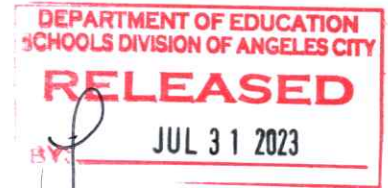




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division Office of Angeles City



28 July 2023

**DIVISION MEMORANDUM**

No. **279**s. 2023

**CONDUCT OF DIVISION TRAINING WORKSHOP OF NON -TEACHING PERSONNEL ON THE ENHANCEMENT OF CORE COMPETENCIES TOWARDS ORGANIZATIONAL EFFECTIVENESS**

To: Assistant Schools Division Superintendent  
OIC-Chief, CID and Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads, Public Elementary and Secondary Schools  
All others Concerned.

1. This is to announce the Conduct of the Division Training Workshop of Non-Teaching Personnel on the Enhancement of Core Competencies Towards Organizational Success on **August 3-4 and 7, 2023**; 8:30 a.m. to 5:00 p.m. at the Gabaldon Hall, Pulungbulu, Angeles City.
2. The training workshop aims:
  - a. to instill a culture of continuous learning among the non-teaching personnel by engaging them in skill development and competency enhancement for their professional growth;
  - a. to equip the non-teaching personnel with essential ICT skills in using Microsoft Excel and MS 365 Productivity tools relevant to their tasks;
  - b. to enhance participants' ability to compose clear, concise, and coherent written communication in various formats, including emails, reports, and official documents;
  - c. to familiarize the participants on the contents of the DepEd Manual of Style (DMOS), which include the standards for language styling, writing, and formatting DepEd issuances and other documents; and
  - d. to explain the DepEd Service Marks and Visual Identity Manual (DSMVIM) to be applied in all DepEd communications, presentations, learning resources, advocacy materials, citations, documentations, and other official collaterals.
3. The participants are the select division and school based non-teaching personnel.
4. The list of participants and training matrix are enclosed for reference:
  - Enclosure 1 – List of Participants



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- Enclosure 2 – Training Matrix
5. Participants are required to bring laptops and extension cords.
  6. Expenses relative to the conduct of this activity shall be charged to ODPNTP Funds subject to the usual accounting, auditing and procurement procedures, rules, and regulations.
  7. For information, guidance, and compliance.

**RONALDO A. POZON, Ph.D. CESO V**  
Schools Division Superintendent

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

TRAINING PROGRAMS  
WORKSHOPS

agg/hrd/  
July 28, 2023



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Enclosure No 1 to Division Memorandum No. 278. 2023

<b>NO</b>	<b>SCHOOL</b>	<b>NAME OF PERSONNEL</b>
1	DIVISION OFFICE (ACCOUNTING OFFICE)	BORDON, LESLEY
2	DIVISION OFFICE (ACCOUNTING OFFICE)	CANASA, MINERVA RIVERA
3	DIVISION OFFICE (ACCOUNTING OFFICE)	MANANSALA, MARGIE JACINTO
4	DIVISION OFFICE (ACCOUNTING OFFICE)	MIRANDA, ANALEE FABIAN
5	DIVISION OFFICE (ACCOUNTING OFFICE)	PINEDA, ROSALYN DAVID
6	DIVISION OFFICE (ACCOUNTING OFFICE)	PONCE, JANE PINEDA
7	DIVISION OFFICE (ACCOUNTING OFFICE)	REYES, JOHN ANGEL QUITO
8	DIVISION OFFICE (BUDGET OFFICE)	AGUINALDO, CHRISTLE LIONGSON
9	DIVISION OFFICE (BUDGET OFFICE)	TORRES, VANESSA JANE CACHAPERO
10	DIVISION OFFICE (CASHIER OFFICE)	SAGUM, MARIA CORAZON TONGOL
11	DIVISION OFFICE (PERSONNEL OFFICE)	CADAG, ROSE BAYONITO
12	DIVISION OFFICE (PERSONNEL OFFICE)	CALMA, MYLA NAVARRO
13	DIVISION OFFICE (PERSONNEL OFFICE)	CHIN, ROSALIE GOMEZ
14	DIVISION OFFICE (PERSONNEL OFFICE)	DAVID, DELMA CHRISTLE CALALANG
15	DIVISION OFFICE (PERSONNEL OFFICE)	JOVEN, RIAN CANO
16	DIVISION OFFICE (SDS OFFICE)	PANGILINAN, KATRINA ICBAN
17	DIVISION OFFICE (ACCOUNTING OFFICE)	VELASQUEZ, CARL ANGELO
18	DIVISION OFFICE (RECORDS)	ANGELES, WILFREDO VELASCO JR.
19	DIVISION OFFICE (SUPPLY)	DELA PENA. KYRHAMAE N
20	DIVISION OFFICE (SUPPLY)	REYES, JOHN SELL S.
21	DIVISION OFFICE (ADMINISTRATIVE OFFICE)	CASTRO, EDHIELYN
22	DIVISION OFFICE (PERSONNEL)	QUILALA, MERRY CHRIS DE LA PEÑA Q.
23	CID	SALDE, RENEN M.



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24	ABELARDO G. TIÑO ES	MUÑOZ, SHEILA GARCIA
25	AIR FORCE CITY ES	TORRES, CHARISSA JOY TURALLO
26	AMSIK IS	CORDOVA STEPHANNIE C
27	AMSIK IS	DE LA ROSA, MICHAEL ANGELO CERERA
28	ANGELES ELEM. SCHOOL	BALINGIT, RACHELLE PAULA GUINTO
29	ANGELES ELEM. SCHOOL	TORRES, ANGELICA SALAS
30	ANUNAS ELEM. SCHOOL	AUSTRIA, VENESA MARIE CRUZ
31	ANUNAS ELEM. SCHOOL	MANIO, NADINE ROSE SALAS
32	APUNG GUIDANG NEPO ES	ZATA, JUDITH CABANELA
33	BELEN HOMESITE ES	CAMILLE YUTUC OCAMPO
34	CUAYAN ES	MORALES, JOCELYN DELA CRUZ
35	CUTCUT ES	CABUYAO, MARY GRACE MALLARI
36	CUTUD ES	GARCIA, RAMON JOAQUIN C
37	DON AMBROCIO MENDIOLA IS	CORPUZ, AIRA PATRICIA M.
38	DON PEPE HENSON ES	MIGUEL, CHRISTIAN VICTOR CHENG
39	DR. CLEMENTE N. DAYRIT SR. ES	BARIN, LANCELOT JUSTINE VITUG
40	DR. CLEMENTE N. DAYRIT SR. ES	ESTEBAN, CHRISTIANNE DESMONTE
41	ENRICA SANDICO ES	PUNZALAN, ARNIE SAMSON
42	EPZA RESETTLEMENT ES	NACPIL, LAWRENZE MANITI
43	EPZA RESETTLEMENT ES	PEROCHE, PATRICIA LOIS OCAMPO
44	GOV. RAFAEL L. LAZATIN IS	SAMONTE, ELYZA GALVEZ
45	GUECO BALIBAGO ES	DEANG, CHRISTIAN M
46	GUECO BALIBAGO ES	GARCIA, GLADYS EULALIA
47	JOSE P. DIZON ES	CUNANAN, HAYDEE DAVID
48	JOSE P. DIZON ES	ESGUERRA, CHRISTINE JOY ESPIRITU
49	LEONCIA VILLAGE ES	CAYANAN, ARSENIA YUTUC
50	LEONCIA VILLAGE ES	PAGUINTO, ERLIZ MERCADO
51	LOURDES NORTHWEST ES	CONCEPCION, IMELDA KILALA
52	LOURDES NORTHWEST ES	ORDOÑEZ, LAURENCE YABUT
53	M. NEPOMUCENO ES	BATIR, MARIA LY-ANN R.
54	MALABAÑIAS IS	BAUTISTA, SAM JOSHUA C.
55	MALABAÑIAS IS	CLARIN, NIÑO BRYAN G.
56	MARISOL BLISS ES	DELA CRUZ, ROSALIND I.
57	NORTHVILLE 15 IS	GARCIA, ANNA RENE VILLANUEVA
58	NORTHVILLE 15 IS	LORIA, GARY JOEL MERCADO
59	PAMPANG ES	ALVAREZ, ARIES VARGAS
60	PAMPANG ES	GONZALES, ARIELLE JUSTINE CAPULONG
61	PINEDA-GUTIERREZ ES	GARCIA, ART ADRIAN CANLAS



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62	PINEDA-GUTIERREZ ES	VERGARA, REYCHELLE DAVID
63	PULUNG CACUTUD ES	TOLENTINO, LALAINA MAE MAMANGUN
64	PULUNGBULU ES	VALENCIA, PRINCESS PUNSALAN
65	SALAPUNGAN ES	CAPATI, EDNA EVARISTO
66	SAN IGNACIO ES	TIMPUG, LUCILA PANLILIO
67	SAPALIBUTAD ES	CADAG, GENESIS OROLFO
68	SAPANG BATO ES	CORTEZ, ROJEN S
69	SITIO PADER ES	PUNZALAN, CAREN G.
70	STA. MARIA ES	RUIZ, QUEENIE CAMILLE VINUYA RUIZ
71	STA. TERESITA ES	VELASQUEZ, MARY ANGELINE ISABELLE CUTIONGCO
72	STA. TERESITA ES	YANGA, JOHN KEVIN TADEO
73	STO. ROSARIO ES	QUINTO, MARY ANNE FLORES
74	STO. ROSARIO ES	RACOMA, JUNEMAR PASCUAL
75	STO. DOMINGO IS	DOCTOR, MONIRA PINGUL
76	STO. DOMINGO IS	PAMINTUAN, LIZA SICAT
77	TACONDO ES	FLORES, PEEJAY M
78	TEODORO P. TIÑO ES	DELA CRUZ, PHILIP CEASAR T
79	VIRGEN DELOS REMEDIOS ES	DELA CRUZ, LOVELY JOY B
80	ACNHS - JHS	HILARIO, KRISTOFFERSON CORTEZ
81	ACNHS - JHS	NUALDA, JOHN JERRYL HIBIONADA
82	ACNHS - JHS	SORIANO, CORAZON ALERRE
83	ACSCI HS - JHS	AYENZA, MARJORIE HABAB
84	ACSCI HS - JHS	MEDINA, JANE SHALLIMAR GABRILLO
85	ACSCI HS - JHS	VITAL, RHODA REYES
86	ANGELES CITY SENIOR HS	QUIAMBAO, ROSELLEP.
87	BVRHS - JHS	FIGUEROA, DELLIA MANUEL
88	BVRHS - JHS	VELASCO, MARC ANTHONY PAJENAGO
89	C.M. RECTO ICT HS	LACSON-MANABAT, WILMA MIRANDA
90	C.M. RECTO ICT HS	LOPEZ, JAN EMMANUEL PANLICAN
91	DR. CLEMENTE N. DAYRIT SR. MHS	DELA CRUZ, ANGELA MA. P.
92	DR. CLEMENTE N. DAYRIT SR. MHS	MAGHUYOP, KARL DAVID
93	FGNMHS - JHS	GOZUN, RONAJOYS CAYANAN
94	FGNMHS - JHS	IGLESIAS, ELLAINE DE GUZMAN
95	FGNMHS - JHS	VILLAR, CHRISTINE EDUVIJES DAVID
96	GRLIS - JHS	JAIME, MARJORIE VERGARA
97	RLLMHS - JHS	BALTAZAR, JOYCE ANN CORTEZ
98	RLLMHS - JHS	DELA PENA, MA LUCIA SAGMIT
99	RLLMHS - JHS	MENDOZA, LORMARIE GRACE LOPEZ
100	SAPANG BATO NHS	TEVES, MAURENE S.



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101	SAPANG BATO NHS	VELASQUEZ, JONATHAN R.
102	SITIO TARGET IS - JHS	PANGILINAN, NIKKO LOUIS N.
103	AC SCIENCE HS - SHS	CORTEZ, JOSEPHINE C.
104	AC SCIENCE HS - SHS	GARCIA, EUGENE S.
105	AC SENIOR HS	AYSON, BERNADETTE ESQUILLO
106	AC SENIOR HS	CALAGUAS, LADY CHARMAINE CARREON
107	ACNHS - SHS	ALEGRE, JOSEPH CORPUZ
108	ACNHS - SHS	ZATA, MARY ANN LANSANGAN
109	ACNTS - SHS	LOZANO, JERICKO NICHOLE S
110	ACNTS - SHS	MATIC, WYNONA KIM P
111	BVRHS - SHS	CABRERA, ADRIAN ALLEN AYSON
112	BVRHS - SHS	RUIZ, JANET NAA
113	FGNMHS - SHS	VIDALLON, CRISTINA GOMEZ
114	RLLMHS - SHS	PARAS, EDNA M.
115	SAPANG BATO NHS - SHS	YUMUL, ZAIRA MAE F.



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Enclosure No 2 to Division Memorandum No. 279s. 2023

Training Matrix

<b>Day 1: August 3, 2023</b>	
<b>Time</b>	<b>Activity</b>
8:00- 8:30	Registration
8:30- 9:00	Opening Program
9:00 -12:00	Microsoft Excel Productivity Tools <ul style="list-style-type: none"><li>➤ <i>Using Formulas and Functions for Common Calculations</i></li><li>➤ <i>Using Excel as a Database: Working with Tables and Lookup Functions</i></li><li>➤ <i>Excel Tips and Tricks for Time-Saving Productivity</i></li></ul>
12:00 -1:00	Lunch Break
1:00 -2:00	<ul style="list-style-type: none"><li>➤ Google Sheets</li><li>➤ Google Forms</li><li>➤ Mail Merging</li></ul>
2:00- 4:00	Workshop
<b>Day 2: August 4, 2023</b>	
<b>Time</b>	<b>Activity</b>
8:00 -8:30	Registration
8:30 -9:00	Management of Learning
9:00 -10:00	Introduction to Microsoft 365: Overview of the suite, Benefits of using Microsoft 365 for productivity and collaboration.
10:00 -11:00	SharePoint Online Collaboration:
11:00 -12:00	Collaborating with Microsoft Teams:
12:00 -1:00	Lunch Break
1:00 - 2:00	Microsoft Forms, Surveys and Polls
2:00 - 3:00	Workshop
3:00 -4:00	
<b>Day 3: August 7, 2023</b>	
<b>Time</b>	<b>Activity</b>
8:00- 8:30	Registration
8:30- 9:00	Opening Program
9:00 -10:00	Presentation of Outputs for Day 1
10:00 -12:00	Written Communication <ul style="list-style-type: none"><li>➤ <i>Using and Writing Emails Efficiently</i></li><li>➤ <i>Workshop</i></li></ul>



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	<p>DepEd Manual of Style</p> <ul style="list-style-type: none"><li>➤ <i>Understanding the Guidelines and Importance</i></li><li>➤ <i>Formatting Official Documents According to DepEd Manual of Style</i></li><li>➤ <i>Using DepEd Style for Memos, Circulars, and Administrative Letters</i></li><li>➤ <i>Proper Use of DepEd Terminology and Language Standards</i></li></ul>
12:00 -1:00	Lunch Break
1:00 -2:00	Workshop
2:00 – 3:00	DepEd Service Manual Visual Identity Marks
3:00 -4:00	Closing Program