



Republic of the Philippines

Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 7, 2022

Division MEMORANDUM

No. 773, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 725, S. 2022 RE: ICT
UPSKILLING FOR THE NEWLY HIRED TEACHING PERSONNEL ON THE USE
OF THE GOOGLE WORKSPACE, MICROSOFT OFFICE, COMPUTER BASIC
TROUBLESHOOTING, AND OER APPLICATIONS**

To: Selected Newly Hired Teachers
Division Information and Communications Technology Unit
This Division

1. As stated in DepEd Memorandum OUA 00-0820-0130 all regular employees and public-school learners of the Department of Education shall be assigned a Microsoft 365 Education user account. To guarantee that the tools on MS365 will be fully utilized, the Schools Division of Surigao del Sur through the Information and Communication Technology (ICT) unit will conduct a 2-day training workshop activity on the use of google workspace, Microsoft office, Canva Graphics, Computer Basic Troubleshooting, and OER Applications that will capacitate the Newly Hired teaching personnel of this Division and to be facilitated by the Information and Communications Technology Unit. This training activity will be conducted on **December 10-11, 2022, via Face-to-Face** and the venue will be at **Gold Bar Restaurant, Tandag City**.
2. The **Day-1** of the Training Workshop is on **December 10, 2022**. The first provision is breakfast, and the participants should arrive before **7:30 AM**.
3. The participants are advised to bring their own modem WiFi and extension wire for the training workshop.
4. Teaching personnel who will attend are entitled to a 2-day service credit in accordance with DepEd Order No. 53, s. 2003 entitled "Updated on the grant of Vacation Service Credits to Teachers".
5. Expenses incurred in this activity for the resource speakers and Division Office personnel shall be charged against 2022 INSET Funds and the participants shall be charged against the local funds subject to usual accounting rules and regulations.
6. Attached in this memorandum the final list of participants and the travel authority.
6. Immediate dissemination of this memorandum is desired.





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SCHOOLS DIVISION OF SURIGAO DEL SUR

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

By the Authority of the Superintendent:

JUNE C. GUERRA
Administrative Officer IV (HRMO II)

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

ICT UPSKILLING

MS365 APPLICATIONS

CANVA GRAPHICS

GOOGLE WORKSPACE

TROUBLESHOOTING

OER APPLICATIONS

MGM-ICT/DM-MEMO- ADDENDUM TO DIVISION MEMORANDUM NO. 725, S. 2022 RE: ICT UPSKILLING FOR THE NEWLY HIRED TEACHING PERSONNEL ON THE USE OF THE GOOGLE WORKSPACE, MICROSOFT OFFICE, COMPUTER BASIC TROUBLESHOOTING, AND OER APPLICATIONS

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No.: W-684-222

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NO.	NAME	POSITION/ DESIGNATION	PERMANENT STATION
1	MARVIN G. MINGUILLAN	ITO I	DO - SURIGAO DEL SUR
2	BILL A. PASCO, ECE	AO-II	DO - SURIGAO DEL SUR
3	PATRICIO C. BAURE	ADAS-III	DO - SURIGAO DEL SUR
4	ERLYN G. MANGADLAO	EPS-II	DO - SURIGAO DEL SUR
5	JOANNE H. BALAN	NURSE II	DO - SURIGAO DEL SUR
6	JOEVANIE DEMAFILES	EPS-II	DO - SURIGAO DEL SUR
7	LIEU GEE KEESHIA C. GUILLEN	PDO-II	DO - SURIGAO DEL SUR
8	KARA MAY PARADERO	AO-II	CAGWAIT DISTRICT OFFICE
9	APRIL JOSEPH A. HUERTE, Ed.D	Master Teacher I	Parang National High School
10	EDMAR L. SAVANDAL	Master Teacher I	New Canaan Elementary School
11	Metham T. Havana	Teacher 1	Cabacungan ES
12	Decemark A. Berdin	Teacher II	Gamut National High School
13	Shaela Mae S. Dela Cruz	Teacher 1	Wakat National High School
14	Michelle Martin Laquilac	Teacher 1	Campbagang Elementary School
15	Maria Krisha L. Subiera	Teacher I	Solomon P. Lozada National High School
16	Mary Claire Megarbio Salinas	Teacher I	La Paz Elementary School
17	Rojohn S. Logronio	Teacher I	Unidad National High School
18	Fritzie R. Lacayanga	Teacher I	Bacolod Elementary School
19	Ma. Theresa O. Cuesta	Teacher I	Parang National High School
20	Jasmin J. Flores	Teacher I	Cantilan NHS
21	Charissa J. Palma	Teacher I	Hinapoyan Elementary School
22	RENZO MARK LEO O. CACHO	TEACHER I	GACUB ELEMENTARY SCHOOL
23	Elden R. Legaspi	Teacher I	Tag-Anito Elementary School
24	Jesus F. Castante	T-I	Pantukan Integrated School
25	Zyra S. Pazo	Teacher I	Uba Elementary School
26	Anmarie B. Ponlaon	Teacher II	Burgos National High School
27	Marloun K. Gasoc	TEACHER II	Hinatuan National Comprehensive High School
28	Lourene May Galgo	Teacher II	Hinatuan National Comprehensive High School
29	Jefferson N. Cabasag	Teacher I	San Miguel Elementary School
30	CHRISTIAN G. LIM	TEACHER I	BIGAAN NATIONAL HIGH SCHOOL
31	Carl Justin O. Consigna	Teacher I	Ibuan Tribal National High School



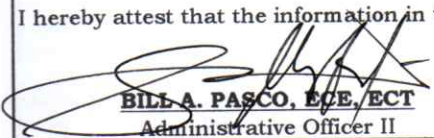
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SCHOOLS DIVISION OFFICE - SURIGAO DEL SUR

32	Lea Marie M. Doliente	Teacher 1	Pakwan Integrated School
33	Mary Joy H. Supan	Teacher 1	R.Moreno Integrated School
34	Chiena Mae Carreon	Teacher I	La Union Elementary School
35	Adrian Sabatin Pontillo	Teacher I	Logdeck Indigenous Community Elementary School
36	Realyn R. Ewa	Teacher I	Davisol Elementary School
37	JEAN MELDRED M. PASAPORTE	SST I	LINGIG NATIONAL HIGH SCHOOL
38	Angel-Ann Francisco	Teacher-II	LINGIG NATIONAL HIGH SCHOOL
39	Stephanie T. Seraspe	Teacher I	Pinanapatan Integrated School
40	Mitchelie R. Oniot	Teacher I	Napanpanan Integrated School
41	Elizabeth G. Peñanueva	Teacher I	Antonio A. Orozco Elementary School
42	Anthony B. Lagura	Teacher I	Margarita K. Yusingko NHS-Pagtilaan Annex
43	Blessel Fe U. Guiral	Teacher I	San Antonio Elementary School
44	Remyann Joy A. Arpilleda	Teacher I	Madrid National High School
45	Irish Mae P. Quimpan	TEACHER I	Mararag Elementary School
46	Artemio L. Oxeniola, Jr.	Teacher I	Mararag National High School
47	Aple S. Banog	Teacher I	Lamela Elementary School
48	Joefel Y. Radam	Teacher II	Gata Integrated School
49	Stephanie M. Silagan	Teacher II	San Roque National High School
50	Junna Louiesa P. Moreno	Teacher 1	Haguimitan Elementary School
51	Judith Olvida Osorio	Teacher 1	Tambonon Elementary School
52	Lea R. Mendero	Teacher 1	Magroyong Elementary School
53	Cresilda V. Mendaña	Teacher I	San Miguel Comprehensive National High School
54	Miraflor S. Viray	TEACHER I	Calatngan Integrated School
55	Mariebertt Julle P. Tajonera	Teacher I	Domingo M. Alimboyong Memorial Integrated School
56	Mary Grace D. Juagpao	Teacher 1	Baruboan Elementary School of Living Tradition
57	Ruth D. Butac	Teacher 1	Magsaysay Elementary School
58	Aicelmae M. Gascon	Teacher II	Tagbina National High School
59	Hanierose T. Galera	Teacher II	Malixi Integrated School
60	Joeross O. Sayon	Teacher I	Carpenito Integrated School
61	Joel D. Gonzales	Teacher II	Maglatab National High School
62	Matet L. Tejor	TEACHER II	Jobar Integrated School
63	Ada B. Laurente	Teacher II	Clarence Ty Pimentel National High School
64	Carmelyn G. Helardes	Teacher I	Awasan Elementary School
65	Sherry Ann B. Pacheco	Teacher 1	Bangsud Integrated School
66	Maika Jessa Fruit A. Medrano	Teacher I	Gamut National High School





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PURPOSE OF TRAVEL (must be supported by attachments)	To attend the UPSKILLING FOR THE NEWLY HIRED TEACHING PERSONNEL ON THE USE OF THE GOOGLE WORKSPACE, MICROSOFT OFFICE, COMPUTER BASIC TROUBLESHOOTING, AND OER APPLICATIONS
Host of Activity	OSDS – Information and Communications Technology Unit/ Marvin G. Minguillan, ITO-I, Bill A. Pasco, AO-II, Patricio C. Baure, ADAS II
Inclusive Dates	December 10-11, 2022
Destination	Gold Bar Restaurant, Mabua, Tandag City, Surigao del Sur
VENUE / DESTINATION	Arena Blanca Resort, Britania, San Agustin
FUND SOURCE:	INSET FUNDS 2022
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
 BILL A. PASCO, ECE/ECT Administrative Officer II	<u>December 7, 2022</u> Date
This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.	
O.B. GILBERT L. GAYRAMA, PhD, CESE Assistant Schools Division Superintendent	_____ Date
APPROVED	
JOSITA B. CARMEN, CESO V Schools Division Superintendent	_____ Date

By the Authority of the Superintendent:


JUNE C. GUERRA
Administrative Officer IV (HRMO II) 12/7/2022

