



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

14 February 2025

SCHOOL MEMORANDUM

No. 032, s. 2025

CONDUCT OF SCHOOL-BASED ICT TRAINING TITLED “ENHANCING TEACHING EFFICIENCY THROUGH MICROSOFT PRODUCTIVITY TOOLS”

To: All Teaching and Non-Teaching Personnel

1. Every February, the Philippines celebrates National **ICT Month**, highlighting the role of technology in education, governance, and development. This initiative promotes digital skills for educators to enhance teaching and learning. In support of the Department of Education’s initiative to enhance digital literacy and technology integration in teaching and learning, our school will conduct a **School-Based ICT Training Titled “Enhancing Teaching Efficiency Through Microsoft Productivity Tools”** on **February 18, 25, and March 4, 2025**, from **11:00 AM to 2:00 PM**, at **Luis Y. Ferrer Jr. North National High School – Admin Building Junction Hall**.
2. The objectives of the training are as follows:
 - a. **reinforce** the foundational skills in Microsoft productivity tools (e.g., Word, Excel, PowerPoint, Teams) among teachers, ensuring the effective application of these tools in daily teaching and administrative tasks;
 - b. **enhance** lesson planning, content creation, and data management through the utilization of Microsoft tools, promoting efficiency and organization in classroom instruction and school operations; and
 - c. **empower** teachers to integrate Microsoft productivity tools into their instructional strategies, fostering interactive, collaborative, and student-centered learning experiences in alignment with the DepEd Computerization Program’s goals for 21st-century education.
3. Participants to this training are all teaching and non-teaching personnel.
4. Participants are expected to bring laptops, extension cords, and back up internet service.



Address: Phase VI, Wellington Place, Pasong Camachile II, Trias City, Cavite, Philippines 4107
Contact Numbers: (046) 884-15-68 / 09177146495
Email Address: 307823@deped.gov.ph

Doc. Ref. Code	SM-001	Rev	00
Effectivity	09.20.21	Page	1 of 2





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5. All identified participants are enjoined to attend and actively engage in the training.
6. Attendance to the said training shall be strictly monitored.
7. Attached herewith is the approved **Training Program Proposal** with **Training Matrix** and **Technical Working Group**.
8. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


NANETH P. SALVADOR, EdD
Principal I

JAMB/SM No. 032, s. 2025
02/14/2025



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Enclosure C. Training Matrix

School-based ICT Training titled “Enhancing Teaching Efficiency Through Microsoft Productivity Tools”

Day 1 – February 18, 2025		
Time	Activities	Personnel Involved
10:50 AM – 11:00 AM	Registration	Angel Mae P. Macarandang and Sharmaine M. Villedo
11:00 AM – 11:15 AM	Opening Program Preliminaries National Anthem Prayer	Audio-Visual Presentation
11:15 AM – 11:20 AM	Roll Call	Subject Coordinator and Focal Person
11:20 AM – 11:25 AM	Welcome Remarks	Naneth P. Salvador, EdD <i>Principal I</i>
11:25 AM – 11:35 AM	Inspirational Message	Arlene M. Hernandez <i>PSDS, Cluster 9</i> Jofit P. Dayoc <i>EPS, TLE</i>
11:35 AM – 11:40 AM	Introduction of the Resource Speaker	Master of Ceremonies
11:40 AM – 01:40 PM	Session 1.1 “Microsoft 365 Overview”	Edwin P. Santos <i>Teacher I</i>
	Session 1.2 “Microsoft Forms”	Krystell Mae Y. Gregorio <i>Teacher I</i>
	Session 1.3 “Microsoft OneDrive”	Joy Ann M. Banning <i>Teacher I</i>
11:40 AM – 01:55 PM	Output Presentation and Q and A	Master of Ceremonies Participants Resource Speakers
01:55 PM – 2:00 PM	Reminders for the Next Session and Evaluation	Master of Ceremonies
Romeo Jr. J. Dolor <i>Master of Ceremonies</i>		





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Day 2 – February 25, 2025		
Time	Activities	Personnel Involved
10:50 AM – 11:00 AM	Registration	Angel Mae P. Macarandang and Sharmaine M. Villedo
11:00 AM – 11:20 AM	MOL	TLE Department
11:20 AM – 11:25 AM	Roll Call	Subject Coordinator and Focal Person
11:25 AM – 01:40 PM	Session 2.1 “MS Copilot”	Edwin P. Santos <i>Teacher I</i>
	Session 2.2 “MS Teams”	Krystell Mae Y. Gregorio <i>Teacher I</i>
	Session 2.3 “MS SharePoint”	Joy Ann M. Banning <i>Teacher I</i>
11:40 AM – 01:55 PM	Output Presentation and Q and A	Master of Ceremonies Participants Resource Speakers
01:55 PM – 2:00 PM	Reminders for the Last Session and Evaluation	Master of Ceremonies
Lea M. Dasas <i>Master of Ceremonies</i>		
Day 3 – March 04, 2025		
Time	Activities	Personnel Involved
10:50 AM – 11:00 AM	Registration	Angel Mae P. Macarandang and Sharmaine M. Villedo
11:00 AM – 11:20 AM	MOL	MAPEH Department
11:20 AM – 11:25 AM	Roll Call	Subject Coordinator and Focal Person
11:25 AM – 01:25 PM	Session 3.1 “MS Word”	Edwin P. Santos <i>Teacher I</i>
	Session 3.2 “MS PowerPoint”	Krystell Mae Y. Gregorio <i>Teacher I</i>
	Session 3.3 “MS Excel”	Joy Ann M. Banning <i>Teacher I</i>
11:25 AM – 01:35 PM	Output Presentation and Q and A	Master of Ceremonies Participants Resource Speakers
01:35 PM – 2:00 PM	Closing Program	Master of Ceremonies
	Challenge	Erwin A. Asugui <i>Master Teacher I</i>





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	Accepting the Challenge	Manolo L. Barles <i>TIC – LYFJNNHS - Parklane Annex</i>
	Closing Remarks	Naneth P. Salvador, EdD <i>Principal I</i>
	Day 3 - Evaluation	
Margie D. Rodriguez <i>Master of Ceremonies</i>		

Enclosure D. List of Management Staff with Corresponding Committee Assignments

EXECUTIVE COMMITTEE

JOFIT P. DAYOC
EPS, TLE

ARLENE M. HERNANDEZ
PSDS, Cluster 9

NANETH P. SALVADOR, EdD
Principal I

ERWIN A. ASUGUI
Master Teacher I

PROGRAM MANAGEMENT TEAM

Committee	Chairperson/s	Co-Chairperson/s
Planning	Joy Ann M. Banning	Krystell Mae Y. Gregorio Edwin P. Santos
Program and Invitation	Krystell Mae Y. Gregorio	Lyca Vanesa L. Neo
Information and Communication	Ryan Edel S. Abueg	Carol L. Lumukso
Registration and Certificates	Angel Mae E. Plata	Sharmaine M. Villedo
Documentation (Accomplishment Report and Photo Documentation)	Apple Claire A. Canillo Irine D. Macalindong	Antonieta S. Muñoz Alaine C. Castor Anna Ruby O. Garcia Jessa Mae T. Teodosio
Accommodation/ Technical/Clearing Away	Edwin Santos Emmanuel C. Abando	Victor Matipo
Food and Refreshment	Janet G. Asis	All TLE Teachers
QATAME	Kimberly Rose E. Manipud	Chris C. Gapusan





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Enclosure E. Terms of Reference

EXECUTIVE COMMITTEE

- Serves as overall decision and policy making body in coordination with the technical working teams.
- Monitors the timeline in the conduct of the training.

PLANNING COMMITTEE

- Drafts and submits the training program proposal for approval.
- Finalizes the training/program matrix and communicates the same to all the teams.
- Directs the flow of the training.

PROGRAM AND INVITATION COMMITTEE

- Designs and drafts program for the training.

INFORMATION AND DISSEMINATION COMMITTEE

- Disseminates and informs the participants about all the details and updates of the training.

REGISTRATION/CERTIFICATE COMMITTEE

- Provides registration sheet for all the participants.
- Monitors and keeps records of participants' attendance during the training.
- Prepares certificates for the participants and the resource speaker.

DOCUMENTATION TEAM

- Records the proceedings of the training.
- Compiles all the documents related to the training.
- Organizes the documents and submits to the executive team.
- Records the entire training in pictures and in videos.
- Prepare and submit Accomplishment Report to the Executive Team.

ACCOMMODATION/TECHNICAL/CLEARING AWAY

- Coordinates with the personnel in charge of the venue to be used.
- Prepares chairs, presidential tables, LCD projectors, or Power Point presentations as needed.
- Leads the clearing out of equipment and chairs after the training.

FOOD AND REFRESHMENT COMMITTEE

- Prepare and serve food and refreshments.
- Ensure timely distribution to participants.

QUALITY ASSURANCE TECHNICAL ASSISTANCE MONITORING AND EVALUATION (QATAME)

- Ensures that Quality Assurance (QA) standards and regulations are met by the organizing committee in the conduct of the training.
- Consolidates feedback/evaluation and submits quality assurance report of the training.

