



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

26 September 2026

**DIVISION MEMORANDUM**

No. 368, s. 2026

**STRENGTHENING DIGITAL COMPETENCIES OF SDO PERSONNEL:  
CYBERSECURITY, ARTIFICIAL INTELLIGENCE, AND  
ICT SKILLS DEVELOPMENT**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisors

All others concerned

1. To drive digital transformation, the Department of Education (DepEd) actively champions the integration of Artificial Intelligence, enhances cybersecurity practices, and equips personnel with essential digital skills for an efficient modern workplace.
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 operations and management of education programs.
3. The objectives of the Capacity Building are as follows:
  - a. **Demonstrate proficiency in Microsoft Word** by creating, formatting, and managing professional documents in accordance with office standards.
  - b. **Apply spreadsheet competencies using Microsoft Excel** to efficiently organize, compute, analyze, and present data using appropriate formulas, functions, and charts.
  - c. **Develop effective presentations using Microsoft PowerPoint** that clearly communicate ideas through appropriate design, layout, and visual elements.
  - d. **Practice cyber hygiene and demonstrate awareness of cybersecurity risks and responsible AI use** to ensure safe and ethical use of digital technologies in the workplace.
  - e. **Utilize AI-powered tools in workplace tasks** to improve efficiency in documentation, reporting, communication, and administrative processes.
  - f. **Prepare for the ICT User Certification Program** through applied learning of essential ICT competencies aligned with DICT standards.
4. In order to successfully implement these initiatives, a capacity building for SDO personnel is scheduled on **October 21-23, 2026**, at DISADECO Hall, Bayombong, Nueva Vizcaya



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5. To ensure the smooth and seamless implementation of the upcoming Capacity Building, a **Division Staff Orientation Workshop** will be held on **October 9, 2026, at 1:00 PM via MS Teams via** <https://teams.microsoft.com/meet/451944409610455?p=pspKUFbPYYgPW49kD8>.



6. The selected participants are required to pre-register to signify their commitment and assurance to fully participate in the said capacity-building activity through this link: <https://forms.gle/D3FtB3kGY1139Gmu9>.



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



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

09-2026-674



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Enclosure 1 to DM No. 368, s. 2026

**LIST OF PARTICIPANTS**

| No  | Fullname                    | Position              | Office           |
|-----|-----------------------------|-----------------------|------------------|
| 1.  | Marilou B. Mendoza          | AO II                 | OSDS-SDS Office  |
| 2.  | Jodie P. Saquing            | ADAS III              | OSDS-ASDS Office |
| 3.  | Jemymah Marie G. Mamugay    | AA-VI                 | OSDS-Budget      |
| 4.  | Love Eden C. Marcos         | ADAS III              | OSDS-Acctg.      |
| 5.  | Marizel G. Sabatal          | ADAS III              | OSDS-Acctg.      |
| 6.  | Jovelyn L. Masa             | ADAS II               | OSDS-Acctg.      |
| 7.  | Oddessa D. Gonzales         | ADAS III              | OSDS-Acctg.      |
| 8.  | Lenie B. Lucas              | ADAS II               | OSDS-Acctg.      |
| 9.  | Julius Ceasar D. Maddawat   | ADAS III              | OSDS-Acctg.      |
| 10. | Steven P. Cristobal         | ADAS III              | OSDS-Acctg.      |
| 11. | Clydinne A. Ballon          | ADAS III              | OSDS-Acctg.      |
| 12. | Rodolfo N. Guiab Jr.        | ADAS III              | OSDS-Acctg.      |
| 13. | Joshua W. Umli              | Legal aSSISTANT I     | OSDS-Legal       |
| 14. | Maureen Joy V. Viado        | ADAS III              | OSDS-Legal       |
| 15. | Vannesa D. Palecpec         | ICT Staff             | OSDS-ICTU        |
| 16. | Caroline Q. Lagula          | Engineer III          | OSDS-AO V        |
| 17. | Kairee Bryce Carnate        | ADAS I                | OSDS-Supply      |
| 18. | Julian Patrick G. Serquinia | AA-II                 | OSDS-Supply      |
| 19. | Jonas A. Liban              | ADAS III              | OSDS-Supply      |
| 20. | Rosula M. Balberan          | AO-IV                 | OSDS-Cash        |
| 21. | Ryan Christian F. Ramos     | AA-IV                 | OSDS-Cash        |
| 22. | Princes C. Aquitania        | AO IV                 | OSDS-HRMO        |
| 23. | Mark Denver B. Gregorio     | ADAS-III              | OSDS-HRMO        |
| 24. | Jonima P. Galvez            | ADAS-III              | OSDS-HRMO        |
| 25. | Mariel C. Tindaan           | AA-IV                 | OSDS-HRMO        |
| 26. | Anna Faye V. Dela Cruz      | AO II                 | OSDS-HRMO        |
| 27. | Daisy M. Navarro            | ADAS III              | OSDS-HRMO        |
| 28. | Christian C. Linda          | AA-I                  | OSDS-Records     |
| 29. | Gergileen L. Estonilo       | AA-VI                 | OSDS-Records     |
| 30. | Leslie Janine J. Rivera     | AA-VI                 | OSDS-Records     |
| 31. | Jayson B. Balut             | AO IV                 | OSDS-Procurement |
| 32. | Arwin J. Sondag             | AO II                 | OSDS-Procurement |
| 33. | Cristina P. Bulan           | AA VI                 | COA              |
| 34. | John Kerby V. Timbreza      | AA VI                 | COA              |
| 35. | Rolen M. Jacinto            | AA VI                 | COA              |
| 36. | Melany M. Asuncion          | EPS, SGOD             | SGOD-QA          |
| 37. | Regie M. Marcos             | Technical Assistant I | SGOD-QA          |
| 38. | Florence F. Esparrago       | OIC SEPS-HRD          | SGOD-HRTD        |
| 39. | Herbert P. Mangabat         | AO-II/OIC EPS II      | SGOD-HRTD        |
| 40. | Romeo Emmanuel C. Yarcia II | Planning Officer III  | SGOD-PAR         |
| 41. | Julius C. Calangan          | EPS II                | SGOD-SMNE        |
| 42. | Maria Licel T. Balico       | EPS II                | SGOD-SMAN        |



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|     |                               |                       |          |
|-----|-------------------------------|-----------------------|----------|
| 43. | Crisanto M. Matias Jr.        | Engineering Assistant | SGOD-EFU |
| 44. | Jan Alvin D. Gombio           | Engineering Assistant | SGOD-EFU |
| 45. | Julius Michael Panganiban, RN | Nurse II              | SGOD-SHS |
| 46. | Hazel B. Arreo, RN            | Nurse II              | SGOD-SHS |
| 47. | Lovelyn C. Cambaliza, RN      | Nurse II              | SGOD-SHS |
| 48. | Carus S. Canam, RN            | Nurse II              | SGOD-SHS |
| 49. | Sigrid Aleli M. Taipan, RN    | Nurse II              | SGOD-SHS |
| 50. | Ben Clarion R. Llantada, RN   | Nurse II              | SGOD-SHS |
| 51. | Tricia Maria C. Pascua, RN    | Nurse II              | SGOD-SHS |
| 52. | Brian Caesar T. Macababbad    | Dental Aide           | SGOD-SHS |
| 53. | Karen Joy A. Cachola          | Technical Assistant I | SGOD-SHS |
| 54. | Romin Mark P. Camat           | Technical Assistant I | SGOD/SHS |
| 55. | Rizza Mae S. Mejia            | Technical Assistant I | SGOD/SHS |
| 56. | Sherwin Anluco Santos         | YAKAP Encoder         | SGOD/SHS |
| 57. | Brayden Colcol Guillen        | YAKAP Encoder         | SGOD/SHS |
| 58. | Charles K. Agustin            | YAKAP Encoder         | SGOD/SHS |
| 59. | Maria Victoria A. Padro       | PDO II                | CID      |
| 60. | Rhealyne M. Domingo           | AO II                 | CID      |



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Enclosure 2 to DM No. 368, s. 2026

**PROGRAM MANAGEMENT TEAM**

| <b>Name</b>                         | <b>Position</b>     | <b>Role</b>                |
|-------------------------------------|---------------------|----------------------------|
| Orlando E. Manuel PhD, CESO V       | SDS                 | Consultant                 |
| Adonis C. Ceperez EdD, CESE         | ASDS                | Consultant                 |
| Ezekel C. Garing                    | ITO 1               | Proponent/Resource Speaker |
| Nolimar M. Navarro EdD              | SEPS-SMME           | QAME                       |
| Atty. Julius Caesar G. Domingo, CPA | Atty. III/OIC-AO V  | Logistics Officer-BAC      |
| Gaye D. Castillo                    | AO IV               | Logistics Officer-BAC      |
| Emerson B. Balut, CPA               | Accountant III      | Finance Officer            |
| Jeasel J. Alayu                     | AO V/Budget Officer | Finance Officer            |
| Ryan Christopher A. Bucat, MD       | Medical Officer III | Welfare Officer            |
| Maricar M. Valido                   | AO IV               | Lead Secretariat           |
| Shiela S. Zapata, RN                | Nurse               | Welfare Officer            |
| Ben Clarion R. Llantada, RN         | Nurse               | Welfare Officer            |
| Kennedy W. Guzman                   | ICT Staff           | Secretariat/Documenter     |
| Howard Jean Francois V. Doles II    | Admin Aide VI       | Secretariat/Documenter     |
| John Rick Cardona                   | ICT Staff           | Secretariat/Documenter     |
| Darell John L. De Guzman            | ADAS III            | Secretariat/Documenter     |