



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**



**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2024- 316**

To : School Head- Kapatagan NHS  
Thonver R. Sampaga - Special Science Teacher I

Subject : Additional Resource Person for the Conduct of DCP Adoption;  
Capacity Building for Teachers of DCP Recipient Schools

Date : December 11, 2024

In connection with Division Memorandum No. OSDS-2024-382 regarding the DCP Adoption: Capacity Building for Teachers of DCP Recipient Schools, Mr. Thonver Sampaga, a teacher at Kapatagan Senior High School and a Microsoft Ambassador, is requested to serve as a resource person for this activity. His expertise on the assigned topic is valuable for the Department of Education.

Travel and other incidental expenses incurred by participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

Attached is the training matrix of the activity.

For your information and compliance.

**MELANIE P. ESTACIO, PHD, CESO VI**  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
24-70431  
DATE: DEC 16 2024 TIME: 2:04 PM  
BY: [Signature]



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Day/Time	Activity/Topics	Resource Person/TWG
DAY 1		
7:30-8:15 AM	Registration	Ferdinand Magdadaro and other PDOs, Jihan Mendez, Alvin Alcasid
8:15 AM	Opening Program  Opening/Welcome Remarks : PSDS Eleser Mateo Message: SDS/ASDS	Preliminaries by: Ferdinand Magdadaro Emcee: Jihan
8:45 AM	Pretest	
9:00 AM	Rationale of the Program/ DCP Updates	Stephen Pascual
9:45- 12 PM	Blended Learning Theoretical and Pedagogical Frameworks in the Schools	Marjun Rebosquillo
12:00 PM	LUNCH	
1:00- 2:00 PM	Microsoft 365 Account and MS Outlook	Stephen Pascual
2:00- 5:00 PM	Microsoft Teams for Classroom	Thonver Sampaga
DAY 2		
8:00 AM	Management of Learning	Assigned Group
8:30- 12 AM	Microsoft Word, Excel and Power Point for Productivity and Teaching Purposes.	Thonver Sampaga
	LUNCH	
1:00 – 2:30 PM	MS One Drive and MS Forms	Eleser Mateo
2:30 – 4:00 PM	MS One Note	Thonver Sampaga
4:15- 5:00 PM	Learning Accelerators (Reading Accelerators and AI in Education)	Stephen Pascual
DAY 3		
8:00 AM	Management of Learning	Assigned Group
8:30- 12:00 PM	Power BI	Stephen Pascual
	LUNCH	
1:00 – 3:30 PM	Planning for LAC Session for the School ICT Capability Building	Eleser Mateo / Marjun Rebosquillo
3:30 PM	Closing Program	