



DIVISION MEMORANDUM
No. 391 s. 2021

To: SGOD Personnel
Administrative Officers II
Administrative Assistants II and III
Administrative Aides III, IV and VI
All Others Concerned
This Division

From: **EDILBERTO L. OPLENARIA, CESO V**
Schools Division Superintendent

Subject: **VIRTUAL WEBINAR ON DIGITAL LEARNING**

Date : August 11, 2021

1. In support of the Department of Education's policy statement to continuously provide learning and development opportunities to its personnel, this Office, through the Human Resource Development Section will conduct a Virtual Training on Digital Learning on August 31- September 2, 2021 via Microsoft Teams platform: https://bit.ly/HRD_Digital.
2. The webinar aims to:
 - a. equip participants of the basic knowledge on computer preventive maintenance;
 - b. capacitate participants on the basic techniques of trouble shooting;
 - c. maximize knowledge on office applications.
3. Participants to this virtual training are the Administrative Officers II, Administrative Assistants II and III, Administrative Aides III, IV and VI. Participants are advised to pre-register at <https://bit.ly/RegHRDDigital>. Deadline of the registration is on August 25, 2021.
4. Attached are the list of participants and the Training Matrix for references.
5. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.





Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



**TRAINING MATRIX
WEBINAR ON DIGITAL LEARNING**

TIME	TOPIC	FOCAL PERSON
DAY 1		
8:00 - 9:00 AM	Online Opening Program <ul style="list-style-type: none">• Prayer• Acknowledgement of Participants• Message• Statement of Purpose• Online Norms/Q&A	
9:00–12:00	BASIC PREVENTIVE MAINTENANCE Session 1: Morning Session <ul style="list-style-type: none">a. Basic Computer Systemb. Common Types of Viruses Affecting the Computerc. The Do's and Don'ts of Online Safetyd. Basic Preventive Maintenancee. Basic Preventive Maintenance Workshop	Gilbert O. Caboverde Teacher II Lala National High School
	Afternoon Session	
1:30 – 4:00	Basic Troubleshooting Techniques <ul style="list-style-type: none">• Learn basic computer troubleshooting techniques• Troubleshoot specific computer problems Helpful Tips Use the process of elimination Scenario 1: The Printer wont print Scenario 2: Power button will not start computer Scenario 3: An application is running slowly/lagging Scenario 4: An application is frozen	Newlove N. Econg Teacher II Kapatagan NHS





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	Scenario 5: All programs on the computer run slowly Scenario 6: The computer is frozen Scenario 7: The mouse or keyboard has stopped working Scenario 8: The sound isn't working Scenario 9: The screen is blank Afternoon Session: Workshop on Basic Troubleshooting Techniques 7.	
4:00-5:00	QATAME	
DAY 2 AND 3		
8:00-9:00	Online Assembly	
9:00	Maximizing Office Applications <ul style="list-style-type: none">• MS Word• MS Excel• MS Power point• Database (Dashboard) Afternoon Session: Workshop on Maximizing Office Applications	Edalyn M. Olis Master Teacher I Lanao del Norte National Comprehensive HS
4:00-5:00		
	Online Closing Program <ul style="list-style-type: none">• Wrap up/Agreements• Commitment: Participant• Challenge• QATAME	



LIST OF PARTICIPANTS
WEBINAR ON DIGITAL LEARNING
August 31, 2021 to September 1-2, 2021

NO.	NAME	POSITION
1	Cadusale, Eden Fe Melecio	Administrative Officer II
2	Supat, Ronie Albus	Administrative Officer II
3	Aragon, Saidomar Borak	Administrative Officer II
4	Pasok, Marilou Baliog	Administrative Officer II
5	Nuez, Therese Veronica Albaña	Administrative Officer II
6	Pactol, Alyn Obial	Administrative Officer II
7	Dioquino, Jeneveve Mato	Administrative Officer II
8	Baragona, Aminah Pampa	Administrative Officer II
9	Villanueva, Phoeza Espinosa	Administrative Officer II
10	Tago, Johairah Alingan	Administrative Officer II
11	Carrillo, Mary Rose Toylo	Administrative Officer II
12	Mabao, Wilson Marc Retiza	Administrative Officer II
13	Brobo, Maricris Baliog	Administrative Officer II
14	Arnoco, Manilyn Villasor	Administrative Officer II
15	Bongaros, Jeryl Mae Macapobre	Administrative Officer II
16	Ducaao, Kevin Lendel Carbonilla	Administrative Officer II
17	Atar, Sahira Tominaman	Administrative Officer II
18	Sarif, Abdul-Jalil Radia	Administrative Officer II
19	Rataban, Rakisah Mamaki	Administrative Officer II
20	Ampaso, Raihana Disomimba	Administrative Officer II
21	Ronolo, Saira Aleah Dagpin	Administrative Officer II
22	Manding, Suhayl Ibrahim	Administrative Officer II
23	Sanayon, Beliante Alilang	Administrative Officer II
24	Coriin, Nor-Aine Pido	Administrative Officer II
25	Gamale, Meliza Edria	Administrative Officer II
26	Buhawe, Lunela Atad	Administrative Officer II
27	Dayondon, March Ivan Karl Sistoso	Administrative Officer II
28	Rinibatan, Rosaifah Didaagun	Administrative Officer II
29	SIANGCO, MERIDITH Tibor	Administrative Officer II
30	BANGUIS, CLAIR Lapinig	Administrative Officer II
31	BADILLES, LORELA Dayagbil	Administrative Officer II
32	Cebedo, Irene Mae Palang	Administrative Assistant II
33	dela Cerna, Mona Grace Sahara Ausa	Administrative Assistant II
34	Batucan, Maylyn Briones	Administrative Assistant II
35	Casulog, Asnaifah Didato	Administrative Assistant II
36	Anding, Ma. Jinebelle Manuta	Administrative Assistant II
37	Jagna, Jephane Jacinto	Administrative Assistant II
38	Luba, Lorden Mae Generalao	Administrative Assistant II
39	Albaña, April Rose Garlit	Administrative Assistant II
40	ELEMIO, NIÑO RAY Llanos	Administrative Assistant II
41	MENION, LUIDA Campaner	Administrative Assistant II
42	ACURAM, OLIVE Balansag	Administrative Assistant II
43	MAGPILI, MARIO Palma	Administrative Assistant II
44	VALEN, MYRNA Pianar	Administrative Assistant II

45	ECHIVARRE, MARICEL Condes	Administrative Assistant II
46	LABE, AINA Maruhom	Administrative Assistant II
47	GUMBAN, EUNICE GAY Suacito	Administrative Assistant II
48	MAGOMNANG, MARJORIE Abubacar	Administrative Assistant II
49	SULTAN, JAMALIAH Gubar	Administrative Assistant II
50	Mabalod, Manuel Agan	Administrative Assistant II
51	Benasing, Kasana Sarip	Administrative Assistant II
52	MALAWANI, SITTIE AISA Batalo	Administrative Assistant II
53	BRIGENTE, MARIA CHERYL Gidaya	Administrative Assistant II
54	OMBALINO, IMEE Jumawan	Administrative Assistant II
55	MANGANDINGAN, NUR ASIAH Torondaya	Administrative Assistant II
56	ANDOY, ANTHONY Maquipoten	Administrative Assistant II
57	TALADUA, GUENDELYN Inzo	Administrative Assistant II
58	TARUC, RONY Suan	Administrative Assistant II
59	Kilat, Jhumar Bucog	Administrative Assistant II
60	Lala, Nasrima Mamay	Administrative Assistant III
61	Rañoa, John Oswald Ardon	Administrative Assistant III
62	Dingal, Sharlene Mae Caracol	Administrative Assistant III
63	Tion, Ivy Remocaldo	Administrative Assistant III
64	Tesio, Juram Lahoy	Administrative Assistant III
65	Adala, Karlo Alvarico	Administrative Assistant III
66	Muscad, Dayanara Eleni C.	Administrative Assistant III
67	Limot, Honey Lee Lim	Administrative Assistant III
68	Balongkit, Jenny Rose Romena	Administrative Assistant III
69	PAGLINAWAN, DAISY JEAN Atad	Administrative Assistant III
70	BATUTO, CHERIENESAN Pedraza	Administrative Assistant III
71	PAGLINAWAN, JERAME Balutoc	Administrative Assistant III
72	MUSTAPHA, ASNAIRA Mangoranda	Administrative Assistant III
73	CABATAÑA, WENDELLA Dozano	Administrative Assistant III
74	Baricuatro, Alice Baruiz	Administrative Aide VI
75	Pasiol, Rollie Ann Ebale	Administrative Aide VI
76	Calopez, Fretzie Morandante	Administrative Aide VI
77	De Los Reyes, Heartlain Completado	Administrative Aide VI
78	Dayondon, Donna Fae Sistoso	Administrative Aide VI
79	Bacalso, Vem Vanessa Juliata	Administrative Aide VI
80	TORIGOZA, JOFERDIN Carampatan	Administrative Aide VI
81	EPE, BETTY Cepe	Administrative Aide VI
82	Usman, Fatma Nayla Macalangcom	Administrative Aide III
83	Macalonto, Benjamin Macapaar	Administrative Aide III
84	Mabaning, Shaillah Publete	Administrative Aide III
85	Panganting, Sahria Mamarinta	Administrative Aide III
86	Talipan, Maria Rosita Posadas	Administrative Aide III
87	Alangilan, Angelie Lendio	Administrative Aide III
88	Lope, Jannezah Barabangan	Administrative Aide III
89	Aranas, Marilyn Alfeche	Administrative Aide III
90	Cagande, June Buctolan	Administrative Aide III
91	Canoy, Nilda Langgam	Administrative Aide III
92	Dimasangcay, Hidaya Mamay	Administrative Aide III

93	Amboy, Jan Dewey Paculanang	
95	Castro, Maharlika Jane Ardon	Administrative Aide III
96	Tacaisan, Sylvia A	Administrative Aide III
97	BASTIGUE, MA. ABEGAIL Maata	Administrative Aide III
98	REMOCALDO, JERAMEEL Colana	Administrative Aide III
99	CABURNAY, ALLAN Opamin	Administrative Aide III
100	DELOS SANTOS, SYLVIA Salac	Administrative Aide III
101	Usman, Sittie Hayna Macalangon	Administrative Aide IV
102	Turtogo, Michael Olavides	Administrative Aide IV
103	Tubongbanua, Hannahlyn Agsap	Administrative Aide IV
104	Acmad, Rohanisah Macauyag	Administrative Aide IV
105	De La Torre, Reena Arrianne Pagayon	Administrative Aide IV
106	De Leon, Chrisjoy Durato	Administrative Aide IV
107	Abdullah, Delion Dimasangcay	Administrative Aide IV
108	Aurora, Remvioly Labis	Administrative Aide IV
109	SIBAY, JEFFERED Bacaling	Administrative Aide IV
110	POSADAS, MICHAEL PAUL MICULOB	Administrative Aide IV