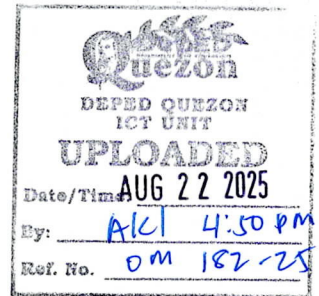




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 August 2025

OFFICE MEMORANDUM
OM No. 182, s. 2025

**ADDENDUM AND CORRIGENDUM TO OM NO. 175 S. 2025 - ICT AND COMMUNICATION
SKILLS ENHANCEMENT FOR SDO NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

In reference to Office Memorandum No. 175 s. 2025 titled ICT and Communication Skills Enhancement for SDO Non-teaching Personnel, this Addendum and Corrigendum is issued to announce the following details:

- Participants are advised to bring their own laptops and extension wires for the workshops.
- Replacement of other participants in the issued Office Memorandum.

Participants	Replacement
Lara Coronacion	Sheena Mae Añonuevo
April Martinez	Maylene G. Bacus
Nenita Orejola	Maricel A. Fortaleza
Carleen D. Aguila	Kim Carlo C. Remoja
Xyrille Elise O. Gamboa	Heide Gabriel

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(042) 784-0391, (042) 784-0321



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- Additional participants.
 - MADONNA R. EVANGELISTA
 - MICHELLE J. SALVADOR
 - RICHARD E. VEDAÑO
 - JESSICA R. MANATO

Attached is the copy of the training matrix.

Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgodhrds/12/08/2025

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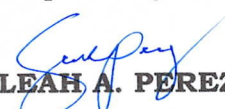


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TRAINING MATRIX

Time	Day 1		Day 2		Day 3
8:00-8:30 am	Registration	7:00-8:00 am	Breakfast	7:00-8:00 am	Breakfast
8:30-9:30 am	PRELIMINARIES and Opening Program National Anthem/ Prayer/ CALABARZON HYMN/ LALAWIGAN NG QUEZON / Quality Policy Statement	8:00-8:30 am	Management of Learning	8:00-8:30 am	Management of Learning
9:30-10:30 am	Essentials of PD Program Proposal	8:30-10:00 am	Demonstration and Presentation of Outputs	8:30-10:00 am	Essential Microsoft 365 Applications
10:30-12:00 am		10:00-12:00 nn		10:00-12:00 nn	
12:00-1:00 pm	Lunch Break	12:00-1:00 pm	Lunch Break	12:00-1:00 pm	
1:00-5:00 pm	Communication Skills and Public Speaking	1:00-3:00 pm	Essential Microsoft 365 Applications	1:00-3:00 pm	Workshop Proper and Presentation of Outputs on Microsoft 365
		3:00-4:00 pm	Essential Microsoft 365 Applications	3:00-4:00 pm	Closing Program
		4:00 – 5:00pm			

Prepared by:


LEAH A. PEREZ
 EPS II, HRDS

Noted by:


JUANITO A. MERLE, EDD
 SGOD Chief

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