



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 576

To : Public Schools District Supervisor
Private and Public Schools
Schools Heads
Selected Learners

Subject : **UPGRADING OF ESSENTIAL DIGITAL SKILLS FOR KEY STAGE 3
LEARNERS ON ICT- PROJECT BASED MAKING**

Date : November 12, 2025

An Essential Digital Skills Upgrading training course will be conducted for Key Stage 3 Learners, focusing on ICT-based learning on November 17-21,2025 for batch 1 and November 24-28,2025 for batch 2, at Gloria's Function Hall from 8am to 5pm. The training aims to empower learners to harness technology for personal and educational growth, promote equitable access to digital resources, and enhance their learning experience.

The training will expose learners to various digital platforms, developing their skills in navigating digital interfaces, using software applications, accessing online resources, and communicating effectively in digital formats. Through ICT-project-based learning, learners will develop and refine their digital competencies, including digital literacy skills.

The interactive and multimedia-rich content, personalized learning pathways, and collaborative opportunities will promote deeper engagement and understanding, ultimately enhancing the learning experience.

The Matrix of Activities is attached hereto.

Snacks will be served during the training. All expenses incurred relative to the attendance of the conference shall be charged against local funds and other sources of funds, subject to the usual accounting and auditing rules and regulations.

For information and compliance.

For and in the absence of the
Schools Division Superintendent

MARJUN B. REBOSQUILLO

Senior Education Program Specialist
Officer-in-Charge

Public Schools Division of Digos City
RECORDS SECTION
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REPUBLIC OF THE PHILIPPINES

Department of Education

Schools Division Office of Digos

Digos City National High School

Rizal Avenue, Digos City

S.Y. 2025-2026



ENGLISH DEPARTMENT

LIST OF STUDENTS

TEACHER	SECTION	NAMES
FLORES, THYRZA MAE	10- AGUINALDO	1. BACAOCO, AERIES EZEKYL D. 2. BARDOS, REYNIER A. 3. BRIONES, COVE RYAN P. 4. CANADA, KINGRHAFSELL M. 5. DEBIL, REX ANGELO G. 6. DELA CERNA, ARCHE JOHN H. 7. DUMAPIAS, SALVADOR III C. 8. IGNACIO, MICHAEL 9. LACBAYIN, JOHN CARLOS 10. LAID, JOHN MC FINS 11. MORENO, EMMAN JAY T. 12. ORDANIZA, GIAN CLIFFORD 13. OMAI, ANTHONY T. 14. SUAREZ, KIETH JAYCOB M. 15. TULING, KEN RUSSEL 16. VELAMIDE, NICOLE 17. DANTON, AICA JOYCE E. 18. DEL PILAR, HONEY ZHELL 19. EMPERADO, QUEEN A. 20. GARDUQUE, PRINCESS MAUREEN B. 21. LANORIAS, RYZA BELMONTE 22. LINAQ, CHRISTINE MAE C. 23. MAIT, ARIANA M. 24. MEDIAN, MERNALYN A. 25. NOROMBABA, JOZEL A. 26. RAMOS, GLAIZA MARIE 27. REGENCIA, RYZA B. 28. RODRIGUEZ, ICYLL 29. ROSALIJOS, ANGEL GRAPES M. 30. SAMPANG, ALDINA SALAHUDDIN 31. YUNZON, TRIKI A.
	10 - LAKANDULA	1. LIGAN, ROMMEL A. 2. SUBANG, CLOVERLY JEAN Q.
	10 – N. ABUEVA	3. ALVAREZ, RYOU ESCOREAL 4. BOBILA, ARNOLD JR SORDILLA 5. DEPALUBOS, ELFREN JR LIANZA 6. LIGUE, PRINCE MICHAEL EMPUERTO 7. SANCHEZ, KYBER VRYAM VARGAS 8. ABELLA, ARLIDA GEL 9. DUMAOP, CAZANDRA CLOIZ RUBIN

		10. ESCOTON, FEONNA CABRERA 11. GUJILDE, HYRA SHANE FLORES 12. NUGAS, CHRIZZA JOY NICHOLE PARAN 13. REMULTA, KHERLSYNE REMONDE
SACARE, JANE	10- DELOS SANTOS	1. BRACERO, MCKENTHLEE S. 2. CABILIN, REDJIE DANIEL G. 3. CATULONG, CYRILE JHONE S. 4. ESTENZO, RONJEN 5. MARFIL, ZANIEL ACE D. 6. PORTARCOS, ALVIN KAY B. 7. UYBAÑO, GB KARL P. 8. CALMA, CRISTINE L. 9. CARTALABA, PRINCESS CYREN R. 10. ESTRADA, LADY JEAN O. 11. LOSEÑO, NICA O. 12. OLBINAR, SAMANTHA C. 13. PASIBOG, TRYCIA KYLE 14. SULTAN, NOELLYN LOVE Y. 15. TAWAY, LOVELY B.
	10- RIZAL	1. BRITANICO, ARIANE FAITH 2. MORENO, RUZZEL 3. TAMPIPI, PRINCESS JOY
	10 – OSMENA	1. MACHIENRY CONDE 2. NEL MYERR N. VALE 3. JIAN CALIBAY 4. SHYHA APPLY HILOT 5. ROELYN HINLAYAGAN 6. TECSON, LEANNE STEPHANIE 7. TOLEDO, JEVIE T. 8. CAHULUGAN, ROLAND 9. MILLIONES, KEITH JOHN EARL 10. RESTAURO, GIAN 11. TAPANAN, VINCENT D. 12. CABALLES, NICE F. 13. DIAMA, XYRA MAE A. 14. MERICULLO, YVONE E. 15. PANUGAN, VIENA L.
	10 - RICARTE	1. ASUTILLA, JAMES IVERSON G. 2. ASUTILLA, JETRIX KYLE G. 3. LASCUÑA, SAMREAL JHON T. 4. ENGLIS, DAVE CYRIL BROOS 5. RABAYA, GABRIELLE GIOVAN 6. BANGAY XYLLY V. 7. CARILLO, JEANNY JOY 8. CERCADO, PEARL JASMINE 9. DAGONDONG, PRINCESS ARLYN 10. DIDA-AGUN, SHAINA Y. 11. GUERRERO, KAILEY MARIZ 12. LAGUNSAY, JIA 13. LOPEZ, JFEEJ 14. MONTENEGRO, KEM

		15. NACUA, VALERIE ANGELA 16. RECILLA, TIFFANY 17. ENGBINO, HONEY JEAN 18. SOTTO, MAE ANN D.
RICRIO, JOHN CARLO	10 - JACINTO	1. BETONIO, MARK DANIEL M. 2. BORJA, REX MENOZA 3. COMAHIG, FRITZ EZEKIEL 4. EMPELATORA, RJ BOY C. 5. ESCABAS, JR. B. 6. OCHINANG, HERVIE VHIANNEY 7. OLITRES, KEVEN JAY 8. PARAN, DAVE A. 9. SANTIAGO, MARK M. 10. TENEBRO, LEANDREW NORMAN S. 11. TICONG, JAYSON S. 12. TICONG, VIOLITO JR. 13. TULING, KARL HANZEL 14. ARIASA, CHARMINE S. 15. ARISCO, BRIANNA LEIGH 16. BUSTAMANTE, REANNA BIEL A. 17. CLARK, RIHANNA D. 18. GAJARDO, APRIL KATE B. 19. GARCIA, CRYSTAL GAWA 20. LOMA, DENNILYN T. 21. MANGUBAT, REA 22. MELENDRES, LYKA MARY 23. NONOL, KATE LORAINE A. 24. SARDIDO, HAILANIE E. 25. TENEBRO, ALIYAH JEAN P. 26. LAQUINARIO, ANGEL MARIE
MOCOY, HANAH	10- C.M. RECTO	1. AWO, IVAN 2. BALIOS, GABRIEL 3. BANGCOYAN, ROLANDO JR. MAGDASAL 4. BORLA, JHON NESTOR JR.C. 5. DALISAY, GLENCENT LEE 6. DUHAYLUNGSOD CHRISTOPHER JAMES 7. GEALON, BENZ CHAN 8. HERMITANO, REY CHRISTER LIX 9. HERMITANO, FELVHEM JAMES P. 10. KO, JEFFERSON D. 11. LARA, RHYNER KYLE V. 12. NOGOT, DENMARK V. 13. RAZONABLE, JAIVEN KIRT 14. VERDAD, CHARLES ROY DAGANDAN 15. BORLAZA, CHRISTINE MILES L. 16. BUCAO, LORALIE GAYLE L. 17. CATAPI, CHARI ZEN 18. DAGASDAS, AVRIL JOCEL M 19. FLORES, NINA MAE

		20. MASDAR, NORLAILAH S. 21. SADDIPIN, FATIMA SHEADALYN J. 22. TAMPIPI JULIANE F 23. TENEBRO, NICOLE, CHICOTE 24. VISAYA, SAVANNAH KATE SELMA
	10- AQUINO	1. LUYAO, CHRISTOF JACOB G. 2. MENDOZA, CHRISTIAN HARRIS P. 3. SANTERVA, JM REYVER JOHN S. 4. BILLONES, BHELOU D. 5. WAMAR, LEVIE W.
	10- JOSE PALMA	1. ABELLAS, RICO JAY L. 2. DUMAS, JOHN CARL 3. HAPAY, JHAYMAR O. 4. LASIB, DOMINICK C. 5. TABINGO, NESSHBIT JOY JR. R. 6. ACOJEDO, MAICA E. 7. LUYAO, CHRIS ZYRIEL M.
TOTAL		154

Indicative Program of Activities
Upgrading of Essential Skills for Grades 9 and 10 Learners

December 2-6, 2024

Week 1

TIME	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 – 7:45		Settling-In			
8:30 – 9:00	Opening Program	Management of Learning			
9:00 – 9:30	Background of the Digitalization/Digitization of the Formative Assessment Tool activity	Focus on English Introduction and familiarization of Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in English in the LMS • Hands-on Practices	Focus on Science Navigating the LMS Interface with Science assessment Introduction and familiarization of Formative Assessment in Science in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS • Hands-on Practices
10:00 – 12:00	Navigating the Learning Management System: Assigning roles Log-in Accessing the Formative Test Log-out				
12:00 – 1:00	Lunch				
1:00 – 2:00	Understanding the English Questionnaires: A Detailed Explanation Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area	Continuation: Exploring Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in English in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS	Continuation: Exploring the Formative Assessment in Science in the LMS

2:00 – 3:00	Understanding the Science Questionnaires: A Detailed Explanation"	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices	• Hands-on Practices
	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area				
3:00 – 4:00	Understanding the Mathematics Questionnaires: A Detailed Explanation				
	Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area				

Indicative Program of Activities
Two-Weeks Upgrading of Essential Skills for Grades 9 and 10 Learners

December 9-13, 2025

Week 2

TIME	Day 6	Day 7	Day 8	Day 9	Day 10
6:00 - 7:45					
7:45 – 8:00	Management of Learning				
8:00 – 10:00	Review of Week 1	Continuation:			Continuation:
10:00 – 12:00	Concepts and Skills				

	Mr. Mark Anthony Papa	Victor R Fedirigan
12:00 NN – 1:00 PM	LUNCH	
1:00 – 2:00 PM	Plenary 3 - "Understanding the English Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area English Specialists	
2:00 – 3:00 PM	Plenary 4 - "Understanding the Science Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area Science Specialists	
3:00 – 4:00 PM	Plenary 5 - "Understanding the Mathematics Questionnaires: A Detailed Explanation" Walkthrough of the Formative Assessment Tool and Hands-On Activity per Learning Area Mathematics Specialists	
Officer of the Day	Mr. Darren Javier	Mr. Paul Andrew Tolentino

Indicative Program of Activities

Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for CLMD Chiefs, ESM Regional Supervisors, and Regional ITOs via Online

Time	Day 1	Day 2
8:30 – 9:00 AM		
9:00 – 9:30 AM	Opening Program <i>Darren Javier</i>	Plenary 6 – - Discussion on the conduct of the Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for the Division Level and School Level - Discussion on the conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners Q&A
9:30 – 10:00 AM	Plenary 1 – Background of the Digitalization/Digitization of the Formative Assessment Tool activity Victor R. Fedirigan	
10:00 11:00 AM	Plenary 2- Navigating the Learning Management System:	Victor R. Fedirigan Breakout Session 1- Action Planning - Conduct of the Orientation on the Utilization of Digitized Learner's Guide in Taking ICT-Based Assessment with the Formative Assessment Tool for the Division Level and School Level - Conduct of the Two-Week Upgrading of Digital Skills of Grade 9 and 10 learners Q&A
11:00 AM- 12:00 NN	Assigning roles Log-in Accessing the Formative Test Log-out	

	Focus on Mathematics Navigating the LMS Interface with Mathematics assessment Introduction and familiarization Formative Assessment in Math in the LMS	Exploring the Formative Assessment in Math in the LMS Hands-on Practices	Mock assessment – Reading under timed conditions - Review and Debrief of Mock Reading Assessment - Interpreting Results and Identifying Areas for Improvement	Mock assessment – Math under timed conditions - Review and Debrief of Mock Science Assessment - Interpreting Results and Identifying Areas for Improvement	Review based on the results of the mock assessments Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math
12:00 – 1:00	Lunch				
1:00 – 3:00	Continuation:	Continuation:	Mock assessment – Science under timed conditions	Review based on the results of the mock assessment	- Addressing Learners' Queries Q & A - Program Evaluation and Feedback - Closing Program
3:00 – 4:30	Exploring Formative Assessment in Math in the LMS Hands-on Practices	Exploring the Formative Assessment in Math in the LMS Hands-on Practices	Mock assessment – Science - Review and Debrief of Mock Science Assessment - Interpreting Results and Identifying Areas for Improvement	Review/Extra Practice Hands-on practice - Assessment of Reading, Science and Math	
4:30 – 5:00	Debriefing				