



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division
Superintendent

July 14, 2021

DIVISION MEMORANDUM
No. **259**, s. 2021

**THREE-DAY SEMINAR-WORKSHOP ON CLASSROOM MANAGEMENT USING
MICROSOFT OFFICE/TEAM ADVANCEMENT: A DIVISION
EMPOWERMENT TRAINING OF TRAINERS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of a **Three – day Seminar-Workshop on Classroom Management Using Microsoft Office/Team Advancement: A Division Empowerment Training of Trainers** on July 21-23, 2021 at DepEd Ecotech center, Sudlon, Lahug, Cebu City. Registration is at 8:00 to 8:29 A.M. and the Opening program will start 8:30 A.M.
2. This seminar – workshop envisions to establish and to help capacitate the participants on the Microsoft O365 for Education specifically in classroom management as effective tools in the delivery of instructions such as, but not limited to, setting up a user-friendly Learning Management System (LMS).
3. This activity specifically aims to:
 - a. capacitate the participants on the Microsoft O365 for Education specifically in classroom management as effective tools in the delivery of instructions such as, but not limited to, setting up a user-friendly Learning Management System (LMS);
 - b. enhance skills on the utilization of the useful applications integrated in the MS O365 for classroom management;
 - c. maximize the use of MS Teams and other O365 applications in communication, collaboration and coordination in school settings;
 - d. make a demonstration teaching using the productivity tools; and
 - e. distribute students' O365 account.
4. Participants to this workshop are the District ICT Coordinators and ICT Development Team of DepEd Cebu Province. Please see **Enclosure 1 List of Participants and Program of Activities.**



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
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health protocols are observed at all times, and comply with the number of persons allowed in MGCQ which is 50% of the room capacity. Wearing of facemask and face shield is compulsory.

6. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/Asterterrie A. Bernales is also hereby directed to assign at least one (1) nurse at the training venue during the entire workshop.

7. Teaching personnel involved in this activity are entitled to service credits tantamount to the number of hours they serve during non-school day/s. Training Team is responsible for the claim of service credits with all the attachment.

8. Program Management Team/Facilitators and Participants from Bantayan and Camotes Islands and those who need to travel more than four (4) hours from their point of origin in going to their workshop venue are also given **Day Zero**. Expenses such as, venue, accommodation and their dinner on Day Zero as well as their breakfast on the following day shall be charged against **Division HRD Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

9. Expenses incurred during the conduct of activity such as venue, accommodation, meals (breakfast, lunch, dinner and 2 snacks), training materials/tarp and incidental expenses shall be charged against **HRD/MOOE funds** while travelling and other related expenses of school-based personnel shall be chargeable against **local school MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

10. This Memorandum serves as **Authority to Travel** of the participants, admin/ logistics/technical or training support personnel as well as the other members of the training team/management.

11. Immediate and wide dissemination of and compliance with this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

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**Enclosure 1. Program of Activities: Three – day Seminar-Workshop
on Classroom Management Using Microsoft Office/Team
Advancement: A Division Empowerment Training of Trainers**

Topic/Content	Duration	SPEAKERS/ FACILITATORS
DAY 1 - JULY 21, 2021		
Preliminaries	8:00-8:59 AM	(Hosts) Jonnavieve Otero & Jemar Cabalde
Introduction of O365 Account and its applications	9:00- 10:30 AM	F1- Ellan Gera F2 – Hepolito Mamac
Introduction of MS Teams Features	10:30 – 11:00	F1- Eda Flor Arrabis F2- Fritz Mahilum
COMMUNICATION •Chats; How to setup a Calendar invite; Setting device options in the call; Difference with Virtual Meeting and Live Session Call?; Blurring your background/ Changing the background; Recording Virtual Sessions; and Microsoft Stream	11:00 – 12:00	F1- Eda Flor Arrabis F2- Fritz Mahilum
COLLABORATION •Working with Resource files in One Drive for Business or SharePoint; Why do you need to use the cloud?; When to use One Drive versus SharePoint; How to Upload File and Manage Access; Deleting Files; and Co-author with another Teacher or Student	1:00 – 2:00 PM	F1- Ellan Gera F2 – Hepolito Mamac
•Ways in accessing your files - mobile, browser, app, •Tips on Searching Files-SharePoint, One Drive, Delve •Syncing One Drive to Desktop	2:00-3:00	F1- Eda Flor Arrabis F2- Fritz Mahilum
COORDINATION •Raise Hand; @mention; Notifications; Microsoft Planner •Assignments and Quizzes; and Rubrics	3:00 – 5:00PM	F1- Ellan Gera F2 – Hepolito Mamac
DAY 2 - JULY 22, 2021		
Management of Learning	7:45-7:59 AM	Moderators
Orientation on the Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education; and Students' Account Distribution	8:00 – 10:00AM	F1 – Emmanuel Mendoza F2- Francis John Mari Elnar
New way of writing using OneNote; Use new features of Microsoft Excel Workshop	10:00 – 12:00	F1- Hepolito Mamac Jr. F2- Eda Flor M. Arrabis
Lunch Break	12:01-12:59	
New features of Word; Use new features of Microsoft Forms features	1:00-3:00 PM	F1- Elan Gerra F2- Fritz Mahilum
New features of PowerPoint; Use new features Outlook Workshop	3:00 -5:00 PM	F1- Fritz Mahilum F2- Hepolito Mamac
DAY 3 - JULY 23, 2021		
Management of Learning	7:45-7:59 AM	Assigned Host
Assessment and Analysis using Forms and Sheet	8:00-10:00 AM	
Lesson Demonstration	10:00-12:00 NN	Demonstrator
Lunch Break	12:01-12:59	
Continuation: Lesson Demonstration	1:00-2:00 PM	Demonstrator
Microsoft Education Center; Office 365 for Education Support	2:01-3:00 PM	Eda Flor M. Arrabis
Preparation of Action Plan Presentation of Action Plan	1 1/2hour 3:01-4:30 PM	Training Team
Evaluation	4:31-4:35 PM	Moderator
Closing Program	4:36-5:00 PM	Training Team



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1. The first part of the document is a list of the names of the members of the committee who have been appointed to the various sub-committees. The names are listed in alphabetical order of the last name.

Enclosure 1. Program Management Team and Final List of Participants

NO	FULL NAME	Position/ Designation	Office/Current Station	ROLE IN THE ACTIVITY
1	Dr. Marilyn S. Andales, CESO V	Schools Division Superintendent	Division Office	Overall Management Committee/ Chairman
2	Dr. Lorenzo M. Dizon, CESOVI	Asst. Schools Division Superintendent	Division Office	Co-Chair
3	Dr. Fay C. Luarez	Asst. Schools Division Superintendent	Division Office	Co-Chair
4	Dr. Anelito A. Bongcawil	Asst. Schools Division Superintendent	Division Office	Co-Chair
5	Mr. Emmanuel F. Mendoza	Division ITO	Division Office	Division Personnel/ Training Team
6	Dr. Margarita A. Nierra	SEPS-HRD	Division Office	
7	Mr. Louie G. Monteroso	EPS II-HRD	Division Office	
8	Mrs. Decebelle J. Sunggayan	ADAS	Division Office	Documentation/ Secretariat
9	Emmanuel F. Mendoza	Division ITO	Division Office	Team Coaches/ Facilitators
10	Francis John Mari B. Elnar	Admin Aide VI	Division Office	
11	Eda Flor M. Arrabis	Master Teacher I	Consolacion NHS- DC	
12	Fritz Mahilum	Master Teacher I	Balamban Central School	
13	Hepolito F. Mamac Jr	Teacher I	Sta. Fe National High School	
14	Elan Gerra	Teacher II	Juan Pamplona NHS	

1	Adela P. Nalzaro	ALCANTARA	40	Juanito L. Perez, Jr.	PINAMUNGAJAN 1
2	Rufino M. Medico	ALCOY	41	Leahni L. Vergara	PINAMUNGAJAN 2
3	Noel B. Manaba	ALEGRIA	42	Luis Lito L. Fabroa	PORO
4	Georgia C. Abella	ALOGUINSAN	43	Nina Greziel T. Bique	RONDA
5	Mel Vincent B. Camerino	ARGAO 1	44	Therence Ubas	SAMBOAN
6	Lennard Gealon	ARGAO 2	45	Marlon M. Cañonera	SAN FERNANDO 1
7	Reynaldo T. Ynoy	ASTURIAS NORTH	46	Joann G. Quisagan	SAN FERNANDO 2
8	Arnel A. Aventuna	ASTURIAS SOUTH	47	Jonavieve Mae C. Otero	SAN FRANCISCO
9	Luzviminda B. Absin	BADIAN	48	Ronnel D. Mansueto	SAN REMIGIO 1
10	Fritz G. Mahilum	BALAMBAN 1	49	Aprileen D. Lim	SAN REMIGIO 2
11	Rohan S. Melgar	BALAMBAN 2	50	Hepolito E. Mamac Jr	SANTA FE
12	Connie Jean F. Morales	BANTAYAN 1	51	Leslie Ann Y. Dela Peña	SANTANDER
13	Albert A. Amadeo	BANTAYAN 2	52	Shelalyn C. Epili	SIBONGA
14	Anthony Gayo Aguilar	BARILI 1	53	Elmer B. Arnado	SOGOD
15	Sisinia C. Tamayo	BARILI 2	54	Divine Grace M. Montemor	TABOGON
16	Jenelette A. Mier	BOLJOON	55	Elan G. Gerra	TABUELAN
17	Joel R. Mondelo	BORBON	56	Mary Ann G. Plania	TUBURAN 1
18	Loty C. Cordova	CARMEN	57	Antonieta A. Villafañe	TUBURAN 2

1. The first part of the document is a list of the names of the members of the committee who have been appointed to the various sub-committees. The names are listed in alphabetical order of the last name.

19	Jelyn Manipis	CATMON	58	Julito S. Garciano	TUDELA
20	Zernan Y. Zita	COMPOSTELA	59	Emmanuel F. Mendoza	Division Office
21	Eda Flor M. Arrabis	CONSOLACION 1	60	Pablito A. Catubay	Division Office
22	Antonio C. Echavez Jr.	CONSOLACION 2	61	Charlyn M. Mahilum	Balamban
23	Elmer M. Ocarol	CORDOVA	62	Geneveve T. Rebaca	
24	Cecilia M. Kangkee	DAANBANTAYAN 1	63	Jemar M. Cabalde	
25	Brigoli E. Pepito	DAANBANTAYAN 2	64	Chester Rosalejos	Daanbantayan
26	Edgardo M. Tagarao	DALAGUETE 1	65	Jeson Rodrigo	
27	Pearl B. Pacatang	DALAGUETE 2	66	Joseph Moralde Jr.	
28	Fhaith M. Mariñas	DUMANJUG 1	67	Anna Liza Bautista	
29	Geraldine C. Flores	DUMANJUG 2	68	Jonel Forsuelo	
30	Albert E. Egoc	GINATILAN	69	Ramonboy S. Espinosa	
31	Chere B. Velasquez	LILOAN	70	Walter Z. Relacion	Argao
32	Elena B. Gigje	MADRIDEJOS	71	Mel Vincent B. Camerino	
33	Restituto R. Inso	MALABUYOC	72	Charles Lacuña	
34	Fernando R. Montesclaros, Jr.	MEDELLIN	73	Ryan Romanillos	
35	Inah C. Rita	MINGLANILLA 1	74	Allan C. Cañete	San Remigio
36	Ralph Anthony P. Panique	MINGLANILLA 2	75	Ariel G. Andales	Tuburan
37	John R. Redoble	MOALBOAL	76	John Carlo P. Nardo	
38	Blessed S. Gallano	OSLOB	77	Jose Aclan	Lilo-an
39	Mary Grace M. Cuizon	PILAR	78	Rene Borgonia	Balamban

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