



Republic of the Philippines  
**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**

DEP ED-DIVISION OF CAGAYAN DE ORO CITY  
 CAGAYAN DE ORO CITY

**RELEASED**  
 DATE: JAN 10 2020  
 BY: [Signature]

Division Memorandum No. 23, s. 2020

**PARTICIPATION IN THE OFFICE 365 EMPOWERMENT TRAINING WORKSHOP  
 FOR DEPED PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) AND SCHOOL  
 HEADS**

To: Anita M. Gochuco, PSDS  
 Milagros P. Recamadas, PSDS  
 Shirley A. Merida, PSDS  
 Marife A. Ramos, PSDS  
 Jemuel M. Galay, P-III  
 Duque A. Caguindangan, P-III  
 Annabelle J. Lariba, P-III  
 William C. Agomana, P-II  
 Sylvio C. Carciller, P-II  
 Paul Y. Badon, P-I  
 This Division

1. As per Regional Memorandum No. 16, s. 2020, you are hereby directed to attend the Office 365 Empowerment Training Workshop for DepEd Supervisors and School heads at Chali Beach Resort and Conference Center, Cugman, Cagayan de Oro City on January 12-15, 2020 for Batch 1 and January 15-18, 2020 for Batch 2.

2. Distribution of participants:

<b>Batch 1</b>	<b>Batch 2</b>
Anita M. Gochuco, PSDS	Jemuel M. Galay, P-III
Milagros P. Recamadas, PSDS	Duque A. Caguindangan, P-III
Shirley A. Merida, PSDS	Annabelle J. Lariba, P-III
Marife A. Ramos, PSDS	William C. Agomana, P-II
Paul Y. Badon, P-I	Sylvio C. Carciller, P-II

3. Participants are advised to register at <http://bit.ly/Office365LeadershipWorkshop>

4. -Participants must have individual DepEd email accounts. (Ex. [Firstname.lastname@deped.gov.ph](mailto:Firstname.lastname@deped.gov.ph))

-DepEd email accounts used in representing their respective offices (ex. [deped.centraloffice@deped.gov.ph](mailto:deped.centraloffice@deped.gov.ph)) CANNOT be used.





Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
 Telephone: (08822) – 8550048



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- For new, inactive or inaccessible DepEd email accounts, please get in touch with the Division Information Technology Officer (ITO).
5. Participants must bring own laptop devices, mobile internet device and extension cord/s.
  6. Meals and accommodation shall be shouldered by Information and Communications Technology Service (ICTS) while travel expenses shall be charged to local funds subject to the usual accounting and auditing rules.
  7. For your information and strict compliance.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent 

Reference: OUA Memo 14-1219-0528 dated December 6, 2019  
Office of the Director ICTS Advisory dated January 2, 2020  
Regional Memo No. 16, January 9, 2020



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