



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

March 31, 2025

DIVISION MEMORANDUM

No. 97, s. 2025

CONDUCT OF THE DIVISION LIVE-IN TRAINING OF SCHOOL ICT COORDINATORS ON DCP ADOPTION PROGRAM OF THE DCP RECIPIENT SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisors / OIC-PSDSs
Public Elementary and Secondary School Heads
School and District ICT Coordinators
All others concerned.

1. As digital tools become increasingly central to teaching and learning, educators must keep pace with this evolving landscape. The DCP Adoption Program focuses on integrating technology into daily educational practices, including the use of the Microsoft 365 suite and AI-powered learning tools. However, the success of this integration depends on educators' ability to confidently use and apply these technologies.
2. In line with **DepEd Order No. 16, s. 2023**, dated **July 18, 2023**, titled *Revised Guidelines on the Implementation of the DepEd Computerization Program (DCP)*, this Office, through the **Information and Communication Technology Unit**, hereby announces the **Division Live-In Training for School ICT Coordinators on the DCP Adoption Program**. This training is intended for ICT coordinators from DCP recipient schools and will be held from **April 7 to 9, 2025**, at **Villa Isabel Hotel, Sorsogon City**.
3. This training program is designed to equip school ICT coordinators with the necessary skills and knowledge to effectively implement and train school personnel in the DepEd Computerization Program (DCP) Adoption Program. By the end of the 3-day training, participants will be able to:
 - a. Gain expertise in the use of modern educational methodologies.
 - b. Effectively utilize Microsoft 365 tools (such as OneDrive, Teams, Outlook, Word, Excel, and PowerPoint) in teaching and learning.
 - c. Apply learning accelerators to enhance classroom instruction and support personalized learning.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

- d. Incorporate AI-driven tools and technologies to optimize teaching and improve learning outcomes.
 - e. Develop training strategies for rolling out DCP adoption within their respective schools.
4. The participants in this training are the school ICT coordinators of the recipient schools under the DepEd Computerization Program (DCP) for 2022–2024. The school head must recommend a participant for the training by filling out the online form according to the allocated slots per school using this link: <https://depedsorsogon.com.ph/dcpadoption>. The list of schools is attached as Enclosure No. 2 of this memorandum.
 5. Attendance for all sessions and completion of course requirements, including exams and program evaluation are mandatory. Only those completing all sessions and coursework will receive a Certificate of Completion.
 6. Expenses related to this activity, including meal and accommodation of participants, shall be charged to Program Support Fund for Training of DCP-Recipient Schools Personnel – SARO RO-5-24-0875 subject to usual accounting and auditing rules and regulations.
 7. For information, dissemination and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 





Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Balogo, Sorsogon City

Enclosure No. 1.

EXECUTIVE COMMITTEE

JOSE L. DONCILLO, CESO V
 Schools Division Superintendent
 Overall Chairman

CHERYLL V. BERMUDO
 Assistant Schools Division Superintendent

GINA Q. TAROG
 Chief ES, CID

JOHN REY J. PEREZ
 Chief ES, SGOD

VALENTINA E. HUGO
 Budget Officer

PAUL ANDY D. DEBLOIS
 Accountant

TECHNICAL WORKING GROUP

Focal Person / Program Manager	JOHN C. HIDEA
Logistics Officer	MA. PATRICIA D. MARTIRES
Welfare Officer	BELARDO HADAP JR.
Training / Workshop / Forum Manager	ARVIN E. ESMEÑA
Officer of the Day	JEZELLE D. HIDEA
	ROBERT E. ENRERA
	NELSON G. FURAQUE
Resource Persons	FREDDIERICK C. APULI
	VENUS J. CAHAPAY
	JONATHAN T. RODA
	DICK ANTHONY M. CALLEJA
Facilitators	JENNIFER G. JESALVA
	ALBERT S. LLAVA
	ARA S. MANATA
Secretariat	CHERYL QUINTO
	MAJOY FULO
	JOY FORTE
QAME	ERVIN G. BALASTON
	LEAH H. PERAN
	RONALD D. ESTEVES



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
 Landline: (056) 211-6461
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

Enclosure No. 2

List of DCP 2022-2024 Package Recipient Schools

No.	School ID	School	No. of Participants
1	302212	GALLANOSA NATIONAL HIGH SCHOOL	2
2	302190	BULAN NATIONAL HIGH SCHOOL	2
3	302214	GUBAT NATIONAL HIGH SCHOOL	2
4	302204	DONSOL NATIONAL COMPREHENSIVE HIGH SCHOOL	2
5	302197	CASIGURAN TECHNICAL VOCATIONAL SCHOOL	2
6	302225	MATNOG NHS	2
7	302230	PILAR NATIONAL COMPREHENSIVE HIGH SCHOOL	2
8	302201	CUMADCAD NATIONAL HIGH SCHOOL	2
9	302245	STA. MAGDALENA NHS	2
10	302207	DONSOL VOCATIONAL HIGH SCHOOL	2
11	302236	SALVACION NATIONAL HIGH SCHOOL	2
12	302184	BARCELONA NATIONAL COMPREHENSIVE HIGH SCHOOL	2
13	302187	JUBAN HIGH SCHOOL	2
14	302237	SAN FRANCISCO NATIONAL HIGH SCHOOL	2
15	302222	MAGALLANES NATIONAL HIGH SCHOOL	2
16	302232	PTO. DIAZ NHS	2
17	302192	BULUSAN NHS	2
18	302179	ABUCAY NATIONAL HIGH SCHOOL	2
19	302220	MAGALLANES NATIONAL VOCATIONAL HIGH SCHOOL	2
20	302188	BUHANG NHS	2
21	302180	BAYASONG NATIONAL HIGH SCHOOL - JHS	2
22	302219	MACALAYA NATIONAL HIGH SCHOOL	2
23	302247	TALAONGA NHS	2
24	310002	JP LAUREL HS	2
25	302182	BAGACAY NHS	2
26	302238	SAN ISIDRO NATIONAL HIGH SCHOOL (BULAN)	2
27	302202	DINAPA NHS	2
28	302240	SAN JUAN NATIONAL HIGH SCHOOL	1
29	302241	SAN RAFAEL NHS	1



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

No.	School ID	School	No. of Participants
30	302213	GATE NHS	1
31	302243	SIUTON NHS	1
32	302235	JUPI NATIONAL HIGH SCHOOL	1
33	302189	BULACAO NATIONAL HIGH SCHOOL	1
34	302198	CASTILLA NATIONAL HIGH SCHOOL	1
35	302234	RIZAL NHS	1
36	302196	CALAO NHS	1
37	302195	CADITAN NHS	1
38	302228	ORAS NHS	1
39	302242	SAN ROQUE NHS	1
40	302244	DEL CARMEN MEMORIAL HIGH SCHOOL	1
41	310008	SAN RAFAEL HIGH SCHOOL, PILAR	1
42	310010	TIONG HEN SO MEMORIAL HIGH SCHOOL	1
43	302218	CELSO F. FALCOTELO NHS	1
44	310009	SAN ANTONIO NHS	1
45	302194	CABUGAO NHS	1
46	310006	BANTAYAN NATIONAL HIGH SCHOOL	1
47	302208	DONSOL VOCATIONAL HIGH SCHOOL - GIMAGAAN	1
48	302217	LUNGIB NATIONAL HIGH SCHOOL	1
49	302203	DANAO NHS	1
50	302193	BUTAG NHS	1
51	302221	CAGBOLO NVHS	1
52	302231	PILI NATIONAL HIGH SCHOOL	1
53	501525	PATAG INTEGRATED SCHOOL	1
54	310001	CADANDANAN NATIONAL HIGH SCHOOL	1
55	302199	BUENAVISTA NHS	1
56	302209	DONSOL VOCATIONAL HIGH SCHOOL - GOGON ANNEX	1
57	310005	BAGONG-SIRANG NHS	1
58	501782	SISIGON INTEGRATED SCHOOL	1
59	302216	LAJONG NATIONAL HIGH SCHOOL	1
60	501532	SAN RAFAEL INTEGRATED SCHOOL	1
61	302769	SABLAYAN HIGH SCHOOL	1
62	502085	BATANG INTEGRATED SCHOOL	1
63	502288	QUIRAPI INTEGRATED SCHOOL	1



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

No.	School ID	School	No. of Participants
64	502086	CALATEO INTEGRATED SCHOOL	1
65	502289	CALINTAAN INTEGRATED SCHOOL	1
66	502338	ALEGRIA INTEGRATED SCHOOL	1
67	501781	BARTOLOME G. LEE SR. INTEGRATED SCHOOL	1
68	302227	MILAGROSA NATIONAL HIGH SCHOOL	1
69	114215	RIZAL ELEMENTARY SCHOOL	1
70	114208	BULACAO ELEMENTARY SCHOOL	1
71	114203	ARIMAN ELEMENTARY SCHOOL	1
72	114391	CALAO ELEMENTARY SCHOOL	1
73	302223	MANLABONG NATIONAL HIGH SCHOOL	1
74	113983	BUGTONG ELEMENTARY SCHOOL	1
75	114159	CABUGAO ELEMENTARY SCHOOL	1
76	114158	BANDI ELEMENTARY SCHOOL	1
77	114182	TUBA ELEMENTARY SCHOOL	1
78	114095	STA CRUZ ELEMENTARY SCHOOL	1
79	114087	INLAGADIAN ELEMENTARY SCHOOL	1
80	114250	AÑO G ELEMENTARY SCHOOL	1
81	114251	BACOLOD ELEMENTARY SCHOOL	1
82	114288	BITON ELEMENTARY SCHOOL	1
83	310007	BITON HIGH SCHOOL	1
84	114291	CADITAN ELEMENTARY SCHOOL	1
85	114074	SAN ROQUE ELEMENTARY SCHOOL	1
86	114070	SAN ISIDRO ELEMENTARY SCHOOL	1
87	302211	GABAO NATIONAL HIGH SCHOOL	1
88	114027	SAN FRANCISCO ELEMENTARY SCHOOL	1
89	302239	SAN JUAN BAG-O NATIONAL HIGH SCHOOL	1
90	302210	FG GLUA HIGH SCHOOL	1
91	114025	R GERONA ELEMENTARY SCHOOL	1
92	302233	QUEZON NATIONAL HIGH SCHOOL	1
93	302200	CULASI NATIONAL HIGH SCHOOL	1
TOTAL			120



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

Enclosure No. 3

TRAINING MATRIX

Time	Duration	TOPICS	Resource Person
Day 1			
7:00am -8:00am		Registration	
8:00am-8:45am		Preliminaries, Checking of Attendance, Program Overview	
8:45am - 9:40am	55	M365 Overview	JONATHAN T. RODA
9:40am - 10:00am		Health Break	
10:00am - 12:00nn	120	Microsoft OneDrive	FREDDIERICK C. APULI
12:00nn-1:00pm		LUNCH	
1:00pm - 2:30pm	90	Microsoft Outlook	DICK ANTHONY M. CALLEJA
2:30pm-3:00pm	30	Microsoft Teams	JONATHAN T. RODA
3:00pm - 3:20pm		Health Break	
3:20pm - 4:00pm	40	continuation of Microsoft Teams	
4:00pm - 5:00pm		Hands-on Workshop / Exit Quizzes / Evaluation	
Day 2			
8:00am-8:20am		Preliminaries, Checking of Attendance, Management of Learning	
8:20am-9:30am	70	Microsoft Excel	DICK ANTHONY M. CALLEJA
9:30am-9:50am		Health Break	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Balogo, Sorsogon City

Time	Duration	TOPICS	Resource Person
9:50am -10:30am	40	Continuation of Microsoft Excel	
10:30am - 12:00nn	90	Microsoft PowerPoint	VENUS J. CAHAPAY
12:00nn-1:00pm		LUNCH	
1:00pm -2:30pm	90	Microsoft Word	VENUS J. CAHAPAY
2:30pm-3:30pm	60	Learning Accelerators	FREDDIERICK C. APULI
3:30pm-3:50pm		Health Break	
3:50pm - 4:30pm	40	Continuation of Learning Accelerators	
4:30pm-5:00pm		Hands-on Workshop / Exit Quizzes / Evaluation	
Day 3			
8:00am-8:20am		Preliminaries, Checking of Attendance, Program Overview	
8:20am - 9:30am	70	Microsoft Forms	JONATHAN T. RODA
9:30am- 9:50am		Health Break	
9:50am-10:30am	40	Continuation of Microsoft Forms	
10:30am-12:00nn	90	Microsoft OneNote	VENUS J. CAHAPAY
12:00nn - 1:00pm		LUNCH	
1:00pm-3:30pm		Hands-on Workshop / Exit Quizzes / Evaluation	
3:30pm- 3:50pm		Health Break	
3:50pm - 5:00pm		Closing Program	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph