



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
 Cotabato City



**Office of the Minister** Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**OFFICE OF THE MINISTER**

**REGIONAL MEMORANDUM**

No. 521  
 Series of 2023

**RELEASED**

BY: [Signature]  
 DATE: 05 JUL 2023  
 TIME: 8:45 AM  
 Ctrl. No. 2023-07-008

TO : **ABDULLAH P. SALIK, JR.**, Director General for Basic Education  
**ALL BASIC EDUCATION BUREAU DIRECTORS**  
**BASIC EDUCATION DIVISION CHIEFS (QAD, CID, & SBM)**  
**ALL OTHERS CONCERNED**

FROM : [Signature]  
**MOHAGNER M. IQBAL**  
 Minister



Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**INFORMATION AND COMMUNICATIONS DIVISION**  
 Office of the Minister  
**RELEASED**  
 By: [Signature]  
 Date: JUL 05 2023  
 Time: 8:50 AM  
 Control No. 2023-07-008

SUBJECT : **DIGITAL LITERACY TRAINING FOR THE OFFICE OF THE DIRECTORATE GENERAL (ODG) FOR BASIC EDUCATION**

DATE : June 29, 2023

1. The Ministry's Office of the Directorate General for Basic Education, through its Information and Communication Technology (ICT) Unit, will be conducting a **Digital Literacy Training** on **July 10-14, 2023** (inclusive of travel time) in Davao City, (specific venue shall be communicated directly to participants once finalized).
2. The training aims to address the crucial fields of digital transformation and its impact on the Ministry in the delivery of basic services. Specifically, it aims to:
  - a. upskill and understand the fundamental use of Microsoft Office Apps, Google Apps, and other online platforms;
  - b. learn how to use a web browser, and search engines, and understand basic online security practices; and
  - c. acquire knowledge to create and manage email accounts, compose and send emails, and manage email settings.
3. Attached is the list of participants for reference. All participants are hereby required to bring laptops with MS Office 2019 version and extension wires for the hands-on activities. They must also have Google or DepEd email accounts. However, for those who have no DepEd or Google accounts, please see Mr. Swerlan Gutierrez, ICT Unit, for assistance in creating your email accounts.
4. Transportation expenses, food, hotel accommodation, and per diem of the participants and facilitators shall be charged to the General Administration Support (GAS) and 2019 ICT Funds.
5. For information and compliance.



## LIST OF PARTICIPANTS

Digital Literacy Training for ODG (Basic Education) Personnel  
July 10-14, 2023, Davao City

(Annex A)

Name	Office	Role
1. Abdullah P. Salik, Jr.	Office of the Director General	Director
2. Aratoc A. Macarambon	ICT Unit	Lead, Facilitator
3. Shoraya Jane M. Bagundang	SDO-Cotabato City	Facilitator
4. Dr. Bai Sheina B. Kusain	SDO-Cotabato Central Pilot School	Facilitator
5. Mercy O. Macarambon	ICT Unit	Secretariat
6. Swerlan Gutierrez	ICT Unit	Secretariat
7. Aliya Angeles	ODG	Participants
8. Sarah Kusain	ODG	Participants
9. Hasmin Sangka	ODG	Participants
10. Laila Gayanandang	ODG	Participants
11. Bai Hasmin Pulalan	Quality Assurance Division	Participants
12. Datu Ebna Batillan	Quality Assurance Division	Participants
13. Nadma Dimaporo	Curriculum & Instruction Division	Participants
14. Honeymailah Pandi	Curriculum & Instruction Division	Participants
15. Dayansalong Maruhom	School-Base Management Division	Participants
16. Jaimelyn Langeban	School-Base Management Division	Participants
17. Sitti Sapia Almira Orpio	Bureau Basic Education	Participants
18. Mohammad Jamil Amino	Bureau of Sports	Participants
19. Norlinah Tucalo	Bureau of Sports	Participants
20. Julasad Arsad	Bureau of Alternative Learning Division	Participants
21. Ahmad Aleef Pulong	Bureau of Alternative Learning Division	Participants
22. Safiya Sugala-Unggas	Bureau of SPED	Participants
23. Monaria Kutig	Bureau of SPED	Participants
24. Imelda Sombrito	Bureau of IPED	Participants
25. Shaira Abedin	Bureau of IPED	Participants
26. Abdul Saddam Pinagayao	Info & Communication Division	Participants
27. Raden B. Ayob	Info & Communication Division	Participants
28. Azhar A. Sakili	Info & Communication Division	Participants
29. Annaleah Sisnsuat	Health & Nutrition Unit	Participants
30. Al-Adzir Gayanandang	Health & Nutrition Unit	Participants