



Republic of the Philippines
Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: April 12, 2021

Division MEMORANDUM

No. *167*, s. 2020

ICT UPSKILLING ON CANVA GRAPHICS AND MS OFFICE APPLICATIONS

To : All Public Schools District Supervisor/District In-Charge
All Public School Heads
All Teaching and Non-Teaching Personnel
This Division

1. As stated in DepEd Memorandum OUA Memo 00-0820-0130 all regular employees and public-school learners of the Department of Education shall be assigned a Microsoft 365 Education user account. To guarantee that the tools of MS365 will be fully utilized, the SDO of Surigao del Sur through Information and Communications Technology (ICT) unit will conduct a two-day ICT Upskilling Activity on Canva Graphics and MS Office Applications for all teaching and non-teaching employees on April 14-15, 2021 via Google Meet and DepEd Tayo Surigao del Sur Facebook Live.
2. There must be 1 participant or representative in every district to join the training via Google Meet while the other interested participants can watch through Facebook Live. The link for the Google Meet will be sent through District ICT group chat and the link for the Facebook Live will be posted on DepEd Tayo Surigao del Sur Facebook Page.
3. Attached is the matrix of the training.
4. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

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

ICT UPSKILLING

MS365 APPLICATIONS

CANVA GRAPHICS

MGM/ICT/DM-MEMO
167/APRIL 12, 2021



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education
 CARAGA REGION
 SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure No. 1

Detailed Program Matrix

Day 1 – April 14, 2021

Date/Time	Topic/Activity	Responsible Person/s
8:30–9:00 a.m. (30 mins.)	Preliminaries - Prayer - Nationalistic Song/Philippine National Anthem - Acknowledgement of Participants - Opening Remarks - Statement of Purpose	MARVIN G. MINGUILLAN ITO-I JOSITA B. CARMEN, CESO V Schools Division Superintendent JESSIE CECILIA URBIZTONDO Teacher II/ Host
9:00–11:30 (2 hours, 30 mins.)	Program Proper Session 1 Canva Graphics	ERLYN G. MANGADLAO EPS-II
11:30–1:30 p.m. (2 hours)	LUNCH BREAK	
1:30–4:00 p.m. (2 hours, 30 mins.)	Session 2 MS365 Powerpoint	LORETO MUNION Teacher I - Tarusan IS BLESS TAJALE Teacher II - Barobo NHS RICME DIAZ SST I - Lianga NCHS
4:30–4:45 p.m. (15 mins)	Takeaways Announcements	MARVIN G. MINGUILLAN ITO-I



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph





Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure No. 2

Day 2 – April 15, 2021

Date/Time	Topic/Activity	Responsible Person/s
8:30–11:00 a.m. (2 hours, 30 mins.)	Session 3 MS365 Word	EDWARD CALISING Teacher II - Unidad NHS BUTCH MACAYLAS Teacher II - Hinatuan NHS MARY GRACE POLINAR Teacher II - Mararag NHS
11:30–1:30 p.m. (2 hours)	LUNCH BREAK	
1:30–4:00 p.m. (2 hours, 30 mins.)	Session 4 MS365 Excel	RAYMOND JADE SILVOZA SST-I – Florita Irizari NHS JEROMIE CEZAR Teacher II - Carrascal NHS CHRISHA ENCENDENCIA SST-I – Cantilan NHS MARVIN G. MINGUILLAN ITO-I JESSIE CECILIA URBIZTONDO Teacher II/ Host
4:30–5:00 p.m. (30 mins)	Closing Program Takeaways Announcements	



6 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

