



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

October 17, 2024

DIVISION MEMORANDUM
NO. 668, S. 2024

FIVE-DAY TRAINING OF TRAINERS ON DCP ADOPTION PROGRAM


To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID & SGOD
Public Schools District Supervisors
Public Schools Head, Elementary & Secondary
All Others Concerned

1. The Department of Education-Division of Sagay City, through the Information and Communication Technology Unit, will hold the **Five-Day Training of Trainers on the DCP Adoption Program** in support of the DepEd Computerization Program (DCP) on **December 2-6, 2024**, in **Acacia Hotel, Bacolod City**.
2. As part of DCP Adoption program that promotes full utilization of DCP computer packages in public schools, this Learning and Development (L&D) event aims to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel as part of the DCP. At the end of this activity, attendees will:
 - Gain expertise in modern educational methodologies, including Blended Learning, television-based learning, and effective use of the Microsoft 365 suite.
 - Apply advanced techniques, such as learning accelerators and artificial intelligence (AI) in education, to create personalized and optimized learning experiences.
 - Develop action plans for rollout and implementation of learned concepts among DCP recipient schools, promoting full utilization of DCP packages.
3. This is face-to-face training for both teachers and newly hired teachers in the Alternative Learning System (ALS). Public Schools District Supervisors are requested to nominate two (2) teachers from each district who are proficient in technology.
4. To ensure the school-based training qualifies for PRC Continuing Professional Development (CPD) accreditation, all nominated participants except from ALS must possess a full-fledged master's degree. Enclosed are the Nomination and PRC Resume Templates, which should be submitted to the ICT Unit on or before **November 8, 2024**.
5. Attached to this memo is the list of facilitators, the program management team and the training matrix. There will be a meeting for facilitators and PMT on **November 8, 2024, 3:00PM** at the Division Conference Room.
6. The transportation, food and accommodation expenses of the participants, facilitators and program management for this activity shall be chargeable against the DCP-Program Support Fund and ALS Fund subject to the usual accounting and auditing rules and regulations. This memorandum also serves as a Travel Authority for all the SDO Sagay City facilitators and program management team.



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7. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination and compliance of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : 4
Reference : OUA-OUT-012524-I4-1
Allotment : N/A
No. of Pages : 3

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

DCP M365 TRAINING OF TRAINERS DCP ADOPTION PROGRAM PRC-CPD ACCREDITED TRAINING



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Enclosure No. 1

SAMPLE NOMINATION MEMORANDUM
DCP Adoption Program: Division Training of Trainers

FOR : MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

FROM : <NAME OF PSDS>
<Position>

SUBJECT : NOMINATED ATTENDEED FROM <DISTRICT/SCHOOL>
TO THE 5-DAY TRAINING OF TRAINERS ON DCP ADOPTION PROGRAM

DATE : <Date Issued>

This memorandum pertains to the 5-Day Training of Trainers (TOT) on DCP Adoption Program in support of the DepEd Computerization Program (DCP) on **December 2-6, 2024**, in **Acacia Hotel, Bacolod City**.

In line with the DCP Adoption Program, aimed at maximizing the utilization of the DCP computer packages in public schools, this Learning and Development (L&D) event seeks to equip potential trainers with a comprehensive understanding of tools and solutions provided to DepEd personnel under DCP.

The following personnel are nominated to participate in the program as DCP TOT Attendees:

Name	Position	Graduate Studies	District & School	DepEd Email	Mobile Number

These teachers have been selected and qualified based on the criteria stipulated on the memorandum. They are expected to attend all in-person sessions and submit the Training Rollout Action Plan for approval by this Office. Furthermore, they will serve as **DCP Trainers** and assist in implementing implement the Action Plan while facilitating capacity building activities for DCP recipient schools.


The transportation, food and accommodation expenses of the participants for this activity shall be chargeable against the DCP-Program Support Fund and ALS Fund subject to the usual accounting and auditing rules and regulations. This memorandum also serves as a Travel Authority for all the participants.

We appreciate your ongoing support.



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Enclosure No. 2

	Professional Regulation Commission
RESUME OF RESOURCE PERSON	

CPD COUNCIL OF/FOR PROFESSIONAL TEACHERS

RECENT 2X2
PICTURE (color
photo with white
background)

☒ Principal ☐ Alternate ☐ Substitute

Part I. Personal Circumstances

Name:	Nickname:
Residence Address:	Contact Details
Business Address:	Landline No.:
	Mobile No. 1:
	Mobile No. 2:
	Email Add.:
Nationality/Citizenship: FILIPINO	

Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

Part II. Track Record

Major Competency Areas	Specialization	Sub-Specialization
		ICT Instructional and administrative Supervision Technical Assistance to School Heads and Teachers Quality assurance of ICT learning resources

Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

Major Achievements, Citations, Recognition and Awards

Date	Title	Awarding Body



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Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company	Inclusive Dates	

Part IV. Other Relevant Information				
Profession/s	TEACHER	License No.	Issued on:	Valid until:
AIPO Membership		National/Chapter		Position
N/A				Date
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:
N/A				Date
<p>I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p>Signature Over Printed Name</p> <p>Date</p>		<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>		



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Enclosure No. 3

FIVE-DAY TRAINING OF TRAINERS ON DCP ADOPTION PROGRAM

FACILITATORS:

1. Marlon L. Solivio
2. Junmarl B. Alongca
3. Roy M. Alberio
4. Leonel P. Sanier
5. Antonette T. Villamor

PROGRAM MANAGEMENT TEAM:

1. Nelson L. Gellera/Jecen Despi
2. Feliciano D. Mercurio
3. Jonah V. Uypico



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Enclosure No. 4

5 DAY TRAINING OF TRAINERS ON DEPED COMPUTERIZATION PROGRAM (DCP) ADOPTION PROGRAM
TRAINING MATRIX

DAY	TIME	ACTIVITY	FACILITATOR/RESOURCE PERSON
Day 1 Dec. 2, 2024	8:00-9:30 AM	Session 1: Exploring the Theoretical and Pedagogical Frameworks of Blended Learning	MARLON L. SOLIVIO
	9:30-9:45 AM	Health Break	
	9:45-12:00 AM	Continuation of Session 1	
	12:00 NN-1:00 PM	Health Break	JUNMARL B. ALCONGA
	1:00- 2:30 PM	Session 2: Beyond Entertainment: Television's Transformative Impact on Education	
	2:30- 2:45 PM	Health Break	
	2:45 PM- 5:00 PM	Continuation of Session 2	
Day 2 Dec. 3, 2024	7:50-8:00 AM	Management of Learning	MARLON L. SOLIVIO
	8:00—9:30 AM	Session 1: Microsoft 365 Overview	
	9:30 - 9:45 AM	Health Break	
	9:45 AM- 11:15 AM	Session 2: Getting Started with Microsoft Outlook	ROY ALBERIO
	11:15 AM-12:00 NN	Session 3: Microsoft Teams: Organize content, create assignment, and assess learners' understanding in Teams	
	12:00 NN-1:00 PM	Health Break	LEONEL P. SANIER
	1:00 PM- 2:00 PM	Continuation of Session 3	



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	2:00 PM- 3:30 PM	Session 4: Microsoft Online Components: One Drive	ANTONETTE T. VILLAMOR
	3:30 PM- 3: 45 PM	Health Break	
	3:45 PM – 5:00 PM	Session 5: Microsoft Online Components: Forms	ROY M. ALBERIO
Day 3 Dec. 4, 2024	7:50-8:00 AM	Management of Learning	
	8:00—9:30 AM	Session 1: Creating a One Note Class Notebook	ANTONETTE T. VILLAMOR
	9:30-10:45 AM	Health Break	
	10:45 AM- 12:00 NN	Session 2: Microsoft Word Interface	JUNMARL B. ALCONGA
	12:00 NN-1:00 PM	Health Break	
	1:00 PM-2:30 PM	Session 3: Basics of Navigating Powerpoint	ROY M. ALBERIO
	2:30 PM-2:45 PM	Health Break	
	2:45 PM- 4:45 PM	Session 4: Microsoft Excel	LEONEL P. SANIER
	4:45 PM- 5:15 PM	Session 5: Reporting a Power BI	
Day 4 Dec. 5, 2024	7:50-8:00 AM	Management of Learning	
	8:00--9:30 AM	Session 1: Support reading fluency practice with Reading Progress using MS Teams and MS Notes	LEONEL P. SANIER



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	9:30-9:45 AM	Health Break	ANTONETTE T. VILLAMOR
	9:45- 10:15 AM	Continuation of Session 1	
	10:15AM-12 NN	Session 2: Develop search strategies with Search Coach and Search Progress in MS Teams	
	12:00 NN – 1:00 PM	Health Break	
	1:00 PM – 1:15PM	Continuation of Session 2	
	1:15 PM – 2:15PM	Session 3: Build social and emotional skills in your classroom community with Reflect in MS Teams	
	2:15 PM – 2:30 PM	Health Break	
	2:30 PM - 3:30 PM	Continuation of Session 3	
	3:30 PM – 5:00PM	Session 4: Empower educators to explore the potential of artificial intelligence	
Day 5 Dec. 6, 2024	8:00 AM – 12:00NN	Session 1: Crafting of Action Plan in the Implementation of the District and School DCP Adoption Program	JUNMARL B. ALCONGA