPIENT SCHOOLS**

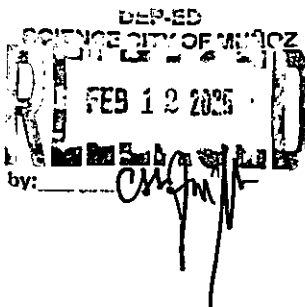
**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary Schoolheads  
All Public Elementary and Secondary ICT Coordinators  
All Others Concerned

1. Pursuant to OUA-OUT-012524-14-1 titled DCP Adoption Program: National Training of Trainers and OUA-OUT-1002024 titled Updated Guidelines on the Use of Program Support Fund for the Rollout of DCP Adoption Capability Building for Teachers of DCP Recipient Schools, this Office Announces the conduct of DCP Adoption Capacity Building for Teachers of DCP Recipient Schools on February 26, 27, and 28, 2025 at Teachers' Hall, Schools Division Office of Science City of Munoz, Brgy. Rizal, Science City of Munoz.
2. This activity aims to:
  - a. increase the teaching proficiency of the participants in using computers and its applications, specifically Microsoft Office.
  - b. equip the participants with strategies and tools to integrate ICT in their respective schools.
  - c. foster and adopt collaboration among the teachers and learners by introducing and utilizing collaborative ICT tools, such as document and file sharing, online calendars, among others.
3. The participants in this training are the ICT coordinators of public elementary and secondary schools.
4. The participants are required to bring their laptops, extension wires, and Wi-Fi internet connections.
5. Enclosed in this Memorandum are the following:
  1. List of Participants,
  2. Program Management Team, TWG, and
  3. Program Matrix
6. This serves as the **Authority to Travel** of all the participants.



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7. The Schoolheads concerned shall ensure that the identified teachers participating in the capacity building shall have relievers to avoid disruption of classes and any untoward incidents.
8. For queries and to ensure that the MS account of the participants are accessible prior to the conduct of the training, please communicate with Mr. Johann M. Tabing, Information Technology Officer I, through his FB messenger or Viber number 09076073006.
9. Widest dissemination of this Memorandum is earnestly desired.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl : As Stated  
Reference : As Stated

To be indicated in the Perpetual Index  
Under the following subjects:

**DCP ADOPTION CAPACITY BUILDING FOR TEACHERS OF DCP RECIPIENT SCHOOLS**

JMT/ICTU/DCP ADOPTION CAPACITY BUILDING FOR TEACHERS OF DCP RECIPIENT SCHOOLS  
01.31.2025



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Enclosure No. 1 to Schools Division Memorandum No. 52, s. 2025

**LIST OF PARTICIPANTS**

No.	Name	Name of School
1	Jennica Aubrey T. Esquivel	Bagong Sikat Elementary School
2	Cressida Madelein D. Gutierrez	Bantug Elementary School
3	Jocelyn G. Ramos	Bical Elementary School
4	Marichu A. Fernando	Cabisuculan Elementary School
5	Erlynn M. San Andres	Calabalabaan Elementary School
6	Antonio S. Niegos Jr.	Calisitan Elementary School
7	Melanie P. Quintero	Catalanacan Elementary School
8	Virgilio M. Billiones	Curva Elementary School
9	Gladys D. De Guzman	DepEd-CLSU (Lab) School
10	Marie Jean S. Llamazares	Franza Elementary School
11	Charmaine Joyce Capinding	Gabaldon Integrated School
12	Gladys F. Macato	Gov. Eduardo L. Joson Memorial School
13	Sheryl Ann A. Cinense	Licaong Elementary School
14	Grace D. Yango	Linglingay Elementary School
15	Cardinal G. Mananes	Magtanggol Integrated School
16	Jayson L. Valdez	Maligaya Elementary School
17	Rolan D. Bucsit	Mangandingay Elementary School
18	Mark Lester F. Mercado	Mapangpang Elementary School
19	John Patrick B. Cabosas	Maragol Integrated School
20	Elyssa Marie T. Prado	Muñoz Central School
21	Liezete Joy F. Miranda	Muñoz North Central School
22	Ma. Allyssa Joy U. Angeles	Naglabrahan Primary School
23	Monica L. Ganiban	Palusapis Integrated School – Elementar
24	Mary Jean D. Doria	Pandalla Elementary School
25	Alma M. Arquero	Rang-ayan Elementary School
26	Sheila Ann Q. Rivera	Ricardo V. Adriano Elementary School
27	Ma. Theresa M. Sudly	Rizal Elementary School
28	Fritz D. Escote	San Andres Elementary School
29	Maribel L. Peralta	San Antonio Integrated School
30	John Phil R. Badua	San Felipe Elementary School
31	Charmaine D. Ortiz	Sapang Cauayan Elementary School
32	Christian B. Caratiquit	Tekila Grace DV Alvarez Primary School
33	Rowena I. Bernardo	Villa Cuizon Elementary School



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34	Jemalyn A. Aguiran	Villa Isla Elementary School
35	Carmela G. Pelayo	Villa Nati Elementary School
36	Jovelyn Salazar-Espiritu	Villa Santos Elementary School
37	June Alvin P. Apostol	Gabaldon Integrated School
38	Kristina M. Lolong	Gabaldon Integrated School
39	Jake R. Feliciano	Magtanggol Integrated School
40	Liezel A. Dela Cruz	Maragol Integrated School
41	Maristel P. Ramirez	San Antonio Integrated School
42	Ace Benson R. Wamil	San Antonio Integrated School
43	Jenielyn C. Valenzuela	Inday Melecion National High School
44	Eleanor C. Morcilla	Inday Melecion National High School
45	Christian P. De Leon	Muñoz National High School – Annex
46	Rose Mary F. Ganiban	Muñoz National High School – Annex
47	Diana Kris G. Limos	Muñoz National High School Main (JHS)
48	Karl Vincent R. Nonog	Muñoz National High School Main SHS



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Enclosure No. 2 to Schools Division Memorandum No. 52, s. 2025

**PROGRAM MANAGEMENT TEAM**

Johanna N. Gervacio PhD, CESO V	Schools Division Superintendent
Ronilo E. Hilario CESO VI	Assistant Schools Division Superintendent
Johann M. Tabing	Information Technology Officer I
Winnie W. Poli	Education Program Supervisor
Cyril S. Talusan	Senior Education Program Specialist
Jordan T. Nicodemus	Principal II
Marianne C. Coronel MD	Medical Officer III
Dominador M. Orpilla PhD	School Principal II
Michael A. Castaneda	Head Teacher III

**MONITORING AND EVALUATION**

Lamberto P. Corpuz	Senior Education Program Specialist
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**TECHNICAL WORKING GROUP**

Alvin B. Ramirez	Administrative Officer II
James Patrick S. Barias	Education Program Specialist II
Joel G. Dizon	Education Program Specialist II
Ma. Mercedes M. Cruz	Librarian II
Jessica L. Sapitan	Administrative Assistant III



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Enclosure No. 3 to Schools Division Memorandum No. 52, s. 2025

	Time	Duration	Session	Resource Persons
<b>DAY 1</b>	08:00 am - 8:30 am	30 minutes	Registration and Administration of Pre-Test	PMT / TWG
	08:30 am - 09:00 am	30 minutes	Opening Program	PMT / TWG
	09:00 am - 10:00 am	1 hour	<b>Session 1.1</b> Microsoft 365 Overview	James Patrick S. Barias Education Program Specialist II
	10:00 am - 10:15 am	15 minutes	Uninterrupted Health Break	
	10:15 am - 12:00 nn	1h 45 min	<b>Session 1.2</b> Microsoft OneDrive	Michael A. Castaneda Head Teacher III MNHS – Annex
	12:00 nn - 1:00 pm	1 hour	Lunch Break	
	1:00 pm - 3:00 pm	2 hours	<b>Session 1.3</b> Microsoft Forms	Michael A. Castaneda Head Teacher III MNHS – Annex
	3:00 pm - 3:15 pm	15 minutes	Uninterrupted Health Break	
	3:00 15 pm - 5:00 pm	1h 45 min	<b>Session 2.1</b> Microsoft PowerPoint	Jordan T. Nicodemus Principal II Rang-ayan Elementary School
	5:00 pm - 5:15 pm	15 minutes	Endo-f-Day Evaluation and Reminders	M & E / PMT / TWG
<b>DAY 2</b>	08:00 am - 8:30 am	30 minutes	Management of Learning	TWG
	08:30 am - 10:00 am	1h 30 min	<b>Session 2.2</b> Microsoft Word	Jordan T. Nicodemus Principal II Rang-ayan Elementary School
	10:00 am - 10:15 am	15 minutes	Uninterrupted Health Break	
	10:15 am - 12:00 nn	1h 45 min	<b>Session 2.3</b> Microsoft Excel	Jordan T. Nicodemus Principal II Rang-ayan Elementary School
	12:00 nn - 1:00 pm	1 hour	Lunch Break	
	1:00 pm - 3:00 pm	2 hours	<b>Session 3.1</b> Microsoft Teams	Johann M. Tabing Information Technology Officer I
	3:00 pm - 3:15 pm	15 minutes	Uninterrupted Health Break	



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	3:15 pm - 5:00 pm	1h 45 min.	<b>Session 3.2</b> Microsoft SharePoint	Johann M. Tabing Information Technology Officer I
	5:00 pm - 5:15 pm	15 minutes	Endo-f-Day Evaluation and Reminders	M & E / PMT / TWG
<b>DAY 3</b>	08:00 am - 8:30 am	30 minutes	Management of Learning	TWG
	08:30 am - 10:00 am	1h 30 min	<b>Session 4</b> Learning Accelerators	Dominador M. Orpilla School Principal II MNHS Main (SHS)
	10:00 am - 10:15 am	15 minutes	Uninterrupted Health Break	
	10:15 am - 12:00 nn	1h 45 min.	<b>Session 4</b> Continuation	Dominador M. Orpilla School Principal II MNHS Main (SHS)
	12:00 nn - 1:00 pm	1 hour	Lunch Break	
	01:00 pm - 2:45 pm	1h 45 min	<b>Session 5</b> Microsoft Copilot	Dominador M. Orpilla School Principal II MNHS Main (SHS)
	02:45 pm - 3:00 pm	15 minutes	Uninterrupted Health Break	
	03:00 pm - 04:00 pm	1 hour	<b>Session 6</b> Presentation of Work Application Plan (WAP)	James Patrick S. Barias Education Program Specialist II
	04:00 pm - 04:30 pm	30 minutes	Administration of Post Test End-of-Day Evaluation	PMT / TWG
	04:30 pm - 05:00 pm	30 minutes	Closing Program	PMT / TWG