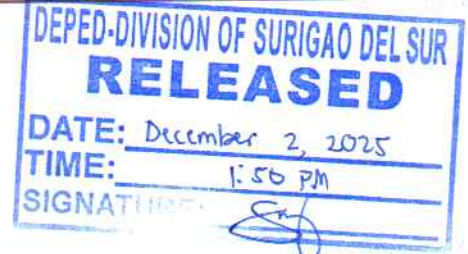




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
 No. **536**, s. 2025



To: Division Chiefs  
 Public Schools District Supervisors/ District In-Charge  
 Concerned School Heads and Teachers  
 Teachers (Elementary and Secondary)  
 This division

**DIVISION TRAINING OF TEACHERS ON MICROSOFT OFFICE 365  
 PRODUCTIVITY TOOLS FOR DEPED COMPUTERIZATION PROGRAM  
 ADOPTION (ELC PACKAGE RECIPIENTS)**

1. In line with DepEd Memorandum No. OUA-OUT-030524-14-1 and OUA-OUT-10092024, the DepEd Computerization Program (DCP) Adoption Capability Building for Teachers. This initiative is designed to equip DepEd teachers and related teaching staff with the skills to harness the full potential of Microsoft 365, enhancing their administrative tasks, teaching practices, and enriching the educational experience for students. By fostering stronger connections within DepEd, this program aligns with the department's mission of delivering education that is equitable, accessible, and inclusive to all.
2. This training program will be held from **December 3-4, 2025 at VFS Agri-Tourism and Adventure Farm, Jubang, Tago, Surigao del Sur**. Spanning five comprehensive modules across one week, the program offers an in-depth introduction to the MS 365 suite of tools. Participants will explore key applications such as Word, Excel, PowerPoint, Teams, Forms, SharePoint, OneDrive, Learning Accelerators, and Copilot, equipping them with the skills to effectively integrate these tools into their professional workflows.
3. The primary objectives of this memo are as follows:
  - a. To streamline routine tasks with automation to reduce manual efforts and paperwork, enabling educators to focus more on teaching and less on administrative duties.
  - b. To train educators on cloud storage and organization to improve data handling, support accurate reporting, and enable data-driven decision-making for better school operations and student outcomes.
  - c. To equip staff with skills to effectively integrate technology into their daily operations, ensuring all roles benefit from modern tools for improved educational experiences.
  - d. To leverage technology to minimize redundant tasks and errors, allowing staff to focus on strategic activities and enhance student learning outcomes.

- e. To prepare educators to adapt to technological advancements, particularly in MS 365, fostering professional growth and resilience in a rapidly changing educational environment.
  - f. To build confidence in using cloud applications among all school staff, promoting a tech-savvy culture that boosts productivity and teaching effectiveness.
4. All participants are required to bring the following: a laptop, an extension wire, and an internet modem. Before attending, participants must ensure that Microsoft 365 is installed on their laptops and that they have active Microsoft 365 accounts. Attached is the list of participants for this training. (Enclosure no. 1)
5. Please refer to the table for meals:

Meals	Day 1	Day 2
<b>Breakfast</b>		/
<b>AM Snacks</b>	/	/
<b>Lunch</b>	/	/
<b>PM Snacks</b>	/	/
<b>Dinner</b>	/	
<b>Accommodation</b>	/	

6. All expenses incurred during the conduct of this activity, which include meals, shall be charged against HRTD Funds, while travel expenses and other incidental expenses of the participants shall be charged against their School MOOE. All expenses must be subject to the usual accounting and auditing rules and regulations.

7. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, SEPS – HRD, and Mr. Marjun P. Ordoña, EPS II-HRD, through email at [surigaodelsur.hrd@deped.gov.ph](mailto:surigaodelsur.hrd@deped.gov.ph).

8. The immediate and wide dissemination of this memorandum to all concerned is highly appreciated.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAM

SGOD/egm  
11/24/2025