



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 Q. 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.	Icarus 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 A. Santos	YAKAP Encoder	SGOD/SHS
57.	Brayden C. 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

Name	Position	Role
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
Jeassel J. Alayu	AO V/Budget Officer	Finance Officer
Ryan Christopher A. Buccat, 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