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Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0622-0007
MEMORANDUM
26 May 2022

For: **Undersecretaries**
Assistant Secretaries
Bureau/Service Directors
Central Office Division Chiefs/Office Heads
Regional Directors
Schools Division Superintendents
Regional and Division Information Technology Officers
Public School Principals and Heads
All Others Concerned

Subject: **UPDATED SCHEDULES AND LIST OF QUALIFIED ATTENDEES FOR THE MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MOS FOR ADMINISTRATIVE PERSONNEL)**

The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service—User Support Division (ICTS-USD), releases Annexes A, B, and C that contain the **Guidelines and Schedules**, the **Complete List of Attendees**, and **Sample Forms**, respectively, for the *Microsoft Skilling and Certification Program for DepEd (Microsoft Office Specialist [MOS] for Administrative Personnel)*, held in partnership with Microsoft Philippines and Audentes Technologies Inc.

This is in relation to OUA Memorandum 00-0522-0072 titled *Call for Potential Participants for the Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel)*, and OUA Memorandum 00-0522-0136 titled *Advisory on Requirements and Schedule of Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel)*.

For any questions or concerns on this subject, please contact Mr. Gerard Joseph Atienza of ICTS-USD at (02) 8633-7264, by Teams chat or through email address icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For guidance and immediate dissemination.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

Annex A: Guidelines and Schedule

Microsoft Skilling and Certification Program for DepEd MOS for Administrative Personnel

Program Guidelines

- Attendees will receive through email a welcome message and, subsequently, invites to the virtual sessions from Audentes, which will conduct the skilling and certification on behalf of Microsoft and DepEd.
 - Complete attendance to all virtual sessions is **compulsory** and **non-negotiable**.
- All attendees shall receive an **acknowledgment letter** from Microsoft by email.
 - The attendee and their Head of Office (Central Office Director/Division Chief, Regional Director, Schools Division Superintendent, or School Head) must sign the letter upon receipt.
- Attendees must fill out the **Re-entry Action Plan (REAP)** template prepared by USD.
 - Attendees should download the REAP template for MOS, fill out the template, and attach their signature and that of their Head of Office.
- Attendees must secure an **Authority to Attend** document and have it signed by their Head of Office.
 - If two or more attendees share the same Head of Office, the latter can issue a single Authority to Attend bearing those attendees' names.
- Samples for the REAP and the Authority to Attend are attached in Annex C and can be downloaded through bit.ly/USDTrainingReqs.
- Once filled out and signed, all documents should be saved as a PDF file.
 - E-signatures, digital signatures, and wet signatures are acceptable.
 - Changing or modifying the contents or format of the documents is not allowed; any unauthorized modification shall render the documents invalid.
- Attendees **must** upload the acknowledgment letter, the REAP, **and** the Authority to Attend (all filled out and signed) through bit.ly/2022MOSRequirements before **Thursday, 23 June 2022, 12:00 PM**.
- Attendees found doing the following will not be allowed to proceed with the program and will have their slots forfeited.
 - Failure to submit **all** required documents or submitting incomplete/unsigned documents by the deadline
 - Absence in **any** of the virtual sessions, especially the Program Orientation

Updated Schedule of Activities

Activity	Dates	Time
Program Orientation (via Teams)	07 June	9:00 – 10:00 AM
LearnKey and Accessing Gmetrix (via Teams)	08 June	Batch 1: 9:00 – 10:00 AM Batch 2: 1:00 – 2:00 PM
Gmetrix Practice Exam Demo (via Teams)	15 June	
<i>LearnKey Review (self-paced)</i>	<i>09, 10, 13, and 14 June</i>	
<i>Gmetrix Practice (self-paced)</i>	<i>16, 17, 20, 21, 23, 24, and 27 June</i>	
Certify Orientation (via Teams)	22 June	Batch 1: 10:00 AM – 12:00 PM Batch 2: 1:30 – 3:30 PM
MOS Exam Proper (via virtual machine)	28-29 June	AM Session: 9:00 – 10:45 AM PM Session: 1:30 – 3:15 PM



**Microsoft Skilling and Certification Program for DepEd
MOS for Administrative Personnel**

Complete List of Attendees

Central Office			
No.	Name	Bureau/Service/Office/Division	Certification
1	Cherry Santiago	BEA—ERD	Excel
2	Czarina Suzette Santiago	Admin. Service—EFD	Excel
3	Fermin Fabella	BLR—PD	Word
4	Janey Rhose Diaz	BHROD—SED	Excel
5	Julius Magadia	Finance Service—Budget Division	Excel
6	Marianne Cruzin	Legal Service—Investigation Division	Word
7	Mylene Panaon	BCD—ODIR	Excel
8	Roma Marienda	Finance Service—EAMD	Excel
9	Sahara Maon	DRRMS	Excel
10	Sheila Marie Laurel	BLSS—ODIR	Excel
National Capital Region			
11	Eduardo Abutal	RO—Public Affairs Unit	Excel
12	Jerol De Lira	RO—Human Resource Development Division	Excel
13	Karen Claire Esico	RO—Policy, Planning, & Research Division	Excel
Region I			
14	Ianah Ross Mae de Guzman	RO—Office of the ARD	Excel
15	Joseph Ephraim Macalanda	RO—Cashier Section	Excel
16	Ma. Janna Patricia Senting	SDO San Carlos City—Personnel Section	Excel
17	Manuel Tanguilig	RO—Quality Assurance Division	Excel
18	Nereson Gutierrez	SDO San Carlos City—Admin. & Fin. Section	Excel
Cordillera Administrative Region			
19	Dumas Aban	RO—Personnel Section	Excel
20	Elvira Cudli	RO—Field Technical Assistance Division	Excel
21	Kaye Shaira Dizon	RO—Public Affairs Unit	Word
22	Randolph Flyn Daculog	RO—Office of the Regional Director	Excel
23	Warly Kindiawan	RO—Policy, Planning, and Research Division	Excel
Region II			
24	Claribel Calagui	RO—CLMD	Excel
25	Gaylord Bartolome	RO—Finance Division	Excel
26	Kevin Juanico	SDO Isabela—Public Affairs Unit	Word
27	Milky Jayne Bulusan	RO—Human Resource Development Division	PowerPoint
28	Princess Aquitania	SDO Nueva Vizcaya—Office of the SDS	Excel



Region III			
No.	Name	Office/Division/Unit/Section/School	Certification
29	Beverly Ann Mejia	RO—Policy, Planning, and Research Division	Excel
30	Chathele Guevarra	RO—Administrative Division	Excel
31	Cristine Vicera	RO—Finance Division	Excel
32	Nichol Leonard Cortez	RO—Public Affairs Unit	PowerPoint
33	Rhoderica Perez	RO—Cashier Section	Excel
MIMAROPA			
34	Herland Aries Cauba	RO—Personnel Section	Excel
35	Lovely Christia de Torres	RO—Public Affairs Unit	Excel
36	Mary Grace Vargas	RO—Personnel Section	Excel
37	Nympha Custado	RO—Finance Division	PowerPoint
38	Reopaolo Nuñez	RO—Legal Unit	Word
Region V			
39	Aileen Castillo	SDO Camarines Norte—Admin. & Finance	Excel
40	Antonio Ahmad	SDO Camarines Norte—Admin. & Finance	Excel
41	Basilisio Lleno Jr.	RO—Public Affairs Unit	PowerPoint
42	Christopher Cordial	SDO Tabaco City—ICT Unit	Excel
43	Shannon Abogado	RO—Policy, Planning, and Research Division	Excel
Region VI			
44	Hope Esther Magbanua	RO—Human Resource Development Division	Word
45	Kate Amboy	RO—Payroll Section	Word
46	Mary Flor Galvez	RO—Finance Division	Excel
47	Melpen de los Santos	RO—Administrative Division	PowerPoint
48	Myra Jane Leuterio	SDO Iloilo City—SGOD	Excel
Region VII			
49	Carry Mira	SDO Tanjay City—ICT Unit	Excel
50	Fredie Bayon-On	SDO Lapu-Lapu City—Admin. & Finance	Excel
51	Maria Cris Valde	SDO Siquijor—Admin. & Finance	Excel
52	Nikki Palencia	SDO Dumaguete City—CID	Excel
53	Queene Marie Dominguez	SDO Mandaue City—Admin. & Finance	Excel
Region VIII			
54	Ann Marielle Aquino	SDO Eastern Samar—ICT Unit	Excel
55	Jocielyn Ranque	SDO Southern Leyte—Admin. & Finance	Excel
56	John Michael Cagara	SDO Tacloban City—Admin. & Finance	Excel
57	Kristine Joy Tiu	SDO Leyte—HRDD	Excel
58	Queennie Lim	SDO Southern Leyte—ICT Unit	Excel



Region IX			
No.	Name	Office/Division/Unit/Section/School	Certification
59	Dulce Elaine Torres	SDO Zamboanga City—Admin. & Finance	Excel
60	Edivic Rute	SDO Zamboanga City—Admin. & Finance	Excel
61	Ferdauzi Salahiron	SDO Isabela City— Admin. & Finance	Excel
62	Jerome Escarian	SDO Zamboanga City—HRDD	PowerPoint
63	Rhitchen Hower Bonne Wata	SDO Zamboanga City—Office of the SDS	Word
Region X			
64	John Paul Napiere	RO—Property and Supply Section	Excel
65	Joy Azores	RO—Personnel Section	Excel
66	Kristine Joy Lagusay	RO—Payroll Section	Excel
67	Maria Jennelyn Quilao	RO—Administrative Division	Excel
68	Mary Hazzel Ballentos	RO—Administrative Division	Excel
Region XI			
69	Jessie James Saligumba	SDO Mati City—SGOD	Excel
70	Jocelyn Mag-Aso	SDO Mati City— Admin. & Finance	Excel
71	Judy Anne Luna	RO—Personnel Section	Excel
72	Leonides Jimmy Jesuro	RO—Personnel Section	Word
73	Liuserose Aying	SDO Mati City—Administrative Section	Excel
74	Maria Della Aragon	SDO Mati City— Admin. & Finance	Excel
75	Sheinalyn Yongco	SDO Mati City— Admin. & Finance	Excel
Region XII			
76	Catherine Cartagena	SDO Kidapawan City—Office of the SDS	Word
77	Jay Ralph Malinao	SDO Sarangani—Education Facilities	Word
78	Jerry Vingno	SDO Sarangani—SGOD	PowerPoint
79	Louriza Gutang	SDO Kidapawan City—Admin. & Finance	Excel
80	Maricel Nayga	SDO Kidapawan City—Office of the SDS	Excel
Region XIII			
81	Alex Prieto	SDO Butuan City—ICT Unit	Excel
82	Anthea Berida	RO—Finance Division	Excel
83	Elmer Kent Cataluña	SDO Butuan City—ICT Unit	Excel
84	Jessa Mae Prisco	RO—Office of the Regional Director	Excel
85	Soundy Buico	RO—Field Technical Assistance Division	Excel
BARMM			
86	Aratoc Macarambon	RO—ICT Unit	Excel





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AUTHORITY TO ATTEND

BUREAU/SERVICE/REGION	[e.g., ICTS, Region X]
DIVISION/UNIT/SCHOOL	[e.g., User Support Division, CLMD, SDO Pasig City]

Date of Filing	
NAME	
Position & Designation (if applicable)	[e.g., Project Development Officer II, Administrative Assistant III, Technical Assistant II]
Actual Station	[e.g., User Support Division, ICT Unit, Curriculum and Implementation Division, Oranbo ES]
Purpose of Attending	Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel)
Activity Date/s	June 07-29, 2022

Approved by:

[NAME OF HEAD OF OFFICE]
[Position]



Republic of the Philippines
Department of Education

AUTHORITY TO ATTEND

BUREAU/SERVICE/REGION	[e.g., ICTS, Region X]
DIVISION/UNIT/SCHOOL	[e.g., User Support Division, CLMD, SDO Pasig City]
ACTIVITY TITLE	Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel)

Complete Name	Position/Designation	Actual Station	Activity Dates
[Last Name, First Name, MI]	[e.g., Project Development Officer II]	[e.g., SDO Pasig City]	June 07-29, 2022

Note: Insert additional rows as necessary.

Approved by:

[NAME OF HEAD OF OFFICE]
[Position]



Re-Entry Action Plan

Title of Training Completed	<i>Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel)</i>		
Dates Attended	June 07-29, 2022		
Last Name		Email Address	
First Name		Office/Region/Division/School	
Middle Name		Position	
Sex		Employment Status	

Objectives	Activities/Strategies	Timeframe (until ____)	Participants/Beneficiaries	Resources Needed (optional)	Expected Output/Outcomes	Remarks

Note: Insert additional rows as necessary.

Prepared by:

[Name of Personnel]
[Position]
[Date]

Noted by:

[Name of Immediate Supervisor]
[Position]
[Date]