



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Public School District Supervisors
Elementary and Secondary School Heads
Senior High School Teachers
ALS Teachers
Multigrade Teachers
All Others Concerned

FROM: CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: PARTICIPANTS TO STRENGTHENING EDUCATORS WITH OFFLINE
EDUCATIONAL RESOURCES (OER), COLLABORATION AND PRODUCTIVITY
TOOLS USING MICROSOFT OFFICE 365

DATE: November 28, 2019

In relative to Regional Memorandum No. 756, s. 2019, the Department of Education through Information and Communication Technology Service (ICTS) will conduct training for Senior High School Teachers and ICT Coordinators entitled "Strengthening Educators with Offline Educational Resources, Collaboration and Productivity Tools using Microsoft Office 365 at Sevilla Hotel and Resort. See enclosure for the schedule and list of participants.

Participants must register online at this link immediately <http://tinyurl.com/DEPEDICTOFFICE365>. The participants are expected at the venue on December 1, 2019 for the first batch while second batch will be on December 4, 2019. The first meal to be served is afternoon snacks

It is requested that the service credits be granted for the participants in lieu of the training day/s that will fall either holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.

Travel expense shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.

Immediate dissemination and strict compliance of this Memorandum is directed.

DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	11-28-19
By:	Rommel 4:29 pm
Ref. no.	390

SENIOR HIGH SCHOOL TEACHERS PARTICIPANTS

Batch 1 – December 1-4, 2019

No.	District	School	Name
1	Buenavista	Maligaya NHS	Sharah Mirafuentes
2	Unisan	Unisan Integrated School	Anthony Bert Mendoza
3	Tagkawayan	San Isidro NHS	Jayson Celadina
4	Pitogo	Amontay NHS	Raymund Cagalpin Francia
5	Pagbilao	Talipan NHS	Sherwin Diala
6	Lopez West	Cogoring Ibaba NHS	Raymar Francia
7	Atimonan	Katimo NHS	Marissa Bejer
8	Sariaya	Lutucan Integrated NHS	Maria Mina Razon
9	General Luna	SINHS	Mary Jane Devera
10	Macalelon	Calantas NHS	Karen Escobido

ALS TEACHERS PARTICIPANTS

Batch 2 – December 4-6, 2019

No.	District	Name
1	Polillo	Edna Santoalla
2	Lucban	Simon Christopher T. Concepcion
3	Mauban South	Sheryll V. Villa
4	San Antonio	Ma. Criselda D. Agdan
5	Unisan	Joime Anne S. Alabat
6	San Francisco II	Jayson S. Guiao
7	Padre Burgos	Deonel Advincula
8	Atimonan II	Elmira S. Versoza
9	Lopez West	Jay Rey M. Maloles

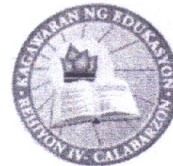
MULTIGRADE TEACHERS PARTICIPANTS

Batch 2 – December 4-6, 2019

No.	District	Name
1	Atimonan I	John Kennett M. Banal
2	Atimonan II	Ramil Cuya
3	Unisan	Alyza P. Arcenal
4	Pitogo	Gil A. Alayan
5	Padre Burgos	Kim A. Magpantay
6	Mauban South	Ann Jeneth O. Collantes
7	Lopez West	Johnedel C. Sevilla
8	General Luna	Jane Rose C. Abrencillo
9	Tagkawayan I	Mel Antonette P. Sarmiento



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : **WILFREDO E. CABRAL**
Director III
OIC, Office of the Regional Director

SUBJECT : PARTICIPANTS TO THE TRAINING FOR SENIOR HIGH SCHOOL
TEACHERS AND ICT COORDINATORS: STRENGTHENING EDUCATORS
WITH OFFLINE EDUCATIONAL RESOURCES, COLLABORATION AND
PRODUCTIVITY TOOLS (MICROSOFT 0365)

DATE : October 21, 2019

1. The Department of Education through the Information and Communications Technology Service (ICTS) shall conduct the Training for Senior High School Teachers and ICT Coordinators: Strengthening Educators with Offline Educational Resources, Collaboration and Productivity Tools (Microsoft 0365) at Sevilla Hotel and Resort on December 1-6, 2019.
2. The activity aims to train the participants on the use of offline educational resources, collaboration and productivity tools. The participants are as follows:

Batch 1 – December 1-4, 2019			
	SDO	Number of Participants	Position
1	Batangas Province	10	SHS Teachers
2	Laguna Province	10	SHS Teachers
3	Quezon Province	10	SHS Teachers
4	Rizal Province	10	SHS Teachers
5	Antipolo City	3	SHS Teachers
6	Lucena City	3	SHS Teachers
7	Tayabas	3	SHS Teachers
8	Batangas City	3	SHS Teachers
9	Lipa City	3	SHS Teachers
10	Tanauan City	3	SHS Teachers
11	San Pablo City	3	SHS Teachers
12	Calamba City	3	SHS Teachers
13	Cavite Province	10	SHS Teachers
14	Binan City	3	SHS Teachers



Trunk Line: (02) 682-5773 / 647-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph



Batch 1 – December 1-4, 2019			
	SDO	Number of Participants	Position
15	Sta Rosa City	3	SHS Teachers
16	Cabuyao City	3	SHS Teachers
17	Cavite City	3	SHS Teachers
18	Bacoor City	3	SHS Teachers
19	Imus City	3	SHS Teachers
20	Dasmariñas City	3	SHS Teachers
21	General Trias City	3	SHS Teachers

Batch 2- December 4-6, 2019		
	SDO	Number of Participants
1	Batangas Province	5 ALS Teachers and 5 Multigrade Teachers
2	Laguna Province	5 ALS Teachers and 5 Multigrade Teachers
3	Quezon Province	9 ALS Teachers and 9 Multigrade Teachers
4	Rizal Province	5 ALS Teachers and 5 Multigrade Teachers
5	Antipolo City	1 ALS Teacher and 1 Multigrade Teacher
6	Lucena City	1 ALS Teacher and 1 Multigrade Teacher
7	Tayabas	1 ALS Teacher and 1 Multigrade Teacher
8	Batangas City	1 ALS Teacher and 1 Multigrade Teacher
9	Lipa City	1 ALS Teacher and 1 Multigrade Teacher
10	Tanauan City	1 ALS Teacher and 1 Multigrade Teacher
11	San Pablo City	1 ALS Teacher and 1 Multigrade Teacher
12	Calamba City	1 ALS Teacher and 1 Multigrade Teacher
13	Cavite Province	5 ALS Teacher and 5 Multigrade Teacher
14	Binan City	1 ALS Teacher and 1 Multigrade Teacher
15	Sta Rosa City	1 ALS Teacher and 1 Multigrade Teacher
16	Cabuyao City	1 ALS Teacher and 1 Multigrade Teacher
17	Cavite City	1 ALS Teacher and 1 Multigrade Teacher
18	Bacoor City	1 ALS Teacher and 1 Multigrade Teacher
19	Imus City	1 ALS Teacher and 1 Multigrade Teacher
20	Dasmariñas City	1 ALS Teacher and 1 Multigrade Teacher
21	General Trias City	1 ALS Teacher and 1 Multigrade Teacher

Technical Working Group		
	Participants	Number of Participants
1	ICT Unit	1
2	FTAD	2
3	PAU	1
4	QAD	1
5	Nurse	1
6	Facilitators	5
7	CLMD	2

- Participants are requested to bring their laptops, extension cords, battery pack, and portable Wi-Fi.

4. Participants should register online at this link [http:// tinyurl.com/DEPEDICTOFFICE365](http://tinyurl.com/DEPEDICTOFFICE365) for the Microsoft account.
5. Participants are expected to be at the venue on December 1, 2019 for the first batch while second batch will be on December 4, 2019. The first meal to be served is afternoon snacks.
6. It is requested that the compensatory time-off (CTO) be granted to the participants in lieu of the training day/s that will fall on either holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.
7. Travel expenses based on the most economical fare shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. For inquiries, please contact MR. Rey M. Valenzuela, ICT Unit at (02) 647-7487 loc. 414 or email at ict.calabarZON@deped.gov.ph.
10. Immediate dissemination and strict compliance of this Memorandum is directed.

ICT/re y