

# 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

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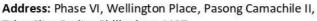
- 5. All identified participants are enjoined to attend and actively engage in the training.
- 6. Attendance to the said training shall be strictly monitored.
- 7. Attached herewith is the approved **Training Program Proposal** with **Training Matrix** and **Technical Working Group.**
- 8. Immediate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

NANETH P. SALVADOR, EdD

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, 202 Time	Activities	Personnel Involved
<u> 1 me</u>	Activities	Angel Mae P.
10:50 AM - 11:00 AM	Dogistustian	Macarandang and
10:50 AM – 11:00 AM	Registration	Sharmaine M. Villedo
	Opening Program	Sharmanie M. Villedo
	Preliminaries	
11:00 AM – 11:15 AM	National Anthem	Audio-Visual Presentation
	Prayer	
11.15 AM 11.00 AM		Subject Coordinator and
11:15 AM – 11:20 AM	Roll Call	Focal Person
11:20 AM – 11:25 AM	Welcome Remarks	Naneth P. Salvador, EdD
11.20 AW - 11:23 AW	welcome Kemarks	Principal I
		Arlene M. Hernandez
	NETS TO ASSOCIATE PROCESSOR AND ADMINISTRA	PSDS, Cluster 9
11:25 AM – 11:35 AM	Inspirational Message	
		Jofit P. Dayoc
		EPS, TLE
11:35 AM - 11:40 AM	Introduction of the	Master of Ceremonies
- 926 Line (3.24 1920 co. 1956 - 1915 de 1915 ) - Line (1.35 1916 ) 1916 - 1916 (1.45 1916 ) 1916 (1.45 1916 ) - Line (1.45 1916 ) 1916 - 1916 (1.45 1916 ) 1916 (1.45 1916 ) 1916 (1.45 1916 ) 1916 (1.45 1916 ) 1916 (1.45	Resource Speaker	DI DO
	Session 1.1	Edwin P. Santos
	"Microsoft 365 Overview"	Teacher I
	Session 1.2	Krystell Mae Y. Gregorio
11:40 AM - 01:40 PM	"Microsoft Forms"	Teacher I
11.40 AM = 01.40 FM	MICIOSOIT FOIMS	Teacher 1
	Session 1.3	Joy Ann M. Banning
	"Microsoft OneDrive"	Teacher I
		Master of Ceremonies
11:40 AM - 01:55 PM	Output Presentation and	Participants
	Q and A	Resource Speakers
01:55 PM – 2:00 PM	Reminders for the Next	Master of Ceremonies
01:55 PM - 2:00 PM	Session and Evaluation	waster of Ceremonies
	Romeo Jr. J. Dolor	
	Master of Ceremonies	





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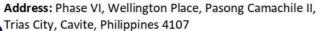
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PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

Time	Activities	Personnel Involved
<u>1 ime</u>	Activities	A DE MANUEL SANCES
10 50 434 11 00 434		Angel Mae P.
10:50 AM – 11:00 AM	Registration	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
11.20 IIII	Managarine Anthera in a mail de la partie del partie de la partie de la partie de la partie de la partie de l	Focal Person
	Session 2.1	Edwin P. Santos
	"MS Copilot"	Teacher I
	Session 2.2	Versatell Man V. Crossorie
11.05 AM 01.40 DM	"MS Teams"	Krystell Mae Y. Gregorio
11:25 AM – 01:40 PM	"MS Teams"	Teacher I
	Session 2.3	Joy Ann M. Banning
	"MS SharePoint"	Teacher I
		Master of Ceremonies
11:40 AM - 01:55 PM	Output Presentation and	Participants
	Q and A	Resource Speakers
	Reminders for the Last	***
01:55 PM – 2:00 PM	Session and Evaluation	Master of Ceremonies
	Lea M. Dasas	I
	Master of Ceremonies	
Day 3 - March 04, 2025		
Time	Activities	Personnel Involved
		Angel Mae P.
10:50 AM - 11:00 AM	Registration	Macarandang and
10,0011111	2108.01.0101	Sharmaine M. Villedo
11:00 AM - 11:20 AM	MOL	MAPEH Department
	993 (6.20)	Subject Coordinator and
11:20 AM – 11:25 AM	Roll Call	Focal Person
	Session 3.1	Edwin P. Santos
	"MS Word"	Teacher I
	MS WORD	Teacher 1
	Session 3.2	Krystell Mae Y. Gregorio
11:25 AM - 01:25 PM	"MS PowerPoint"	Teacher I
11.2011		
	Session 3.3	Joy Ann M. Banning
	27.84 L 27.25 C 28.84 C 27.55	
	"MS Excel"	Teacher I
	5/10 60-60 80 80 18	Teacher I  Master of Ceremonies
11:25 AM – 01:35 PM	Output Presentation and	VEX.17.5 (19.77) 255 (19.57) (19.77)
11:25 AM – 01:35 PM	5/10 60-60 80 80 18	Master of Ceremonies
11:25 AM – 01:35 PM	Output Presentation and Q and A	Master of Ceremonies Participants
11:25 AM – 01:35 PM 01:35 PM – 2:00 PM	Output Presentation and	Master of Ceremonies Participants Resource Speakers







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PHASE VI, WELLINGTON F	PLACE, PASO	NG CAM	ACHILE I	I, GENERA	L TRIAS CITY, CAVIT	E
	*			r consessor 1	11.1	

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

# 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.





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