



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

17 OCT 2025

DIVISION MEMORANDUM

No. 651, s. 2025

**TRAINING ON ICT-BASED ASSESSMENT FOR TEACHERS CUM
CYBERSECURITY AWARENESS MONTH**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
School Heads and OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. In line with the division's commitment to continuously enhance the professional competencies of its educators, this four-session training is designed to equip teachers with foundational taxonomies, expertise in integrating Information and Communications Technology (ICT) for innovative student assessment, and essential knowledge in cybersecurity awareness. The goal is to foster a culture of higher-order thinking, effective digital assessment, and responsible use of technology in the learning environment aforementioned by DepEd Order No. 012, s. 2024 or the Amendment to DepEd Order No. 010, s. 2024 (Policy Guidelines on the Implementation of the MATATAG Curriculum) and the Cybercrime Prevention Act of 2012 (RA 10175).

2. The training aims to integrate Higher Order Thinking Skills (HOTS) into daily lesson planning and questioning techniques; Effectively design and utilize Digital Portfolios for continuous and holistic student assessment; Apply AI-powered tools (like Canva AI Code) to enhance the efficiency and creativity of instructional material development; and Demonstrate a high level of cybersecurity awareness and implement protective measures in their professional practice.

3. The training will be conducted in two batches. Each school are expected to have three representatives per batch to be determined by the school head. The first batch will be on October 29, 2025 (8:00 AM to 5:00 PM) and the second batch will be on October 30, 2025 (8:00 AM to 5:00 PM). The training will be held at the Imus Pilot Elementary School.

4. All participants are strictly required to attend the four sessions. Participants for batch 1 and 2 must register through the provided Google Form link:
<https://bit.ly/472Rfg1> ICT-



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



PRIME-HRM

BRONZE AWARDEE



BasedAssessmentTrainingCumCybersecurityAwarenessmonth on or before October 27, 2025.

5. Participants must ensure a stable internet connection and have a laptop or desktop computer with the latest version of their preferred browser, and active Canva accounts (preferably Pro, but free accounts are sufficient).
6. The Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) shall oversee the successful conduct of this training and the submission of post-training reports and evidence of application.
7. For any questions and clarifications, please get in touch with Joseph R. Carreon, Education Program Supervisor in EPP/TLE/TVL, at CID – 419-8450 local 211 or at 09273936539.
8. This Memorandum shall take effect immediately.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index

under the following subject:

ASSESSMENT

CURRICLUM

TRAINING

cid/jrc/ 10/13/2025

Enclosure No. 1 to Division Memorandum 651, s. 2025**PROGRAM MANAGEMENT TEAM****HOMER N. MENDOZA**

OIC-Schools Division Superintendent

GLENDA DS. CATADMAN

Chief Education Supervisor

OI-Office of the Assistant Schools Division Superintendent

MARCIANO V. VALLES

Education Program Supervisor

OIC-CID Chief

IVAN HONORPETTE A. MIJARES

SGOD OIC, Chief Education Supervisor

Management Staff	Members
Program Owner	Joseph R. Carreon EPS-EPP/TLE/TVL
Learning Manager	Darlferhen M. Dancel EPS-II
Secretariat/Registration	Rhea C. Bacas Master Teacher II
Program Invitation/Logistics	Dennis Jay G. Gumboc Master Teacher I
M & E Coordinator	Medel Carlos C. Zarsuelo Jr., EPS II
Documenter	Gary T. Diragen - Teacher III
Resource Speakers	Joseph R. Carreon EPS-EPP/TLE/TVL June Bence L. Adelan EPS-SGOD Mary Ann N. Villareal Master Teacher II Dennis Jay G. Gumboc Master Teacher I
Finance Officer	Jona B. Ramos - Budget Officer
Welfare Officers	Rosemae F. Rosete - Nurse II
Sound System	GDMCIS-Imus Pilot Elementary School
Food Committee	Eilene C. Claveria Marissa L. Oxa
Master of Ceremonies	Michael Angelo C. Maleriado Teacher III

Enclosure No. 2 to Division Memorandum 651, s. 2025

TRAINING ON ICT-BASED ASSESSMENT FOR TEACHERS CUM CYBERSECURITY AWARENESS MONTH

October 29, 2025 (Batch 1)

October 30, 2025 (Batch 2)

8:00 AM to 5:00 PM

ACTIVITY MATRIX

Time	Activity	Responsible Person(s)
7:30 AM - 8:00 AM	Registration and Opening Program	PMT
8:00 AM - 8:15 AM	Welcome Remarks	Homer N. Mendoza OIC-SDS
8:15 AM - 8:30 AM	Statement of Purpose	Glenda DS. Catadman OIC-ASDS Marciano V. Valles OIC-CID Chief
8:30 AM - 9:45 AM	Session 1: Foundational Taxonomies of Higher Order Thinking Questions and Structured Observed Learning Outcomes	Joseph R. Carreon EPS-EPP/TLE/TVL
9:45 AM - 10:00 AM	Health Break (Snack)	
10:00 AM - 12:00 PM	Session 2: Designing ICT-Based Assessments (Part 2)-Empowering Learning: Leveraging Digital Portfolios for Continuous Student Assessment	Mary Ann N. Villareal Master Teacher II
12:00 PM - 1:00 PM	Health Break (Snack)	
1:00 PM - 2:30 PM	Session 3: Harnessing the Power of AI - Creating Interactive Learning Material using Canva AI Code	Dennis Jay G. Gumboc Master Teacher I
2:30 PM - 2:45 PM	Health Break (Snack)	
2:45 PM - 4:15 PM	Session 4: Cybersecurity Awareness - Cyber Guardians: Empowering Today's Defenders, Securing Tomorrow's Digital Nation	June Bence L. Adelan EPS-SGOD
4:15 PM - 4:25 PM	Open Forum / Q & A	Speakers
4:25 PM - 4:30 PM	M & E	Medel Carlos C. Zarsuelo Jr.,
4:30 PM - 4:45 PM	Distribution of Certificates Closing Remarks and Call to Action	Homer N. Mendoza OIC-SDS Speakers
4:45 PM - 5:00 PM	Closing Program	PMT

Role	Terms of Reference
a. Program Owner	1. Oversees the implementation of the entire program. 2. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. 3. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. 4. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. 5. Prepares the CPD documents for submission to the PRC through the NEAP-R. 6. Leads in crafting the Program Completion Report.
b. Learning Manager	1. Leads the conduct of the program per session room. 2. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. 3. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. 4. Facilitates management of learning activities as scheduled and as needed. 5. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. 6. Ensures that the pre-assessment is administered. 7. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. 8. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.
c. Resource	1. Prepare and deliver engaging, relevant, and research-

Speaker/ Subject-matter Expert	based presentations or training materials aligned with the program's objectives. 2. Lead interactive sessions, discussions, and training that promote active learning and participation among educators. 3. Applies effective presentation and facilitation techniques in conducting assigned sessions and provides expert content input during learning sessions. 4. Be available to answer questions, address concerns, and offer personalized guidance to participants during the capacity building.
d. M&E Coordinator	1. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. 2. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. 3. Applies process observation and prescribed tools to monitor and evaluate program delivery. 4. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. 5. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. 6. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
e. Documenter	1. Documents the proceedings of the learning sessions using the prescribed documentation template. 2. Takes photos of the different parts of the program delivery. Photograph key moments, participants' engagement, and visual aids (with prior consent and adherence to privacy policies). 3. Capture significant questions raised and answers provided during Q&A session and document group outputs, training results, and practical demonstrations.
f. Secretariat	1. Attends registration needs of learners. 2. Ensures that learners fill up attendance sheets every day.

	3. Prepares directory of participants based on registration forms. 4. Assists in the distribution of learning materials and supplies. 5. Assists in posting and collection of session outputs. 6. Compiles session documents and learning resource materials.
g. Welfare Officer	1. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. 2. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.). 3. Identify potential welfare-related risks or needs of participants, such as health conditions, special dietary requirements, accessibility concerns, through pre-registration data or coordination with organizers. 4. Prepare a basic first-aid kit and identify the nearest medical facility/personnel available during the activity. 5. Establish clear communication channels with the organizing committee and designated medical personnel.
h. Logistics Officer	1. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. 2. Leads ocular inspection of venues to ensure adherence to standards and specifications. 3. Checks that session rooms are always ready for use and conducive to learning.
i. Finance Officer	1. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. 2. Initiates procurement processes of resources, materials and relevant services, and follows up fund

	disbursement with appropriate offices. 3. Monitors and documents all disbursements against budget to support liquidation. 4. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.
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