



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

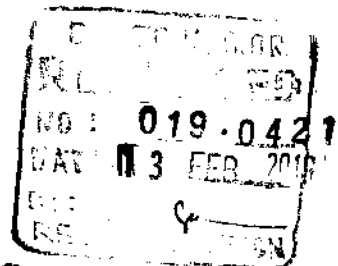
SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net

February 8, 2019

TRAVEL ORDER

No. 197 s, 2019



TO:

DAE P. HABALO	- Division Office
CHARISS R. SIPLON	- Sibulan NHS
LEILA DELA CRUZ	- Mag-aso ES
MARK DAVE VENDIOLA	- Negros Oriental HS

PURPOSE: To attend the Microsoft Office 365 Training for Certified Microsoft Education Ambassadors (MEAs) at the Great Eastern Hotel, 1403 Quezon Avenue, Quezon City, Metro Manila.

DATE OF TRAVEL: February 10-15, 2019

ALLOWED/ CHARGED TO: (ICT's funds subject to the usual accounting and auditing rules and regulations)

- _____ : Registration/ Transportation and other incidental expenses
- / : Per Diems, Transportation & other incidental expenses
- _____ : Incidental Expenses
- _____ : Per Diems

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

2/10/19



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Republic of the Philippines
Department of Education

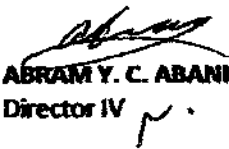
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : MICROSOFT EDUCATION AMBASSADORS (MEAs)

FROM : 
ABRAM Y. C. ABANIL
Director IV

SUBJECT : MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM

DATE : 06 February 2019

In line with the thrust in improving governance by providing tools that allow collaboration among employees in the performance of tasks, the Department of Education – Central Office (DepEd-CO) through the Information and Communications Technology Service (ICTS) and in partnership with Microsoft Philippines will conduct a Microsoft Office 365 (O365) Training for Certified Microsoft Education Ambassadors (MEAs) under DepEd.

The training is scheduled on 11-14 February 2019 (exclusive of travel time). Venue will be at the Great Eastern Hotel located at 1403 Quezon Avenue, Quezon City, Metro Manila. Please refer to Attachment A for the list of the one hundred nineteen (119) identified MEA-trainees.

These MEA have expressed their intent by willingly devoting their time and have an opportunity to assist in developing their fellow educators and employees. As MEA-trainees, they are expected to echo the training on the months of April, May or Semester Break during the activities funded and coordinated with NEAP and BHRD. In addition, the MEAs must have the following attributes to successfully complete the training in their respective areas:

- With demonstrated skill in using Microsoft Office – Word, Excel or PowerPoint
- With demonstrated skill in using the following technologies – email, online forms, collaboration tools
- Comfortable in echoing (repeat) and deliver the training learned to colleagues at work

- Willing to assist their heads of offices and co-workers in the use of O365 applications.

Trainees must have their DepEd email accounts which will be used to access O365 applications. If the DepEd email accounts are inaccessible, please raise the concern to the respective Regional/Division Information Technology Officer (ITO) for immediate action.

Moreover, participants are requested to:

- Test your O365 account by signing-up at <http://www.office.com>. Enter your DepEd email as the username and provide your password. In case the user encounters a problem, please access the following site (<http://bit.ly/o365aberdeem>) and provide the necessary information being asked for.
- Sign up at <http://bit.ly/Office365-training> to secure their slots for the training on Friday, 08 February 2019 and;
- Bring their own laptop devices preferably running on licensed Windows 8/10 operating system and Office 2013/2016.
- Bring extension cord and mobile internet devices.

ICTS will cover the management of the event (including the function rooms, meals, materials, board and lodging) for the attendees. Check-in starts at 2 PM of 11 February 2019 but first meal to be served shall be breakfast on the same date. Check-out will be until 12 NN of 14 February 2019 and dinner is the last meal to be served, however, MEAs living outside NCR are requested to inform the organizers immediately if they intend to check-out on the 15th of February especially those with booked flights already. Further, MEAs hailing from NCR are expected to check-in on the 11th and check-out on the 14th of February.

Travel expenses of pre-determined participants will be downloaded to their respective regions or offices, subject to the usual accounting/auditing rules and regulations. In relation, this memorandum also serves as the ICT Service' request to allow the downloading of funds to the MEA-Trainee's respective SDOs. Refer to Attachment B for the amounts to be downloaded.

For concerns (i.e. email accounts, food preferences, etc.), participants may contact through these means:

- Send an email to icts.usd@deped.gov.ph,
[cc: genesis.fernando@deped.gov.ph](mailto:cc:genesis.fernando@deped.gov.ph) / raven.flores@deped.gov.ph; or
- Call ICTS-USD landline at (02) 633-7264, look for Ms. Nina Bernas

For appropriate action and immediate dissemination.

ATTACHMENT A

Name	Region	Division	Office / School	Position
Brigido James	1	Ilocos Norte	Bacarra National Comprehensive High School	Teacher
Gracey Santiago	1	Ilocos Norte	Sta. Rosa National High School	Teacher
Brando Torio	1	Pangasinan 1	Irene Rayos Ombacn National High School	Teacher
Sharon Maliodem	1	San Carlos	Speaker Eugenio Perez National Agricultural School	Teacher
Lisa Ramos	2	Cagayan Province	Aparri School of Arts and Trades	Teacher
Lolita P. Ragay	2	Ilagan City	Casilagan Elementary School	Teacher
Glenah Taguibao	2	Tuguegarao City	Cagayan National High School	Teacher
Jaycel Lagundi	2	Tuguegarao City	Tuguegarao East central school	Teacher
Virginia Taguinod	2	Tuguegarao City	Taga-Dadda Elementary School	Teacher
Alvin Louie Reyes	3	Angeles City	Francisco G. Nepomuceno Memorial Hig School	Teacher
Anthony Taruc	3	Angeles City	Bonifacio V. Romero High School	Teacher
Maria Mia Soriano	3	Angeles City	Claro M. Recto Information and Communication Technology High School	Teacher
Noel Reganit	3	Angeles City	Division Office of Angeles City	PDO II
Cheyser Charrese C. Gatchula	3	Bataan Province	Limay Senior High School	Teacher
Joan Briz	3	Bataan Province	Mariveles National High School	Teacher
Melbourne Salonga	3	Bataan Province	Limay Senior High School	Teacher
Bryan Behn Merino	3	Mabalacat City	Mt. View Elementary School	Teacher
Jerry Tuazon	3	Mabalacat City	Camachiles National High School	Teacher
Cristoper Liwanag	3	Malolos	Marcelo H. Del Pilar National High school	Teacher
Froilan Pangilinan	3	Malolos	Marcelo H. Del Pilar National High School	Teacher
Aris Mesina	3	Nueva Ecija	Sta. Rita Elementary School	Teacher
Genrose Franco	3	Nueva Ecija	Entablado Elementary School	Teacher
Miguelito Mangilit	3	Nueva Ecija	San Fernando Sur Elementary School	Teacher
Rodel Danganan	3	Nueva Ecija	San Roque Elementary School	Principal I
Ma. Corazon Loja	3	San Jose Del Monte City	Division of San Jose Del Monte City	EPS I
Maria Eleonor Del Rosario	3	San Jose Del Monte City	Division office of San Jose Del Monte	PDO II
Rosemarie Abecia	3	San Jose Del Monte City	Marangal National High School	Teacher
Khristine Ramoya	4A	Antipolo	Mambagan National High School	Teacher
Marieneth Alejandro	4A	Antipolo	Knights of Columbus Elementary school	Teacher

Name	Region	Division	Office / School	Position
Venerando Vergara	4A	Antipolo	San Luis Elementary School	Teacher
Elleden Grace Denosta	4A	Bacoor City	Mambog Elementary School	Teacher
Leomar Paracha	4A	Bacoor City	Mambog Elementary School	Teacher
Levin Pabriaga	4A	Bacoor City	Mambog Elementary School	Teacher
Ferdan De Guzman	4A	Cavite Province	Gen. Mariano Alvarez Technical High School	Teacher
Erliza Matacot	4A	Dasmarinas	Dasmarinas East Integrated High School	Teacher
Junfrancis Villarajo	4A	Dasmarinas	Dasmarinas West National High School	Teacher
Manuel Tagbago	4A	Imus City	Pasong Buaya III Elementary School	Principal I
Zyra Morales	4A	Lucena	Isabang Elementary School	Teacher
Czariza Mariel Mojares	4A	Quezon province	Sipa Elementary School	Teacher
Ann Michelle Medina	4A	Rizal	Tagumpay National High School	Teacher
Noland Santiago	4A	Rizal	Guinayang National High School	Teacher
Joan Kathleen T. Brizuela	4A	Tayabas City	N/A	EPS II
Mymona Kasim	4B	Palawan Province	Sincab Elementary School	Teacher
Arnolfo Bandola	4B	Puerto Princesa	San Miguel national High school	Teacher
Baby Erma Anas	4B	Puerto Princesa	San Miguel national High school	Teacher
Charie Lou Crisostomo	4B	Puerto Princesa	Palawan National High School	Teacher
Emelyn Aborot	4B	Puerto Princesa	Bahile National High School	Teacher
Gerly Ollave	4B	Puerto Princesa	Sta. Monica High School	Teacher
Jedaleih Timbancaya	4B	Puerto Princesa	Palawan National High School	Teacher
Rhea Romero	4B	Puerto Princesa	Palawan National School	Teacher
Rovie Joy Dasmarinas	4B	Puerto Princesa	Sta. Lourdes National High School	Teacher
Michael Montuya	5	Camarines Norte	Mercedes National High School	Teacher
Vicente Medenilla	5	Camarines Norte	Paracle National High School	Teacher
Albert Llava	5	Sorsogon Province	Donsol National Comprehensive High School	Teacher
Mary Jane Lumauag	6	Bacolod City	Emiliano Lizaes National High School.	Teacher
Nee Ann Bulan	6	Bacolod City	Emiliano Lizaes National High School.	Teacher
Paul Quinosa	6	Bacolod City	Bata National High School	Teacher
Margie Solis	6	Iloilo Province	Cawayan National High School	Teacher

Name	Region	Division	Office / School	Position
Carmelo Gatinao	6	Negros Occidental	Tabao National High School	Teacher
Williford Abunas	6	Roxas City	Tanque National High school	Teacher
Leonel Samier	6	Sagay City	Bato National High School	Teacher
Roy Alberio	6	Sagay City	Melchor D. Salcedo Sr. Elementary School	Teacher
Henry Nerizon Jr.	7	Bohol	San Roque Elementary School	Teacher
Leah Vanessa Aton	7	Bohol	Fermin Tayabas National High School	Teacher
Lotlot Cinches	7	Bohol	Cangawa National High School	Teacher
Maria Ivy Apostol	7	Bohol	District of Baclayon	Teacher
Marilyn Jasmine Talan	7	Bohol	Deped Division office of Bohol	Division officer
Eda Flor Arrabis	7	Cebu Province	Consolacion National High School	Teacher
Edlyn Bueno	7	Cebu Province	Medellin National Science and Technology Schoo	Teacher
Hepolito Mamac	7	Cebu Province	Santa Fe National High School	Teacher
Glenny Laping	7	Lapu Lapu City	Punta Engano National High School	Teacher
Rubilyn Pastrano	7	Lapu Lapu City	Science and Technology Education Center of Lapu Lapu City	Teacher
Chariss Siplon	7	Negros Oriental	Sibulan National High School	Teacher
Dae Habalo	7	Negros Oriental	Division office of Negros Oriental	Senior EPS
Leila Dela Cruz	7	Negros Oriental	Mag Aso Elementary School	Teacher
Mark Dave Vendiola	7	Negros Oriental	Negros Oriental High School - Senior High School	Teacher
Edrenil Castellano	8	Leyte	Granja Kalinawan National High School	Teacher
Ermani Fernandez Jr.	8	Leyte	Palo National Higj School	Teacher
Jonas Miranda Cabusbusan	8	Leyte	Tanauan School of Craftsmanship and Home indutries	Teacher
Lanilo A. Macaila	8	Leyte	Camire Elementary School	Principal I
Russel De Guzman	8	Leyte	Granja Kalinawan National High School	Teacher
Lester Bernardino	8	Ormoc	New Ormoc city national high school	Teacher
Rose Petronio	8	Tacloban City	Tacloban National Agricultural School	Teacher
Bai Sheina Kusain	9	Cotabato City	Cotabato City Central Pilot	Teacher
Arian Edullantes	10	Cagayan de Oro City	Gusa Regional Science High School - X	Teacher
Beverly Anne Nicoladora	10	Cagayan de Oro City	Mambuyaya National High School	Teacher
Edna Miranda	10	Cagayan de Oro City	North City Central School	Teacher
Patricio Sambaan Jr.	10	Cagayan de Oro City	Macabalan Elementary School	Teacher
Rolando Sudario	10	Malaybalay City	Bangcud National High School	Teacher

Name	Region	Division	Office / School	Position
Mark Anthony Afable	10	Misamis Oriental	Talisayan National High School	Teacher
Eileen Jabines	11	Compostella Valley	Atty. Orlando S. Rimaco National High School	Teacher
Jade April Agangang	11	Davao City	Daniel R. Aguinaldo National High School	Teacher
Moises Perral	11	Digos	Senior High School in Digos city	Teacher
Robin Charles Ramos	11	Digos	Senior High School in Digos city	Teacher
Christopher David Oliva	CAR	Baguio City	Division office of Baguio City	PDO II
Estelito Mendoza	CAR	Baguio City	Baguio City National High School	Teacher
Eva Layagan	CAR	Baguio City	Baguio City National High School	Teacher
Ram Basingan	CAR	Baguio City	Bakakeng National High School	Teacher
Warren Ambata	CAR	Baguio City	Baguio City National High School	Teacher
Maribel Gumangan	NCR	Makati City	Benigno "Ninoy" S. Aquino High School	Teacher
Andres Bonifacio	NCR	Malabon City	Panghulo National High School	Teacher
Jasmin R. Uy	NCR	Malabon City	Panghulo National High School	Teacher
Jude Chris Francisco	NCR	Malabon City	Tugatog National High School	Teacher
Maria Aurea Jabon	NCR	Malabon City	Panghulo National High School	Teacher
Ramona Santos	NCR	Mandaluyong	City of Mandaluyong Science High School	Teacher
Jason Dolosa	NCR	Manila City	Victorino Mapa High School	Teacher
Mark William Dostilla	NCR	Manila City	Antonio J. Villegas Vocational High School	Teacher
Mona Dela Cruz	NCR	Marikina City	Fortune Elemenatry School	Teacher
Sheila Mae Malesido	NCR	Marikina City	Sta. Elena High School	Teacher
Leonardo Bruno Jr.	NCR	Pasay City	Timoteo Paez Elementary School	Teacher
Catherine Santos	NCR	Pasig City	Pinagbuhatan High School	Teacher
Cerina Galoy	NCR	Pasig City	Buting Senior High school	Teacher
Haidee Garido	NCR	Pasig City	Pinagbuhatan High School	Teacher
Michael Morella	NCR	Pasig City	Pinagbuhatan High School	Teacher
Gerakline Nonato	NCR	Quezon city	Lagro Elementary School	Teacher
Helen Tan	NCR	Quezon city	Pura Kalaw V Elementary School	Teacher
Michael Regudo	NCR	Quezon city	Rosa L. Susano - Novaliches Elementary School	Teacher
Froilan Mazo	NCR	Valenzuela City	Lawang Bato National High School	Teacher
Loradel Mapilisan	NCR	Valenzuela City	Canumay West National High High School- Lingunan Annex	Teacher

ATTACHMENT B

CAR

Division	No. of Slots	Download
Baguio City	5	12,000.00

NCR

Division	No. of Slots	Download
Makati City	1	700.00
Malabon City	4	2,800.00
Mandaluyong City	1	700.00
Manila City	2	1,400.00
Marikina City	2	1,400.00
Pasay City	1	700.00
Pasig City	4	2,800.00
Quezon City	3	2,100.00
Valenzuela City	2	1,400.00

Region I

Division	No. of Slots	Download
Ilocos Norte	2	6,000.00
Pangasinan I	1	3,000.00
San Carlos City	1	3,000.00

Region II

Division	No. of Slots	Download
Cagayan Province	1	6,000.00
Iligan City	1	6,000.00
Tuguegarao City	3	18,000.00

Region III

Division	No. of Slots	Download
Angeles City	4	8,000.00
Bataan Province	3	6,000.00
Mabalacat City	2	4,000.00
Malolos	2	4,000.00
Nueva Ecija	4	8,000.00
San Jose Del Monte City	3	6,000.00

Region IV-A

Division	No. of Slots	Download
Antipolo	3	6,000.00
Bacoor City	3	6,000.00
Cavite Province	1	2,000.00
Dasmariñas	2	4,000.00
Imus City	1	2,000.00
Lucena	1	2,000.00
Quezon Province	1	2,000.00
Rizal	2	4,000.00

Region IV-B

Division	No. of Slots	Download
Palawan Province	1	7,000.00
Puerto Princesa	8	56,000.00

Region V

Division	No. of Slots	Download
Camarines Norte	2	16,000.00
Sorsogon Province	1	8,000.00

Region VI

Division	No. of Slots	Download
Bacolod City	3	33,000.00
Iloilo Province	1	11,000.00
Negros Occidental	1	11,000.00
Roxas City	1	11,000.00
Sagay City	2	22,000.00

Region VII

Division	No. of Slots	Download
Bohol	5	55,000.00
Cebu Province	3	33,000.00
Lapu Lapu City	2	22,000.00
Negros Oriental	4	44,000.00

Region VIII

Division	No. of Slots	Download
Leyte Province	5	55,000.00
Ormoc	1	11,000.00
Tacloban City	1	11,000.00

Region X

Division	No. of Slots	Download
Cagayan De Oro City	4	48,000.00
Malaybalay City	1	12,000.00
Misamis Oriental	1	12,000.00

Region XI

Division	No. of Slots	Download
Compostella Valley	1	12,500.00
Davao City	1	12,500.00
Digos	2	25,000.00

Region XII

Division	No. of Slots	Download
Cotabato City	1	12,000.00