



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

July 27, 2026

DIVISION MEMORANDUM

OSDS-2026- 132

**EMPOWERING FRONTLINERS: A TRAINING WORKSHOP IN ADVANCE ICT
FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Unit/Section Heads
SDO Proper Personnel
School-based Non-Teaching Personnel
This Division

1. In line with the Department of Education's commitment to continuous learning and professional development, the Schools Division Office of Tacurong will conduct the **Empowering Frontlines: A Training-Workshop on Advanced ICT for Non-Teaching Personnel** on **August 5-6, 2026** at **Angels Food and Catering Services, 4th Block, Fernandez Subdivision, Tacurong City**.
2. The activity aims to:
 - a) enhance the advanced ICT competencies of non-teaching personnel based on their identified Individual Development Needs (IDNs) to improve work performance and productivity;
 - b) develops personnel's proficiency in utilizing advanced digital tools and applications to support efficient, accurate, and technology-enabled service delivery; and
 - c) strengthens personnel's capability to integrate ICT solutions into daily work processes in support of DepEd's digital transformation initiatives and continuous professional development.
3. Participants are the SDO-based and school-based non-teaching personnel. 100% attendance of identified participants is expected.
4. All participants are advised to bring laptop.
5. Expenses to be incurred relative to the said Training shall be charged to the Division HRTD funds subject to accounting and auditing rules and regulations.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong_city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

6. Enclosed are the Training Matrix and the List of Participants for ready reference.
7. Immediate dissemination and compliance of this memorandum is desired.

CARLOS G. SUSARNO, PhD., CESO VI
Assistant Schools Division Superintendent
Officer -in - Charge
Office of the Schools Division Superintendent

Enclosures: As stated
References: IDP; HRD-NTP Program
Allotment:
To be indicated in the Perpetual Index under the following subjects:

DEVELOPMENT TRAINING PERSONNEL

ZBP/ADMIN/DM/EMPOWERING FRONTLINERS: A TRAINING WORKSHOP IN ADVANCE ICT/ JULY 27,2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

Program Schedule

TIME:	ACTIVITIES
Day 1	
7:30 – 8:30 A.M	Registration
8:30 – 9:00 A.M	Opening Program/ Preliminaries
9:00 – 10:00 A.M	What's New in Microsoft 365
10:00 – 12:00 NN	OneDrive for Document Management
12:00 – 1:00 P.M	BREAK
1:00 – 3:00 P.M	Motivational Speaker
3:00 – 4:00 P.M	Microsoft Forms and Digital Data Collection
4:00 – 5:00 P.M	AI for Productivity
Day 2	
8:30 – 12:00 NN	• Advanced Excel Functions for day -to- day Work • Workshop
12:00 – 1:00 P.M	BREAK
1:00 – 3:00 P.M	Hands- On Activity
3:00 – 4:00 P.M	Presentation of Outputs
4:00 – 5:00 P.M	• Wrap -up • Closing Program



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

MANAGEMENT TEAM:

- 1. CARLOS G. SUSARNO, Ph.D., CESO VI**
- OIC- Schools Division Superintendent
- 2. GILBERT B. BARRERA, CESE**
- Assistant Schools Division Superintendent
- 3. ZENAIDA B. PORRAS AO-V**
- Training Director
- 4. MA. DIANNE JOY R. DELA FUENTE**
- Senior Education Program Specialist
- HRTD In- Charge
- 5. MOHANI M. PAGUITAL**
- Senior Education Program Specialist
- Monitoring and Evaluation

RESOURCE PERSON:

- 6. JOEY M. LOZANO**
- 7. REX LOUIS P. RONCESVALLES**
- 8. INVITED MOTIVATIONAL SPEAKER**

List of Participants:

1	ALBARAN, GLORY GRACE CABAGAY	ADMINISTRATIVE OFFICER II	SCHOOL
2	ABENOJA, ADELPA AMBI	ADMINISTRATIVE OFFICER II	SCHOOL
3	VILLA, MENARD-DENCE SALIGAN	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
4	TORING, MARIALINA ARSENIO	ADMINISTRATIVE OFFICER II	SCHOOL
5	ESTANISLAO, DOREEN LOU JANOTO	ADMINISTRATIVE OFFICER II	SCHOOL
6	QUIBUYEN, CHINNIE BETITO	ADMINISTRATIVE OFFICER II	SCHOOL
7	LAVALLE, JOSIE EXCISO	ADMINISTRATIVE OFFICER II	SCHOOL
8	DUADUA, JACQUELINE FLORES	ADMINISTRATIVE OFFICER II	SCHOOL
17	RIVERAL-EGING, RODNA NAWAL	ADMINISTRATIVE OFFICER II	SCHOOL
18	RUELAN, SARRAH JANE GALBAROLI	ADMINISTRATIVE OFFICER II	SCHOOL
19	PAMPOSA, GRACE ARDONIA	ADMINISTRATIVE OFFICER II	SCHOOL
20	COSTAS, DANIEL ESPADON	ADMINISTRATIVE OFFICER II	SCHOOL
21	FABRIGAR, CLARISE GARCIA	ADMINISTRATIVE OFFICER II	SCHOOL
22	CARVAJAL, ROSELLE TORRUBIA	ADMINISTRATIVE OFFICER II	SCHOOL



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Nos: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org

Doc. Ref. No.	Template PPA	Rev	1
Effectivity	[Comments]	Page	5 of 9



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

23	SEGURA, PAULO MIGUEL CAJANDIG	ADMINISTRATIVE OFFICER II	SCHOOL
24	PAMA, REY MARK BOTE A	ADMINISTRATIVE OFFICER II	SCHOOL
25	DORADO, MICHELLE MATILOS	ADMINISTRATIVE OFFICER II	SCHOOL
26	LEYNES, RAIZA GRACE OAMIL	ADMINISTRATIVE OFFICER II	SCHOOL
27	ROSALES, KRIZLE CASPILLO	ADMINISTRATIVE OFFICER II	SCHOOL
28	ARROZA, HEAVEN GRACE BUENDICHO	ADMINISTRATIVE OFFICER II	SCHOOL
29	MACAILING, GEOSALYN LEAL	ADMINISTRATIVE OFFICER II	SCHOOL
30	CELENDRO, KATHRYNA SOLATORIO	ADMINISTRATIVE OFFICER II	SCHOOL
31	SANDIG, RADDY PATINGO	ADMINISTRATIVE OFFICER II	SCHOOL
32	SEBASTIAN, CHARIEBEN BANGIT	ADMINISTRATIVE OFFICER II	SCHOOL
33	DASMARIÑAS, GLAIZA SANTANDER	ADMINISTRATIVE OFFICER II	SCHOOL
34	LOZANO, CATHERINE MARQUEZ	ADMINISTRATIVE OFFICER II	SCHOOL
35	PACLIBAR, CONCEPCION GUMERA	ADMINISTRATIVE OFFICER II	SCHOOL
36	QUINES, MERRY QUEEN SEREDICA	ADMINISTRATIVE OFFICER II	SCHOOL
37	DAROS, CLEO IRENE INES	ADMINISTRATIVE OFFICER II	SCHOOL
38	VILLAMOR, MERRY ANN SEGURA	ADMINISTRATIVE OFFICER II	SCHOOL
39	SESPENE, RALPH JAN PUJEDA	ADMINISTRATIVE OFFICER II	SCHOOL
40	GARCIA, CHARLOTE MOSQUEDA	ADMINISTRATIVE OFFICER II	SCHOOL
41	PO, LEONORA RUÑA	PROJECT DEVELOPMENT OFFICER II	DIVISION OFFICE
42	MOISES, BRENDON ANDONE	PROJECT DEVELOPMENT OFFICER I	DIVISION OFFICE
43	BAYUGOS, JOHN GUMBAN	PROJECT DEVELOPMENT OFFICER II	DIVISION OFFICE
44	CABALFIN, MARK JOHN COCOY	PROJECT DEVELOPMENT OFFICER I	SCHOOL
45	LOPEZ, MONALYN ALBITO	PROJECT DEVELOPMENT OFFICER I	SCHOOL
46	LAMITA, KAITLYN DEEN BUENDICHO	PROJECT DEVELOPMENT OFFICER I	SCHOOL
47	ORCINADO, ANAVIE AMELISTA	ADMINISTRATIVE ASSISTANT III	SCHOOL
48	FERNANDEZ, SIEGFRED OLAIRA	ADMINISTRATIVE ASSISTANT II	SCHOOL
49	GUMBAN, ANGELIE MIGUEL	ADMINISTRATIVE ASSISTANT III	SCHOOL
50	PELEGRINO, ARIELE BISMAR	ADMINISTRATIVE ASSISTANT II	SCHOOL



Republic of the Philippines
Department of Education
 Region XII
Schools Division Office of Tacurong City

51	SARENO, MARK ANTHONY CABAES	ADMINISTRATIVE ASSISTANT III	SCHOOL
52	BAIRA, ALLIAH MARI PELITRO	ADMINISTRATIVE ASSISTANT II	SCHOOL
53	COLLANTES, JEFFREY ANTONIO	ADMINISTRATIVE ASSISTANT III	SCHOOL
54	PEDREGOSA, NEIL CHRISTIAN PLANTIG	ADMINISTRATIVE ASSISTANT II	SCHOOL
55	PURAZO, FEBRIENE KATE ESTANTE	ADMINISTRATIVE ASSISTANT III	SCHOOL
56	SIMON, ANGEL KRIS GULMATICO	ADMINISTRATIVE ASSISTANT III	SCHOOL
57	LAMITA, J JOVITO	ADMINISTRATIVE ASSISTANT II	SCHOOL
58	FUENTES, HYASETH HOPE BERIN	ADMINISTRATIVE ASSISTANT III	SCHOOL
59	VALDEZ, CATHERINE DUMADAG	ADMINISTRATIVE ASSISTANT II	SCHOOL
60	BATISLAONG, MARICAR SUMAOANG	ADMINISTRATIVE ASSISTANT III	SCHOOL
61	LAMONTE, CHARLENE MOSQUEDA	ADMINISTRATIVE ASSISTANT II	SCHOOL
62	REYES, MARY NELYN SOLIANO	ADMINISTRATIVE ASSISTANT III	SCHOOL
63	ARCAINA, MARY JANE ESTRIBA	ADMINISTRATIVE ASSISTANT II	SCHOOL
64	DELANTAR, CARLO ALEJ TABOC-TABOC	ADMINISTRATIVE ASSISTANT II	SCHOOL
65	GABIAZON, BELINDA BUENO	ADMINISTRATIVE ASSISTANT III	SCHOOL
66	GUERRERO, RODELYN LEAL	ADMINISTRATIVE ASSISTANT II	SCHOOL
67	MARBELLA, DANILO JR. ALISA	ADMINISTRATIVE ASSISTANT II	SCHOOL
68	VILLACRUZ, DEXTONE ALOG	ADMINISTRATIVE ASSISTANT II	SCHOOL
69	PANILA, EDMAR PALADA	ADMINISTRATIVE ASSISTANT II	SCHOOL
70	GABATO, CHARMAINE MAE HOSPITAL	ADMINISTRATIVE ASSISTANT II	SCHOOL
71	PASTORES, MILLENNI FAITH HALAGHAY	ADMINISTRATIVE ASSISTANT II	SCHOOL
72	QUIJADA, GLENNDAILE JOI SAJOR	ADMINISTRATIVE ASSISTANT II	SCHOOL
73	ROJO, PAULINE KAY MARQUEZ	ATTORNEY III	DIVISION OFFICE
74	SOLOMON, JONEL GANTE	ACCOUNTANT III / TWG	DIVISION OFFICE
75	MORADAS, SHERYLL ASUNCION	ADMINISTRATIVE OFFICER V / TWG	DIVISION OFFICE
76	LIMA, VIVIEN ORTILANO	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE
77	TAYAG, JENNIFER CLAIRE ARQUIZA	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE
78	LAYGAN, REA MAY SILVERIO	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE



Republic of the Philippines
Department of Education
 Region XII
Schools Division Office of Tacurong City

79	DE LUNA, LIZA PARCASIO	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE
80	ORCINADO, GLENDA PELITRO	ADMINISTRATIVE OFFICER IV / TWG	DIVISION OFFICE
81	PALADIN, JERALDEN LEGADA	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
82	NICOLAS, ALJOY MARIE AMORES	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
83	ARADANAS, BIBSY - RUBY RUFINO	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
84	APUD, KELVIN MARK ABETO	ADMINISTRATIVE ASSISTANT II	DIVISION OFFICE
85	ALCUNERA, RUBY LYN LAPIDEZ	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
86	BADE, ELLEN ROSE LEGASPI	ADMINISTRATIVE ASSISTANT III/ SECRETARIAT	DIVISION OFFICE
87	LIMONAR, ALDRIN DUADUA	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
88	LUCES, MARIA FE TORRE	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
89	MOSQUEDA, NOVELYN FRIAL	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
90	MOSQUEDA, DAYANARA GALLENTA	ADMINISTRATIVE AIDE III	DIVISION OFFICE
91	ARELLANO, LOUIE LOPEZ	ADMINISTRATIVE AIDE III	DIVISION OFFICE
92	ZAMBRA, SHARON MAY SALAMANCA	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
93	GAMBOA, ALMA SAMSON	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
94	SERON, CHATRYN MAE LLORCA	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
95	QUIJADA, MARY CRIS NAVARRO	ADMINISTRATIVE AIDE III	DIVISION OFFICE
96	CLARITO, JERIEL EDELL VERGARA	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
97	DIAZ, ELJAN SUBIDO	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
98	JACOBO, BEVERLY CORDERO	ADMINISTRATIVE ASSISTANT I	DIVISION OFFICE
99	LAFORTEZA, ELVIRA R.	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
100	MALABOR, RAMILYN T.	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
101	SAJOR, GLENNBELLE GUIA FORTEZ	ADMINISTRATIVE AIDE VI / SECRETARIAT	DIVISION OFFICE
102	BARROGA, JESSELLE ANNE	LEGAL ASSISTANT I/ SECRETARIAT	DIVISION OFFICE



Republic of the Philippines
Department of Education
 Region XII
 Schools Division Office of Tacurong City

Program Schedule

TIME:	ACTIVITIES
Day 1	
7:30 – 8:30 A.M	Registration
8:30 – 9:00 A.M	Opening Program/ Preliminaries
9:00 – 10:00 A.M	What's New in Microsoft 365
10:00 – 12:00 NN	OneDrive for Document Management
12:00 – 1:00 P.M	BREAK
1:00 – 3:00 P.M	Motivational Speaker
3:00 – 4:00 P.M	Microsoft Forms and Digital Data Collection
4:00 – 5:00 P.M	AI for Productivity
Day 2	
8:30 – 12:00 NN	- Advanced Excel Functions for day -to- day Work - Workshop
12:00 – 1:00 P.M	BREAK
1:00 – 3:00 P.M	Hands- On Activity
3:00 – 4:00 P.M	Presentation of Outputs
4:00 – 5:00 P.M	- Wrap -up - Closing Program