



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



November 21, 2012

Division Memorandum  
No. 589 s., 2012

**TWO-DAY DIVISION WORKSHOP ON THE USE OF NCBTS-TSNA DATABASE SYSTEM IN SUPPORT TO K TO 12 PROGRAM IMPLEMENTATION**

To: OIC - Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. In support to K to 12 Program Implementation, this Office will conduct a Two-Day Division Workshop on the Use of NCBTS-TSNA Database System. (Please see enclosure for details as to venue and schedule)
2. The workshop aims to:
  - d. capacitate the participants with KSAs on NCBTS-TSNA e-tool
  - e. appreciate the value and significance of NCBTS-TSNA e-tool
  - f. commit to use the e-tool in support to K to 12 program implementation
3. Participants to the said workshop are all District Supervisors/OICs, Elementary and Secondary School Heads and all school ICT Coordinators. Each participant should bring laptop.
4. Travelling expenses of each participant shall be chargeable against school MOOE/SEF and other sources of funds while the facilitators' meals and travelling expenses and training materials shall be charged to Division Funds subject to the usual auditing and accounting rules and regulations.
5. This Memorandum shall serve as Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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## DIVISION WORKSHOP ON THE USE OF NCBTS-TSNA DATABASE SYSTEM

December 13-14, 17-18, January 3-4, 2012

### DATES, VENUES AND RESOURCE PERSONS

#### **NORTHEAST ( December 13-14 and 17 - 18, 2012)**

<b>Venue</b>	Consolacion CS	<b>Venue</b>	Catmon CS
<b>Team Leader</b>	Mr. Gerardo Mantos	<b>Team Leader</b>	Dr. Cartesa Perico
<b>Members</b>	Annaliza Mapula Rosemary Oliverio Jennete Mejos Jennifer Corpuz	<b>Members</b>	Mildred Lauron Ronil Manayon Marlene Arnan Isidro Icot

#### **NORTHWEST ( December 13-14 and 17 - 18, 2012)**

<b>Venue</b>	Daan Bantayan NHS	<b>Venue</b>	Buanoy NHS
<b>Team Leader</b>	Evelyn Balang	<b>Team Leader</b>	Glicerio Camonggay
<b>Members</b>	Chloe Garrucha Araceli Cabahug Ryan Baterna Chester Rosalejos	<b>Members</b>	Lani Arcilla Darwin Cuyos Emelita Jugasan Ariel Andales

#### **SOUTHEAST ( December 13-14 and 17 - 18, 2012)**

<b>Venue</b>	Dalaguete NHS	<b>Venue</b>	Alcoy NHS
<b>Team Leader</b>	Cecilia Cartilla	<b>Team Leader</b>	Juimar Montolo
<b>Members</b>	Josefina Almacen Florencio Labiste Edgardo Tagarao Roy Pintor	<b>Members</b>	Jocelyn Pacaldo Roberto Moran Marjorie Mendez Rufino Medico

#### **SOUTHWEST( December 13-14 and 17 - 18, 2012)**

<b>Venue</b>	Bitoon VNHS	<b>Venue</b>	Badian NHS
<b>Team Leader</b>	Jane Gurrea	<b>Team Leader</b>	Artudio Lumapay
<b>Members</b>	Quirico Sumampong Paterno Verano Ma. Teresa Lamosao Em-em Sarsozo	<b>Members</b>	Candida Purgatorio Danilo Manguilimotan Joel Soliva Gil Secuya

#### **ISLAND SCHOOLS/MUNICIPALITIES ( January 3 - 4, 2013)**

<b>Venue</b>	San Francisco CS	<b>Venue</b>	Bantayan CS
<b>Team Leader</b>	Gerardo Mantos/Jane Gurrea	<b>Team Leader</b>	Juimar Montolo/Evelyn Balang
<b>Members</b>	Ronil Manayon Zenifer Corpuz Mildred Lauron Jenette Mejos	<b>Members</b>	Chloe Garrucha Araceli Cabahug Chester Rosalejos Emelita Jugasan

**TRAINING COORDINATORS:** Salud Luna  
Maria Elena T. Paras

**DIVISION WORKSHOP ON THE USE OF NCBTS-TSNA DATABASE SYSTEM**

December 13-14, 17-18, 2012 and January 3-4, 2013

**TRAINING MATRIX**

<b>Time</b>	<b>Day 1</b>	<b>Time</b>	<b>Day 2</b>
<b>MORNING</b>			
7:00-8:30	Arrival/Registration	7:00-8:00	Breakfast
8:30 - 9:00	Opening Program	8:00-8:30	Preliminaries/MOL
9:00 - 10:00	Session 0: Levelling of Expectations	8:30 - 10:00	Workshop 1: Simulation: Filling up of SA and TSNA Tool
10:00-10:15	Snack Break	10:00-10:15	Snack Break
10:15 - 12:00	Session 1: Overview of the TDNA System	10:15 - 12:00	Workshop 2: Consolidation of TSNA Results by Area
12:00- 1:00	Lunch Break	12:00- 1:00	Lunch Break
<b>AFTERNOON</b>			
1:00 - 3:00	Session 2: NCBTS-TSNA	1:00 - 2:30	
3:00 - 3:15	Snack Break	2:30 - 3:00	Next steps/ Implementation Plan
3:15 - 5:00	Session 3: Managing and Implementing the TDNA Tool	3:00 - 3:30	Closing/Homeward-Bound
5:00 - 6:00	Debriefing		

## VENUE AND SCHEDULES OF PARTICIPANTS

### NORTHEAST

**Venue** Consolacion NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Consolacion and Carmen Districts

**Venue** Consolacion NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Cordova, Liloan and Compostela Districts

**Venue** Catmon Central School  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Catmon, Borbon and Tabuelan Districts

**Venue** Catmon Central School  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Sogod and Tabogon District

### NORTHWEST

**Venue** Daanbantayan NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Daan Bantayan 1 and 2, and San Remigio 2 Districts

**Venue** Daanbantayan NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Medillin and San Remigio 2 San Remigio 1 Districts

**Venue** Buanoy NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Asturias and Balamban 1 and 2 Districts

**Venue** Buanoy NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Tuburan 1 and 2, Pinamungajan 1 and 2 Districts

### SOUTHEAST

**Venue** Dalaguete NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Dalaguete 1 and 2, Minglanilla 1

**Venue** Dalaguete NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of San Fernando, Sibonga and Minglanilla 2 Districts

**Venue** Alcoy NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Alcoy, Santander, Oslob and Boljoon Districts

**Venue** Alcoy NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Argao 1 and 2 Districts

**SOUTHWEST**

**Venue** Bitoon VNHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Dumanjug 1 and 2, Aloguinsan, and Alcantara Districts

**Venue** Bitoon VNHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Barili 1 and 2, and Ronda Districts

**Venue** Badian NHS  
**Date** December 13 - 14, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Badian, Moalboal and Malabuyoc Districts

**Venue** Badian NHS  
**Date** December 17 - 18, 2012  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Alegria, Samboan and Ginatilan Districts

**ISLAND DISTRICTS/MUNICIPALITES**

**Venue** San Francisco CS  
**Date** January 3 - 4, 2013  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of San Francisco, Poro, Tudela and Pilar Districts

**Venue** Bantayan CS  
**Date** January 3 - 4, 2013  
**Participants** Elementary and Secondary School Heads, School ICT Coor. of Bantayan 1 and 2, Santa Fe, and Madridejos Districts