



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



February 12, 2018

Division Memorandum  
No. 124, s. 2018

**LIVE-OUT MASS TRAINING OF TEACHERS SEMINAR/WORKSHOP IN  
STUDENT INFORMATION SYSTEM (SIS) INSTALLATION, CONFIGURATION  
AND OPERATING PROCEDURES (PHASE I)**

To: Assistant Schools Division Superintendents  
Education Supervisors / Coordinators  
District Supervisors/OIC  
Elementary School Heads

1. Please be informed that this office announces the conduct of a **Live-out Mass Training of Teachers Seminar/Workshop in Student Information System (SIS) Installation (Phase I)**, Configuration and Operating Procedures on the dates and venues specified below:

Batch	Area/District	Date	Venue
1	South West districts	February 13, 2018	Moalboal CES
2	North West districts	February 14, 2018	Balamban Municipal Hall
3	North East districts	February 15, 2018	Liloan NHS
4	South East districts	February 16, 2018	Dalaguete CES

2. Participants to this training are all District ICT Coordinators and their School Heads and Guidance Coordinators, and Municipal ICT Coordinators with their School Heads and Registrar/Guidance Coordinators.
3. All participants are required to bring the following, to wit:
  - Laptops (2 for Municipal ICT & company and 2 for District ICT & company) with Office 2013 64 bit pre-installed.
  - Wifi router
  - Extension Outlet
  - External Hard Drive
  - Current SF 1 Data from SY 2017-2018
  - January 2018 Pre-enrollment Data
  - Scanned copies of School Seal (1"x1") and School Heads Signature (1"x 0.5"), both with white background

4. The participants, trainers and management staff in the MTOT shall be entitled service credits in accordance with DepEd order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits* to teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
5. Transportation allowance, per diem and other incidental expenses of the training team shall be chargeable to Division MOOE while the participants travelling expenses and per diem shall be chargeable against the School MOOE / PTA / SEF Funds, subject to the usual auditing and accounting rules and regulations.
6. This Memorandum serves as **Authority to Travel**.
7. Immediate dissemination of this Memorandum is desired.

  
RHEA MARIA. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

**LIVE-OUT MASS TRAINING OF TEACHERS SEMINAR/WORKSHOP IN STUDENT INFORMATION SYSTEM (SIS) INSTALLATION, CONFIGURATION AND OPERATING PROCEDURES**

**LIST OF TRAINERS**

<b>#</b>	<b>NAME OF TRAINER</b>	<b>SCHEDULE</b>	<b>VENUE</b>
1	Mr. Emmanuel F. Mendoza	<b>February 13, 2018</b>	<b>Moalboal CES</b>
2	Mr. Roy Pintor		
3	Mr. Walter Relacion		
4	Mr. Joel Rodriguez		
5	Mr. Edgardo Tagarao		
6	Mr. George Lumayag		
7	Mr. Ian Thaddeu dela Cerna		
8	Dr. Marion Lester T. Raboy		
9	Mr. Marionito Alendajao		
10	Mr. Joenel Soliva		
11	Mr. Roberto Benitez		
12	Mr. Atinedoro C. Allego, Jr.		

<b>#</b>	<b>NAME OF TRAINER</b>	<b>SCHEDULE</b>	<b>VENUE</b>
1	Mr. Emmanuel F. Mendoza	<b>February 14, 2018</b>	<b>Balamban Municipal Hall</b>
2	Mr. Marionito Alendajao		
3	Mr. Joenel Soliva		
4	Mr. Roberto Benitez		
5	Mr. Atinedoro C. Allego, Jr.		
6	Mr. Ian Thaddeu dela Cerna		
7	Dr. Marion Lester T. Raboy		
8	Mr. Rene Borgonia		
9	Mr. Ariel Andales		
10	Mr. Fritz Mahilum		
11	Mr. Chester S. Rosalejos		
12	Mr. Allan Canete		
13	Mr. Ryan Romanillos		
14	Mr. Jonel Forsuelo		
15	Mr. Jonn Denver Rosell		

#	NAME OF TRAINER	SCHEDULE	VENUE
1	Mr. Emmanuel F. Mendoza	<b>February 15, 2018</b>	<b>Liloan NHS</b>
2	Mr. Rene Borgonia		
3	Mr. Ariel Andales		
4	Mr. Fritz Mahilum		
5	Mr. Chester S. Rosalejos		
6	Mr. Allan Canete		
7	Mr. Ryan Romanillos		
8	Mr. Jonel Forsuelo		
9	Mr. Jonn Denver Rosell		
10	Mr. Jose Aclan		
11	Mr. Roy Jamero		
12	Mrs. Eda Flor Arrabis		
13	Mr. Wilfredo Dela Cerna		
14	Dr. Marion Lester T. Raboy		

#	NAME OF TRAINER	SCHEDULE	VENUE
1	Mr. Emmanuel F. Mendoza	<b>February 16, 2018</b>	<b>Dalaguete CES</b>
2	Mr. Jose Aclan		
3	Mr. Roy Jamero		
4	Mrs. Eda Flor Arrabis		
5	Mr. Wilfredo Dela Cerna		
6	Mr. Roy Pintor		
7	Mr. Walter Relacion		
8	Mr. Joel Rodriguez		
9	Mr. Edgardo Tagarao		
10	Mr. George Lumayag		
11	Dr. Marion Lester T. Raboy		

## LIST OF PARTICIPANTS

Q	AREA	DISTRICT (ELEMENTARY)			MUNICIPAL (SECONDARY)			VENUE	DATE
		PRINCIPAL	ICT COORDINATOR	GUIDANCE/REGISTRAR	PRINCIPAL	ICT COORDINATOR	GUIDANCE/REGISTRAR		
SW	Alcantara	EDITHA A. AMOLO	ADELA P. NALZARO	THELMA H. TOTING	JESUSA F. BLANCO	REY MARK P. NACION	JENY BORJA	MOALBOAL CES	February 13, 2018
	Alegria	ANGELITA P. LEGARDE	NOEL B. MANABA	EVA B. BORLA	ANTONIO P. KAGAKIT	JONATHAN P. LOZANO	RACHEL D. TEVES		
	Aloguinsan	GREGORIO A. LACRE	GEORGIA ABELLA	RECHIE G. FLORES	MIRARI B. HERNANE	EMILY TAÑECA	MARICEL CIMAFRANCA		
	Badian	CELSO G. SIGAMATA	LUZVIMINDA B. ABSIN	VIRGINIA T. CELESTIAL	POMPEYO GUMERA	BABIE MERCY A. VILLARUBIA	MILAGROS BATOMALAKI		
	Barili I	MARY JANE G. PARAS	LEONDA L. QUIAOT	FILOMENA P. TENEBRSO	MA.NIDA N. AGUILAR	ANTHONY GAYO N. AGUILAR	LYLIE ROSE A. PIA		
	Barili II	SUSANA R. ABORDO	SISINIA C. TAMAYO	AVELINA A. UNGRIA	JOSEPHINE V. ARRIESGADO	ROMMEL O. LIM	RYAN T. MARIBONG		
	Dumanjug I	DELIA PINOS	EDNA TINES	DAISY GAROL	ROWENA ATIENZA	EM-EM SARSOZO	ERWIN ANIÑON		
	Dumanjug II	CARLITO Z. IBIS	GERALDINE FLORES	DESIREE D. MONDIDO	ROMEO V. MEJIA	JOSHUA MARIÑAS	MEL VINCENT CAMERINO		
	Ginatilan	ANABELLE A. JATICO	ALBERT EGOC	LARCY P. BALBUENA	FRANCES L. JAYNO	ALBREN B. SETUBAL	MAY ANN R. PIEDRA		
	Malabuyoc	ROBERT J. MALAYO	RESTITUTO INSO	ROSENDA PIELAGO	DIOSDADO A. MASCARDO JR.	GINA C. REYES	FLORENCIA L. ENAD		
	Moalboal	FLORDELINA G. REDOBLE	JOHN R. REDOBLE	MARIA LOVELLA D. ANGGONG	CANDIDA C. PURGATORIO	MEAH G. NOLON	MARIA LOVELLA D. ANGGONG		
	Pinamungahan I	CORNELIO C. VILLARIN	JUANITO L. PEREZ, JR.	KRISTINE G. CAGANG	ROSE JOAN L. BLASCO	HARIM MAGTAGAD	CRISTINE SALARITAN		
	Pinamungahan II	LIELAH U. SILVA	KIM MIPARANUM	HAPPY MAE ALQUEZA	EDITHA V. BONGCARAS	CIELO ANTONIETA P. PONGAS	BEVERLY A. BOROC		
	Ronda	PAMELA T. ANDAN	NIÑA BEQUE	CATHERINE M. FERNANDEZ	LUCIA C. SABELLO -	JENNILYN S. COLLAMAT	CATHERINE M. FERNANDEZ		
Samboan	ERLINDA S. GERODIAS	GELYN GEMPERO	EUSTRID FERNADEZ	BERNARDITA F. ARIAS	MARYBETTE N. RUIZ	MARISSA V. GERZON			
NW	Asturias						BALAMBAN MUNICIPAL HALL	February 14, 2018	
	Balamban I	PETRONIA C. JO	CHARLYN M.MAHILUM	DINA V. LAPE	SUSAN TRIBUNALO	MYNAH MARISH CONCEPCION			PAQUITA E. CASTILLA
	Balamban II	ARSENIA B.CALVO	ROHAN MELGAR	MARYLENE VILLAFLORES	MARIVIC M. YBALLE				REGGIE B. LABASTIDA
	Tabuelan	VIVIAN MAGLASANG	LEANIE DURAN	EVA B. VICOY	CLAVEL SALINAS	ELAN GERRA			ELTON MONSALUD
	Tuburan I	BENEDICTO M. DONA	MARY ANN G. PLANIA	AURORA G. GABUCAN	RAUL A. DURA	JESSA C. MONCADA			FLORIFE PATINDOL
	Tuburan II								
	Bantayan I	CHLOE GARRUCHA	CONNIE JANE MORALES	JESSICA PESCANTE	NOEL NERVIDA	CRESOSTOMO ABANCO			JOSELITO FERNANDEZ
	Bantayan II	JUDALYN LARIDA	ALLAN VILLACERAN	MARY GRACE ABELLANA					
	Daanbantayan I	GENEROSO Y. MONTERDE	CECILIA M. KANGKEE	TERESITA ROSELL	NECIFORA M. ROSALES	BUENA CABRERA			MELLETE GIERRAN
	Daanbantayan II	ROSARIO DUBLIN	AUDREY ARRIESGADO	EDSA G. CUYOS	MARIA VICTORIA M. RODRIGO	BRIGOLI E. PEPITO			JULIET R. PADO
	Madridejos	CLEOFE PAPANGO	ELENA GIGJE	RUBY ALOB					
	Medellin	ELIZABETH D. ARREGLO	FERNANDO MONTESCLAROS JR	AIMEE B. LABRADA	ELIZABETH D. ARREGLO	EDLYN BUENO			JENILYN B. BUANGJOG
	San Remigio I	ALAN TUBIGON	THELMA ASINGUA	ERA REYNES	REYNALDO D. DELA RAMA	JENNIFER CINCO			JESUSA RAMIREZ
	San Remigio II	JOEL B. BUROG	APRILEEN D. LIM	JANET R. MERINO	NILDA MAGLASANG	RAY CARLO LEPON			URSALINA RUBI
Santa Fe				FELISA BATUIGAS	HEPOLITO MAMAC JR.	MERLY CABRERA			
NE	Borbon	ROY MANGUBAT	JOEL MONDELO	NILA S. MAUZA	GENES M. TANE0	JESSA M. SUMAYANG	MARLYN C. QUINAIN	LIL0AN NHS	February 15, 2018
	Carmen	RUBEN G. VERDIDA	LOTY C. CORDOVA	NILDA SANICO	ARLENE D. BUOT	MONETTE D. APOR	DIANNE ISABEL MONTEGRANDE		
	Catmon	TERESITA B. MONISIT	EFREN COLONIA	EDITHA B. DOÑA	AL CENIZA	STEPHEN FLORIDA	MABLE MELGO		
	Compostela	RODRIGO PUEBLA	ZERNA ZITA	CEFRELYN SOTTO	LUIS R. ARI0JA	NEZA MARIE B. TOLEDO	BERNADETH MONTECILLO		
	Consolacion	LORNA I. SOCO	JEANET C. MEJOS	CLARISA PALABRICA	REJIE GONZAGA	MAURICE ALCANTARA	GUILLERMA BERTULFO		
	Cordova	VIURINA BAGUIO	MIGUELITO CASQUEJO	YOLANDA INOC	EVELYN MALUBAY	NEIL LIM	ANALY LOPEZ		
	Liloan	MARIA TERESA SINGURAN	MERCEDITA S. CABUCAYAN	CANDELARIA P. CONDE	HIPOLITO Q. PEGARIDO	ISIDRO P. ICOT JR.	SUCHEN C. URACA		
	Pilar	ABBIE P. BARNES	MARY GRACE M. CUIZON	MARISSA B. RAMADA	ROQUE L. BORINAGA	RABIE C. PASTURAN	ROSELY M. MERINO		
	Poro	BERNARD RAY G. LOON	LUIS LITO	AMOR E. DEL ROSARIO	JOEL C. ROJAS	CRISANTO O. PENAS	CHRISTEN A. MARANGIT		
	San Francisco	EDWIN LUCERO	EDWIN LUCERO	VIOLETA MISTULA	JOCELYN I. FORMENTERA	JONAVIEVE MAE C. OTERO	MERLITA F. CASINILLO		
	Sogod	LEAH D. ARMIAN	ELMER B. ARNADO	ANNA-LEI A. MENCHAVEZ	PRIMO L. ZAMBO	JESHA T. PREAGIDO	RONASSES S. BUENAVENTURA		
	Tabogon	ROWENA U. DUNOG	DIVINE GRACE B. MONTEROLA	MENCHU T. VILLAREAL	NOE P. URSAL	JOSE CHARLIE D. GELIG	ANESIO Y. RUPAL		
	Tudela	ELIA N. ESTREMOS	JULITO S. GARCIANO	MA. LEA B. TOMADA	MARTY S. ENERO	DEXTER M. CADIZ	ALENA M. SOLANTE		
	Alcoy	ELMA P. MAGDAMIT	CARLOS JURAC	ROBERT RUSIANA	JOSEPHINE D. SESANTE	RUFINO MEDICO	VICTORIA D. DAMOLE		
Argao	JOVENCIA SANCHEZ	JOJIE CANADA	EULALIA MONDIGO	CRESENTE PIÑOL	DARLINA EPHAN	DONNABELLE BUSTAMANTE			
Boljoon	ROQUITO L. URACA	CATHYLEEN C. MENDEZ	LEIZLE M. ESTAVILLA	LEONITA J. BUREROS	CHARLES N. LACUNA	FRANJHIELYN GOLVIN			
SE	Dalaguete I	ALICE S CARIN	MARYAM CONDE	ESTELA L TAGARAO	ROGER D. BANOGBANOG	GERALD TARAYA	JUVIS MAE QUILATON	DALAGUETE CES	February 16, 2018
	Dalaguete II	RUCHEL BALUNGCAS	PEARL PACATANG	MONICA CESANTE	ROLDAN ROSALES	ROLANDO BEDUYA	MA VIRGINIA MARANON		
	Minglanilla I	IRENITA Q. NAVARRO	INAH C. RITA	GRACE MARIE REYES	EDISON DELA PENA	ICT LEE TAGUDIN	VINA MARTHA LAGURIN		
	Minglanilla II	TOMAS DIAMANTE	LADY LOU M. GULAY	REMEDIOS LIMSE	REY ANTONIO PARAISO	LEONICIL D. CALIGUID	RUTH P. RELATADO		
	Oslob								
	San Fernando	NECITO T. GADOR	REY ANTHONY S. PRIETOS	NAOMI P. ONGCOY	NAPOLEON ABASOLO	ROYNEIL ROBERT CABALAN	MARYCEL SIGUE		
	Santander	DAISY R. DE CASTRO	ALLEN D. FILOSOFO	JUNNAH-ANN BUSCATO	JONATHAN DINGLASA	MENGIE T. LAURENTE	MARITA ODANGAN		
	Sibonga								