

January 26, 2016

DIVISION MEMORANDUM


No. 014 s. 2016

**DIVISION TRAINING OF PRIVATE SECONDARY SCHOOL HEADS AND  
IT ADMINISTRATOR FOR GOOGLE APPS**

To: OIC-Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division and  
Schools Governance and Operations Division  
Schools Governance and Operations Division Personnel  
Information Technology Officer  
Concerned Private Secondary School Heads and IT Administrator

1. Pursuant to the DepEd Memorandum No. 227 s. 2012, "Guidelines on the Use of the DepEd Email Service" on enhancing the existing media of communication, promoting a sense of identity, and facilitating a culture of collaboration, DepEd Division of Antipolo City in coordination with Google will conduct training on Google Apps to provide private school with official email domain they will use to transact business with the department and avail of its services to further enhance capability to communicate and collaborate.
2. The training aims to:
  - a. Enable Private School to have official email domain in transacting business with the Department of Education
  - b. Train IT administrators on the use of Google Apps
  - c. Create official email accounts for private school
3. The participants are to bring the following:
  - Laptop/Netbook
  - Dongle/Plug-it (for internet connection)
  - Extension Wire
4. The training shall be conducted on February 12, 2016 from 8:00 AM to 5:00 PM at STI College Ortigas-Cainta, STI Academic Center Ortigas-Cainta Ortigas Avenue Extension, Cainta 1900 Rizal
5. A registration fee of Php 380.00 will be charged each participant to defray expenses for food, certificate and training materials.
6. Attached herewith are the following enclosures for your reference:
  - Enclosure 1 – List of Participants
  - Enclosure 2 – Working Committee
  - Enclosure 3 – Schedule of Activities
  - Enclosure 4 – Program

Immediate dissemination of this memorandum is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO VI**  
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 14 s. 2016

**DIVISION TRAINING OF SECONDARY SCHOOL HEADS AND  
IT ADMINISTRATOR FOR GOOGLE APPS**

**List of Participants**

No.	Name	Name(s) of School
1	Mildred Salvador	Lysco de Antipolo
2	Virginia T. Daniel	Molder of Dreams
3	Rosemarie D. Gaspar	Pagrai Community Learning Center
4	Chona L. Adan	Pagrai Community Learning Center
5	Jocelyn Locquiao	Prince of Peace Integrated School
6	Dolly Tique	Famous Christian Academy
7	Andrea Amor Reyes	Precious Heritage Christian School
8	Ligaya C. Hidalgo	L.C. Hidalgo Learning Center
9	Jessie Mar Jaradal	Mary Angelicum School
10	Maria Luisa V. Tesoro	Berea Arts and Sciences Highs School
11	Zenaida Y. Vickman	Growth Mission Center Angelou School
12	Lea D. Rola	Growth Mission Center Angelou School
13	Claire I. Macalindon	Growth Mission Center Angelou School
14	April Joy Reperuga	Spring of Joy Christian School
15	Julienne Reperuga	Spring of Joy Christian School
16	Delia B. Baldomero	Vineyard Christian School
17	Enrijane A. Ong	SEAM Mambugan Christian
18	Maribelle L. Mundiguine	TJC-Children Tomorrow
19	Eugenia M. Marquez	Treasures in Heaven Learning Center
20	Carol P. Platon	Santo Niño De Antipolo School
21	Joanna Marie P. Guevarra	ALC High School
22	Justine Mark P. Guevarra	ALC High School
23	Jenny Registos	The Camillian Sisters Maria Domenica Dev't Center Inc.
24	Ma. Teresa Abadam	The Camillian Sisters Maria Domenica Dev't Center Inc.
25	Richelle Castillo	The Camillian Sisters Maria Domenica Dev't Center Inc.
26	Allan E. Cruz	Modern Academe Prelim School
27	Ma. Theresa J. Astrande	Rock Hill Academy of Antipolo
28	Shyla J. Astrande	Rock Hill Academy of Antipolo
29	Grace R. Alonzo	ANRI Montessori School Inc.
30	Rodelio G. Gavino	Antipolo Mindfield Academy
31	May G. Lacanlale	First Crayons Learning
32	Eleanor E. Nayan	Saint Regina Academy of Antipolo City
33	Dovi Karen Cruzada	Saint Regina Academy of Antipolo City
34	Maria Fe A. Panganiban	Mother Goose Montessori Grade School
35	Rosemarie G. Ancheta	Diadem Christian Academy Inc.
36	Rizalia B. Maraman	Creative Fun Learning Center
37	Rona E. Nojalda	MMCC School for Integration, Inc.
38	Lynette M. Orange	City Gates Academy Inc
39	Daisy Mae E. Cabales	MMCC School for Integration, Inc.

40	Maria Corazon S. Reyes	Talitha Cumi Academy Inc.
41	Marjorie Minor	Talitha Cumi Academy Inc.
42	Kim Sun Bun	Spring of the Spirit Excellence Grace Academy
43	Marifi Sarita	Hope Mission Christian School of Antipolo
44	Remelyn Dungganon	Hope Mission Christian School of Antipolo
45	Jonalyn V. Montero	Firm Foundation School
46	Glenda Galo	Firm Foundation School
47	Jemaimah D. Pereda	Genereve Christian Academy
48	Shirley A. Fababeir	JEMS Fruits of Learning School
49	Dawn Ancheta	The Blessed John Achievers Academy
50	Angelita C. Torre Villas	Mountaintop Christian Academy
51	Don Ancheta	The Blessed John Achievers Academy
52	Arlene Raymundo	Children's Mission Philippines
53	Marites Lopez	Children's Mission Philippines
54	Charito B. Lindo	St. Andrews Cleveland School
55	Maria Virginia Christiana B. Cuaresma	St. Katharine Drexel Magnate School
56	Melody C. Inabayan	St. Katharine Drexel Magnate School
57	Mark A. Ramirez	San Isidro Labrador Academy
58	Clariz J. Ebacuado	San Isidro Labrador Academy
59	Perpetua C. Llorico	Grace Christian Mission Technical School
60	Sundie Grace L. Bataan	Grace Christian Mission Technical School
61	Genes J. Paderan	TLIMS
62	Ma. Aimee A. Arcellana	Queen of Peace Montessori
63	Jeannie May D. Jimenez	Queen of Peace Montessori

Enclosure No. 2 to Division Memorandum No. 14 s. 2016

**DIVISION TRAINING OF SECONDARY SCHOOL HEADS AND  
IT ADMINISTRATOR FOR GOOGLE APPS**

February 12, 2016

**EXECUTIVE COMMITTEE**

**Dr. Rommel C. Bautista, CESO VI**  
Chairperson

**Mrs. Doris DJ. Estalilla**  
Vice – Chairperson

**Members**

**Dr. Luisito F. Diego**  
Chief, CID

**Mr. Anselmo C. Celeste, Jr.**  
OIC Chief, SGOD

**Mr. Roy P. Benson**  
ITO I

**Mrs. Myra B. Villareal**  
Planning Officer III

**SGOD PERSONNEL**  
Albeno L. Del Monte, Jr.

**TECHNICAL WORKING GROUP**

**REGISTRATION**  
Mr. Rene Agluba

**PROGRAM and INVITATION**  
Mr. Ramon De Vera

**TECHNICAL**  
Mr. Leovy Ortega  
Mr. Lorenzo Eduardo Rivera

**MONITORING AND EVALUATION**

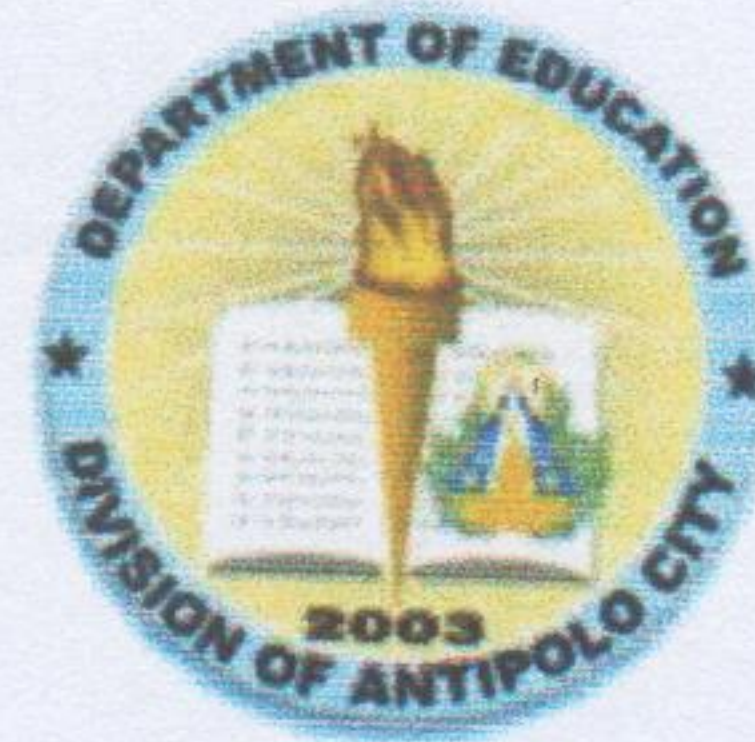
Mrs. Isabel M. Gonzales  
Mrs. Flordeliza O. Mendiola

**DOCUMENTATION**

Mrs. Florabel M. Tolentino



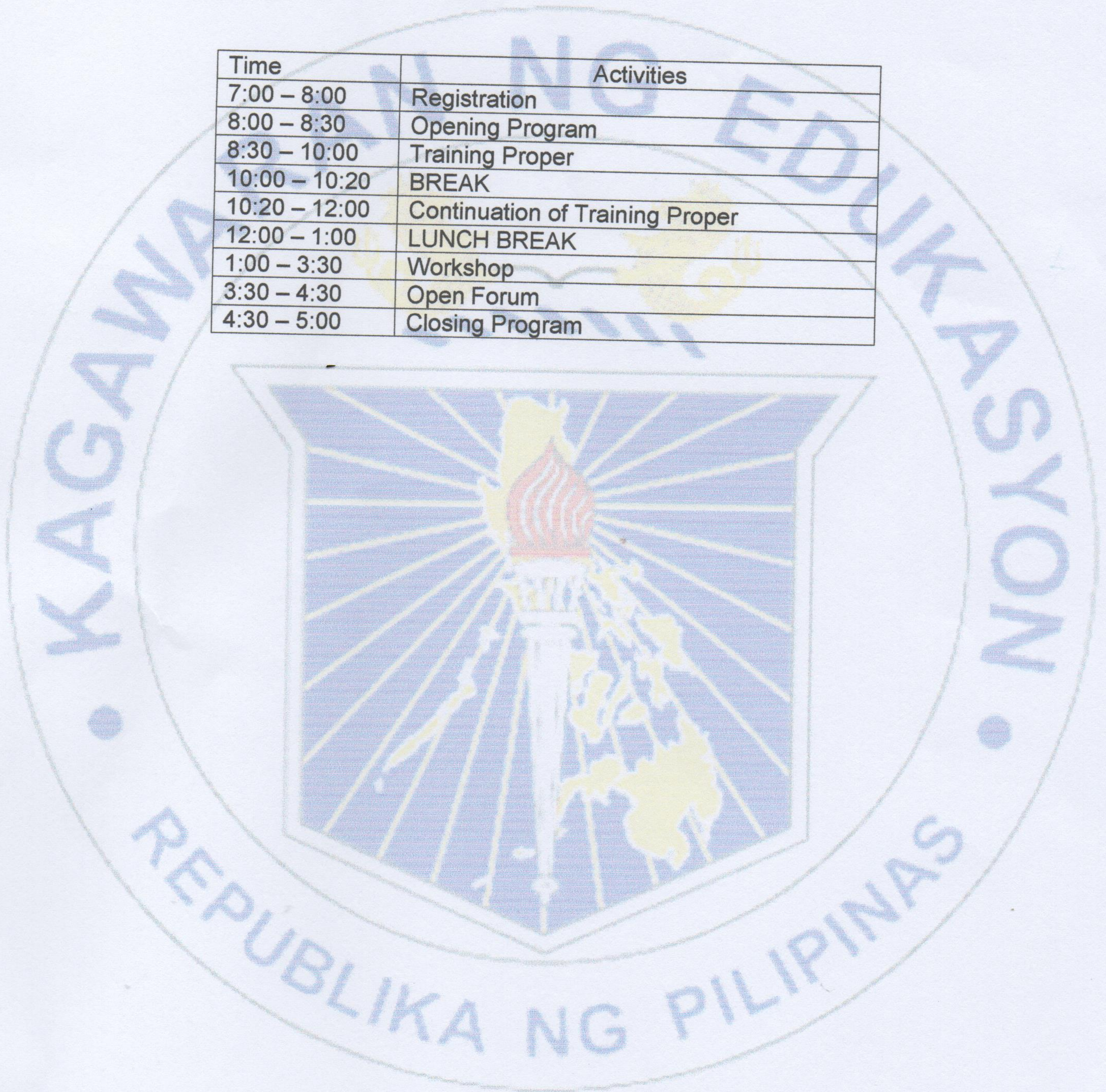
Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Division of Antipolo City



Enclosure No. 3 to Division Memorandum No. 14 s. 2016

**DIVISION TRAINING OF SECONDARY SCHOOL HEADS AND  
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February 12, 2016

Time	Activities
7:00 – 8:00	Registration
8:00 – 8:30	Opening Program
8:30 – 10:00	Training Proper
10:00 – 10:20	BREAK
10:20 – 12:00	Continuation of Training Proper
12:00 – 1:00	LUNCH BREAK
1:00 – 3:30	Workshop
3:30 – 4:30	Open Forum
4:30 – 5:00	Closing Program



Enclosure No. 4 to Division Memorandum No. 04 s. 2016

**Programme**

February 12, 2016  
8:00 AM – 5:00 PM

Part I	Registration	
Part II	Opening Program	
Philippine National Anthem		<b>Mr. Leovy Ortega</b> ICT Coordinator-MLGMNHS
Prayer		Mr. Lorenzo Eduardo Rivera ICT Coordinator-Cupang NHS
CALABARZON March		
Mabuhay Rizal		<b>Mr. Leovy Ortega</b> ICT Coordinator-MLGMNHS
Antipolo Hymn		
Opening Remarks		<b>Mrs. Doris DJ. Estalilla</b> OIC – Office of the ASDS
Presentation of Participants		<b>Arlene Daniel</b> School Administrator-St. Johns Wort MS
Inspirational Message		<b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent
Statement of Purpose		<b>Mr. Lucky Larga</b> Google Apps for Edu Trainer
Part III	TRAINING / WORKSHOP PROPER	
Part IV	Closing Program	

**Arlene Daniel**  
Lady of Ceremony