



Republic of the Philippines
Department of Education
REGION II CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

May 29, 2025

DIVISION MEMORANDUM
No. 233, s. 2025

Empowering SDO Operations with Advanced ICT and AI Training: Capacity Building for SDO Personnel on Professional-Grade DepEd Software

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor - CID
Education Program Supervisors
Schools District Supervisors/Districts In-Charge
Public Secondary and Elementary School Heads
All others concerned

1. The Department of Education (DepEd) drives the MATATAG agenda and champions the educational technology with the DigiEd 2028 initiative by supporting its flagship program, CANVA for Education and Adobe Creative Cloud in DepEd.
2. This initiative for the SDO-based personnel aims to ensure equal rights and opportunities for all staff, promoting professional growth and development. This initiative is anchored by DepEd Order No. 29, s. 2022, which emphasizes empowering all human resources at all levels of governance to be sufficient, resilient, competent, and continuously improving. Additionally, this effort is reinforced by DM No. 18, s. 2025, which highlights the importance of adhering to the revised implementing guidelines for the operation and management of educational programs.
3. The objectives of the Capacity Building are as follows:
 - Master Adobe Creative Cloud and Its AI Features: Develop proficiency in using Adobe's suite of creative tools, including AI-powered features, to boost productivity and creativity in content creation.
 - Develop Basic Troubleshooting Skills: Acquire essential troubleshooting techniques to efficiently resolve common technical issues, ensuring the smooth and uninterrupted use of ICT resources.
 - Utilize CANVA Essentials and AI Features: Learn the fundamentals of CANVA, a user-friendly graphic design tool, along with its AI-driven features to simplify the design process and enhance visual communication.
4. In order to successfully implement these initiatives, a capacity building for SDO personnel is scheduled on **June 25-27, 2025 , at DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya**. See attached Program Matrix.



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5. The participants are the following:

	Fullname	Position	OFFICE
1	Mark Denver B. Gregorio	ADAS-III	OSDS/HRMO
2	Jovy M. Panganiban	ADAS-III	OSDS/HRMO
3	Zarina Jane R. Rivera	ADAS-III	OSDS/HRMO
4	Eleanor L. Juan	ADAS-III	OSDS/HRMO
5	Erlinda L Roduta	AO-II	OSDS/HRMO
6	Olivia C. STA. Inez	ADAS-III	OSDS/HRMO
7	Laura C. Bergonia	ADAS-III	OSDS/ASDS
8	Arwin J. Sondag	ADAS-III	OSDS/SDS
9	Marilou B. Mendoza	AO-II	OSDS/SDS
10	Florence F. Esparrago	OIC SEPS-HRD	SGOD
11	Rommel S. De Gracia	SEPS-PAR	SGOD
12	Romeo Emmanuel C. Yarcia	PO-III	SGOD
13	Herbert P. Mangabat	AO-II/OIC EPS II	SGOD
14	Daisy M. Navarro	ADAS-III	OSDS/ACCTG
15	Odessa M. Gonzales	ADAS-III	OSDS/ACCTG
16	Steven P. Cristobal	AA-IV	OSDS/ACCTG
17	Anna Faye V. Dela Cruz	AO-II	OSDS/ACCTG
18	Love Eden C. Marcos	ADAS-III	OSDS/ACCTG
19	Romelyn Grace A. Pasion	ADAS-III	OSDS/ACCTG
20	Florence L. Salinangan	ADAS-III	OSDS/ACCTG
21	Ma. Lorelie R. Briones	ADAS-III	OSDS/ACCTG
22	Janine A. Tiu	ADAS-III	OSDS/ACCTG
23	Mary Abegail L. Pariñas	ADAS-III	OSDS/ACCTG
24	Marizel G. Sabatal	ADAS-III	OSDS/ACCTG
25	Frances Ann B. Calma	ADAS-III	OSDS/ACCTG
26	Weyna Rose Pascual	ADAS-III	OSDS/ACCTG
27	Julius Ceasar D. Maddawat	ADAS-III	OSDS/ACCTG
28	Glorina Mae G. Attco	ADAS-III	OSDS/ACCTG
29	Myra Lonna V. Solis	ADAS-III	OSDS/ACCTG
30	Rosalyn C. Dotimas	ADAS-III	OSDS/ACCTG
31	Eugene D. Giron	ADAS-III	OSDS/ACCTG
32	Marie Grace S. De Guzman	AO-II	OSDS/ACCTG
33	Rosula M. Balberan	AO-IV	OSDS/CASH
34	Maribel A. Spongco	ADAS-II	OSDS/CASH
35	Mariah Czareena Bianca I. Macababbad	AA-VI	OSDS/CASH
36	Jay D. Macarilay	AA-VI	OSDS/CASH
37	Michelle Ivy U. Castillo	ADAS-III	OSDS/BUDGET
38	Mary Elaine G. Valdez	AA-VI	OSDS/BUDGET
39	Kate Gilliane T. Lu	ADAS-III	OSDS/ACCTG
40	John Peter A. Hermoso	AA-1	OSDS/Supply
41	Jonas A. Liban Jr.	ADAS-III	OSDS/Supply
42	Kairee Bryce Q. Carnate	AA-VI	OSDS/Supply



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43	Francis C. Linda	ADAS-III	OSDS/Supply
44	Arnulfo A. Diaz	AA-VI	OSDS/Supply
45	Merry Christine R. Ruar	AA-I	OSDS/GS
46	Janet Marie F. Ramos	AA-I	OSDS/GS
47	Maricar M. Valido	AO-IV	RECORDS
48	Gergileen L. Estonilo	AA-VI	RECORDS
49	Quennie Rose G. Baptista	AO-II	RECORDS
50	Allan C. Amalingan	AA-I	ADMIN/GS
51	Fredddie C. Domingo	AA-IV	ADMIN/GS
52	Maureen Joy V. Viado	ADAS-III	OSDS/Legal
53	Knyreen Bianca Q. Carnate	Engineering. Asst.	SGOD/EFU
54	Jonathan R. Soriano	AA-IV	ADMIN/GS
55	Irene B. Erpe	SG	ADMIN/GS
56	Roberto S. Galanza Jr,	SG-I	ADMIN/GS
57	Gilbert A. Tiayang	SG-I	ADMIN/GS
58	Chester C. Cortez	Librarian II	CID-LRMS
59	Maria Victoria A. Padro	PDO II	CID-LRMS
60	Jodie P. Saquing	ADA VI	CID
61	Jovelyn L. Masa	ADAS II	CID
62	Rhealyn M. Domingo	ADAS II	CID
63	Janine Abegail G. Peralta	ADAS II	CID
64	Clydinne A. Ballon	ADAS III	SGOD-PAR
65	Julius Michael R. Panganiban	NURSE II	SGOD-SHS
66	Reliza Joy R. Tactay	ADAS I	OSDS/BUDGET

Program Management Team:

Orlando E. Manuel PhD, CESO V	SDS	Consultant
Adonis C. Ceperez EdD, CESE	ASDS	Consultant
Ezekel C. Garing	ITO	Proponent/Resource Speaker
Angielyn M. Garing	TEACHER III	Resource Speaker/Facilitators
Rostom H. Pon-Elban	TEACHER II	Resource Speaker/Facilitators
Niko Neal P. Farinas	TEACHER III	Resource Speaker/Facilitators
Nolimar M. Navarro, EdD	SEPS	QuaME
Julius B. Calangan	EPS II	QuaME
Atty. Julius Caesar G. Domingo, CPA	Attorney III	Logistic Officer-BAC Admin Supply Officer
Gaye D. Castillo	AO IV	Logistic Officer-BAC Admin Supply Officer
Darrel John L. De Guzman	ADAS III	Logistic Officer-BAC Admin Supply Officer



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Emerson B. Balut, CPA	Accountant III	Finance Officer
Jeassel J. Alayu	AO V	Finance Officer
Kennedy W. Guzman	ICT STAFF	Secretariat/Documenter
Howard Jean Francois C. Doies II	ADA VI	Secretariat/Documenter
Joshua W. Umli	ADAS III	Secretariat/Documenter
Ryan Christopher A. Buccat, MD	MD III	Welfare Officers
Shiela S. Zapata	NURSE II	Welfare Officers
Ben Clarion R. Llantada	NURSE II	Welfare Officers

6. Expenses relative to the conduct of this activity shall be charge against Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum to all concerned is enjoined.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

