



Republic of the Philippines
DEPARTMENT OF EDUCATION
Schools Division of San Jose del Monte City



February 26, 2020

SCHOOLS DIVISION MEMORANDUM

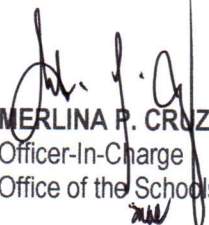
No 072 s. 2020



To: Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

SEMINAR WORKSHOP ON BASIC ICT FOR ASATIDZ AND SCHOOL ALIVE COORDINATORS

1. This Office announces the conduct of Seminar Workshop on Basic ICT for Asatidz and School ALIVE Coordinators under the Madrasah Education Program on March 4-6, 2020 at Marangal National High School.
2. The training aims to enhance the ICT skills for teaching and learning improvement.
3. Participants to this training are (7) School ALIVE Coordinators and (7) Asatidz from each Madrasah Education Program implementing schools.
4. All expenses incidental to the conduct of this Division training shall be charged against Madrasah Education Program (MEP) funds while travelling expenses of the participants shall be charged against local or any available funds subject to the usual accounting and auditing procedures.
5. Participants are required to bring laptop, extension cord, internet connectivity and empty USB/flash drive.
6. Attached as Enclosure Nos. 1 and 2 are the Training Matrix and List of Participants respectively.
7. Immediate and wide dissemination of this Memorandum is enjoined.


MERLINA P. CRUZ, Ph.D., CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

cid/dis/mbf
cn 2020-02-01



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Quality Management System ISO 9001:2015
Certificate Registration No. 50500738 QM15



Inclosure No. 1 to Division Memorandum. 07 s. 2020

TRAINING MATRIX

SEMINAR WORKSHOP ON BASIC ICT FOR ASATIDZ AND SCHOOL ALIVE COORDINATORS
Marangal National High School
March 4-6, 2020

TIME	Day 01	Day 02	Day 03
8:00- 8:20	Registration and Opening Program (Donna Mae A. Pando)	MOL (Edisa G. Bamuya)	MOL (Teresita U. Velasco)
8:20-9:00	Opening Program (Aidah A. Casobidan /Ma.Socorro B. Lindo)	MS Powerpoint (Axl Slash P. Leyson)	Demonstration Teaching
9:00-10:00	MS Word (Jeru Adrian Abdulrahman J. Alcober)		Demonstration Teaching
10:00-10:20	Health Break and Comfort Time	Health Break	Health Break
10:20- 12:00	Workshop/Practical Application	Workshop/Practical Application	Demonstration Teaching
12:00-1:00	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	MS Excel (Ellen O. Altoberos)	MS Publisher (Reymart De Vera)	Demonstration Teaching
3:00-3:20	Health Break	Health Break	Health Break
3:20-5:00	Workshop/ Practical Application	Workshop/Practical Application	Closing Program/Awarding of Certificates

Prepared:

MA. SOCORRO B. LINDO
 PSDS/Division ALIVE Coordinator





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Inclosure No. 2 to Division Memorandum 07 s. 2020

List of Participants

NO.	NAMES	SCHOOL	POSITION/ DESIGNATION	GENDER
1	Ma. Socorro B. Lindo	Division Office	Division ALIVE Coordinator/ Public Schools District Supervisor	F
2	Jaime T. Tugade, Ph. D.	Division Office	Public Schools District Supervisor	M
3	Angelina F. Lim	Division Office	Public Schools District Supervisor	F
4	Elvira S. Daza	Division Office	Public Schools District Supervisor	F
5	Darlan R. Grageda, Jr.	Division Office	Public Schools District Supervisor	F
6	Rogelio G. Sison , Jr	Marangal NHS	Principal I	M
7	Chito M. Reporen	Marangal ES	Principal III	M
8	Lilybeth D. Dasco, Ed.D.	BBB ES	Principal IV	F
9	Flordeliza M. Limon,Ph.D.	BBH ES	Principal IV	F
10	Kimberlee M. de Leon	BBD ES	Principal I	F
11.	Ma. Shirley A. Macawile	Tungkong Mangga ES	Principal IV	F
12.	Dianalyn L. Palaganas,PhD	Graceville ES	Principal II	F
13	Teresita U. Velasco	Tungkong Mangga E/S	Teacher -III	F
14	Lorna M. Cabuhat	BBH E/S	Teacher -III	F
15	Maylein T. Laureano	BBD E/S	Teacher -I	F
16	Edisa G. Bamuya	Marangal NHS	Teacher -I	F
17	Donna Mae A. Pando	Marangal E/S	Teacher -III	F
18	Anna Marie L. Quitain	BBB E/S	Teacher-II	F
19	Rea Rose M. Macaraeg	Graceville E/S	Teacher -I	F
20	Abdulmalic M. Macasalong	Tungkong Mangga E/S	Asatidz	M
21	Abdulwahid Abdulgaffur	BBH E/S	Asatidz	M
22	Abdulhamid M. Amerol	BBD E/S	Asatidz	M
23	Raisalam S. Macatana	Marangal NHS	Asatidz	F
24	Rohaima S. Ampaso	Marangal E/S	Asatidz	F
25	Jamilah H. Abdulrauf	BBB E/S	Asatidz	F
26	Aidah A. Casobidan	Graceville E/S	Asatidz	F
27	Ellen O. Altoberos	Marangal NHS	Teacher -II	F
28	Axl Slash P. Leyson	Marangal NHS	Teacher -I	M
29	Jeru Adrian Abdulrahman J. Alcober	Marangal NHS	Teacher -III	F
30	Reymart De Vera	Graceville E/S	Teacher-I	M

