



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

8 November, 2024

DIVISION MEMORANDUM
No. 601, s. 2024

DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION

To: CID & SGOD Chiefs
Public Schools District Supervisor
School Heads
Unit/Section Heads
All Others Concerned

1. Relative to the DCP distribution, trainings and webinars conducted by the DepEd Central Office and Regional Office, this Office, through the ICT Services will conduct a **DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION** on **December 5-7, 2024 venue TBA**.
2. This activity aims to capacitate teachers to gain expertise in modern educational methodologies such as effective use of the Microsoft 365 applications.
3. The participants are selected teachers of **DCP ELC Batch 2022 and 2023** recipient schools.
4. Please fill-up the online pre-registration form below attaching the Recommendation Letter from your school head. *Attached is the list of Participants, which will serve as their Travel Order.*

Online Pre-registration form: bit.ly/CalbayogCity_DCPAdoption_Training

5. All expenses incurred relative to the conduct of this activity shall be charged to DCP Support Fund, subject to the usual accounting and auditing rules and regulations.
6. Further, this Memorandum serves as participants' eligibility for a 1-day Service Credit for Teachers and Compensatory Overtime for Non-teaching personnel.
7. Immediate and wide dissemination of this Memorandum is desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC - Schools Division Superintendent



P2 Brgy. Hamorawon, Calbayog City, Samar
<https://calbayogcity.deped.gov.ph>
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DEPARTMENT OF EDUCATION
REGION VII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION

Learning Facilitators

Gary H. Ballon

Information Technology Officer I

Jim Albert A. Lagado

RO8 - Information Technology Officer I

Rolando P. Lucenecio Jr.

SDO N.Samar - Information Technology Officer I

Drixel Idol R. Ortega

ICT Trainer

Jose Don Babon

ICT Trainer

Technical Working Group

Carren Meryl A. Cabadsan

Senior Education Program Specialist

Rosalia M Rivera

Education Program Specialist II

Generson T. Nabual

Supply Section Staff

Melvin S. Termo

ICT Staff

Joemar D. Abaigar

P&R Staff

Carla D. Timan

BAC Staff

Prepared by:

GARY H. BALLON

Information Technology Officer I



DEPARTMENT OF EDUCATION
REGION VII
SCHOOLS DIVISION OF CALBAYOG CITY

School Participants

Sch ID	School Name	School Name	DCP ELC Batch	No. of Pax
501935	Acedillo Integrated School		2022	2
500807	Bagacay Integrated School, JHS		2022	2
303647	Cabatuan National High School		2023	2
502274	Cabicahan Integrated School		2022	2
502296	Cagbayang Integrated School		2022	2
344634	Calbayog Arts and Design School of Eastern Visayas		2022	2
313801	Calbayog City National High School		2023	2
313803	Calbayog City Night High School		2022	2
313806	Carayman National High School		2023	2
500237	Gadgaran Integrated School		2023	2
502375	Himalandrog - Seven Hills Integrated School		2022	2
502298	Mabini II Integrated School		2022	2
500239	Macatingog Integrated School		2023	2
303644	Mag-ubay National High School		2023	2
303645	Malaga National High School		2022	2
500748	Malajog Integrated School		2023	2
313802	Migara National High School		2022	2
303646	Oquendo National High School		2022	2
502374	Patong - Happy Valley Integrated School		2022	2
313811	Pena I National High School		2022	2
303648	Pilar National Agricultural High School		2023	2
303649	R. Lentejas Mem. School Of Fisheries		2022	2
303650	San Joaquin National High School		2023	2
313812	San Joaquin NHS - Manguino o Annex		2022	2
303651	San Policarpo National High School		2023	2
500238	Tabawan Integrated School		2023	2
303652	Tarabucan National High School		2023	2
500749	Tomaligues Integrated School		2022	2
303653	Trinidad National High School		2022	2



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DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION

Time	Day 1	Day 2	Day 3
8:00-9:00 a.m.	Opening Program (Technical Working Group)	Checking of Attendance & MOL (Technical Working Group)	Checking of Attendance & MOL (Technical Working Group)
9:00-10:00 a.m.	Module 1: Blended Learning (Theoretical, Pedagogical Frameworks, Best Practices, and Teaching and Learning with Televisions) Gary Ballon / Jose Don P. Babon	Module 3: Advanced Productivity (Word, Excel, PowerPoint, OneNote, OneDrive, Forms, and Power BI) Rolando Lucenecio / Drixel Idol R. Ortega	Crafting and submission of Rollout Action Plans All Learning Facilitators
10:00 – 11:00 a.m.			
11:00-12:00 a.m.			
NOON BREAK			
1:00 – 2:00 p.m.	Module 2: Microsoft 365 (Overview, Microsoft Outlook, Microsoft Teams, Microsoft Online Components) Jim Albert Lagado / Gary H. Ballon	Module 4: Learning Accelerators (Introduction, Reading Progress, Reading Coach, AI in Education) Gary H. Ballon Jose Don P. Babon	Next Steps / Agreements / Ways Forward Facilitators / TWG
2:00 – 3:00 p.m.			
3:00 – 4:00 p.m.			Closing Program (Technical Working Group)
4:00 – 5:00 p.m.			

Prepared by:


GARY H. BALLON
 IT OFFICER I

Approved:

MARGARITO A. CADAYONA JR. PhD, CESO VI
 OIC - Schools Division Superintendent



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SCHOOLS DIVISION OF CALBAYOG CITY

November 13, 2024

EVELYN R. FETALVERO, CESO IV
Regional Director
Department of Education
Regional Office No. 8

Madam:

Greetings!

The Schools Division of Calbayog City will conduct "**DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION**" on December 5-7, 2024. This will be participated by selected teachers of DCP ELC Batch 2022 and 2023 recipient schools.

In this regard, we would like to request your good Office to allow Mr. Jim Albert A. Lagado, Information Technology Officer I, Regional Office No. VIII, to be one of the Resource Speakers for the said event to share his knowledge and expertise to all participants. He will talk on the topic "Crafting and submission of Rollout Action Plans.

The Resource Speaker's food and accommodation will be charged through Calbayog City Division's DCP Fund while his travelling expenses will be charged against Norther Samar Division's MOOE.


Your favorable response regarding this request will be highly appreciated.

Thank you and more power.

Very truly yours,


GARY H. BALLON
Information Technology Officer I

Noted:


MARGARITO A. CADAYONA Jr. PhD, CESO VI
OIC - Schools Division Superintendents

Approved:

EVELYN R. FETALVERO, CESO IV
Regional Director



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SCHOOLS DIVISION OF CALBAYOG CITY

November 13, 2024

GAUDENCIO C. ALJIBE Jr.
Schools Division Superintendent
Department of Education
Regional Office No. 8
Northern Samar Division
Catarman, Northern Samar

Sir:

Greetings!

The Schools Division of Calbayog City will conduct "**DIVISION TRAINING OF TRAINERS FOR SCHOOL DCP ADOPTION**" on December 5-7, 2024. This will be participated by selected teachers of DCP ELC Batch 2022 and 2023 recipient schools.


In this regard, we would like to request your good Office to allow Mr. Rolando P. Lucencio, Jr., Information Technology Officer I, Division of Northern Samar, to be one of the Resource Speakers for the said event to share his knowledge and expertise to all participants. He will talk on the topic "Advanced Productivity (Word, Excel, PowerPoint, OneNote, OneDrive, Forms, and Power BI).

The Resource Speaker's food and accommodation will be charged through Calbayog City Division's DCP Fund while his travelling expenses will be charged against Northern Samar Division's MOOE.

Your favorable response regarding this request will be highly appreciated.

Thank you and more power.

Very truly yours,


GARY H. BALLON
Information Technology Officer I

Noted:


MARGARITO A. CADAYONA Jr. PhD, CESO VI
OIC - Schools Division Superintendents

Approved:

GAUDENCIO C. ALJIBE Jr.
Schools Division Superintendent