



Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

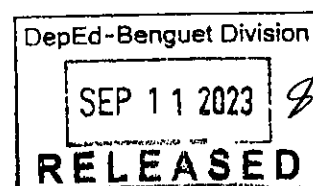
06 September 2023

**DIVISION MEMORANDUM**

No. 320, s. 2023

**HANDS-ON TRAINING WORKSHOP ON BASIC GEOGRAPHIC INFORMATION SYSTEM (GIS)**

To: Asst. Schools Division Superintendent  
Chiefs, SGOD and CID  
Public Schools District Supervisors/Districts-in-charge  
Concerned School Heads  
Concerned Administrative Officers and SDO Personnel



1. In its pursuit for continuous improvement particularly in data and information management, the Schools Division Office of Benguet, through the School Governance and Operations Division, will be conducting a Hands-on Training Workshop on Basic Geographic Information System (GIS) at the SDO Adivay Hall, Wangal, La Trinidad, Benguet on September 13 – 15, 2023.
2. At present, GIS is recognized as an indispensable tool for research and extension planning, management information system, policy, and decision-making, monitoring and evaluation, and even instruction. Thus, GIS-derived information and GIS-generated spatial data is envisaged to aid in assessment, planning, monitoring, and evaluation of DepEd's programs management.
3. Participants to this training are key division and field personnel who are involved in data and information management (*see attached for list of participants*). Participants are expected to bring their laptop and extension wire. Participants will be given CTO/COC for September 13 which is declared as a special non-working holiday. **Identified participants are expected to confirm their participation by accomplishing the registration form via the google link: <https://bit.ly/3sG817p> by September 11, 2023.** Non-compliance would mean waiving the slot to be given to other personnel.
4. Meals and snacks shall be provided chargeable against DRRM Funds while traveling and other incidental expenses may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For more information, queries, and related concerns, please contact the Division DRRM Coordinator at 0920-344-6730 or via her official FB account.
6. For immediate dissemination, guidance, and compliance of concerned.

  
**SALLY L. BANAKEN – ULLALIM, CESO V**  
Schools Division Superintendent

SGOD/LBA/DRRM-nib



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**PARTICIPANTS TO THE HANDS-ON TRAINING WORKSHOP ON BASIC  
GEOGRAPHIC INFORMATION SYSTEM (GIS)**

No.	Name of Participant	Sex	Position	Office/District
1	Hazel Evasco Bagayao	F	Administrative Officer II	Atok
2	Caroline Posayen	F	Administrative Officer II	Atok
3	Monalie Oldico	F	Administrative Officer II	Bakun
4	Beverly Pongdad	F	Administrative Officer II	Bakun
5	Errol Alico	M	Administrative Officer II	Bokod
6	Jefferson Damoslog	M	Administrative Officer II	Buguias
7	Gretchen Simeon	F	Administrative Officer II	Buguias
8	Lorena Sanchez	F	Administrative Officer II	Itogon 1
9	Hazel Kitongan	F	Administrative Officer II	Itogon 2
10	Francois Bayas	M	Administrative Officer II	Kabayan
11	Jordan Mendoza	M	Administrative Officer II	Kapangan
12	Ellyn Begawen	F	Administrative Officer II	Kapangan
13	Feribic Camilo	F	Administrative Officer II	Kibungan
14	Julie Ann Soriano	F	Administrative Officer II	La Trinidad
15	Greg Garcia	M	Administrative Officer II	La Trinidad
16	Anfe Calapen	F	Administrative Officer II	Mankayan
17	Shirlyne Gay Joseph	F	Administrative Officer II	Sablan
18	Raffy Calawa	M	Administrative Officer II	Tuba
19	Divine Rosana	F	Administrative Officer II	Tuba
20	Janry Polon	M	Administrative Officer II	Tublay
21	Engr. Melba Himmoldang	F	Engineer III	SDO-SGOD
22	Engr. Michico Anne Dagdagen	F	Technical Assistant IV	SDO-SGOD
23	Engr. Lester John Olangey	M	Technical Assistant I	SDO-SGOD
24	Arch. Denver Sin-ot	M	Technical Assistant IV	SDO-SGOD
25	Mahal Rifani	F	Administrative Officer III (Supply)	SDO-OSDS
26	Maricel Codimdim	F	Administrative Officer IV (Personnel)	SDO-OSDS
27	Cliftone Bangse-il	M	Project Development Officer I	SDO-SGOD
28	Joven Agtani	M	Education Program Specialist 2 (SMME)	SDO-SGOD
29	Nerissa Barbosa	F	Project Development Officer II (DRRM)	SDO-SGOD
30	Elvira Besic	F	Administrative Officer II	Resource Speaker and Main Facilitator



## INDICATIVE PROGRAM MATRIX

Time	Segment	Activities/Responsible Offices
<b>Day 1</b>		
8:00AM – 8:30AM	Preliminaries	<ul style="list-style-type: none"> <li>• Registration of Participants</li> <li>• Installation of QGIS</li> </ul>
8:30AM – 9:00AM	Opening Program	<ul style="list-style-type: none"> <li>• Prayer and National Anthem on AVP</li> <li>• Opening Remarks</li> <li>• Inspirational Message Schools Division Superintendent</li> <li>• Acknowledgement of Participants and Training Team</li> <li>• Rationale/Overview of Activities</li> <li>• Setting of House Rules</li> <li>• Introduction of Resource Speaker</li> </ul>
9:00 – 12:00NN	Introduction to GIS	Lectures and discussions on <ul style="list-style-type: none"> <li>• Basic Concepts of GIS and Its Applications in DRRM and Asset Management</li> <li>• Type of GIS Data</li> <li>• What is a shapefile</li> <li>• Elements of a Map</li> <li>• Introduction to QGIS</li> </ul>
12:00 – 1:00 PM	Lunch Break	
1:00 – 1:15 PM	Energizer/Grounding	Division Facilitator
1:15 – 3:00 PM	Installation of QGIS Software Exercise 1: Exploring the Quantum GIS Graphical User interface	<b>Elvira D. Beale, AO II</b> Resource Speaker
3:00 – 4:30PM	Exercise 2: Working with Vector and Raster Data	Resource Speaker with participant-facilitators
4:30 – 5:00 PM	Exercise 3: Types of Projection	Resource Speaker with participant-facilitators
<b>Day 2</b>		
8:00AM – 9:00AM	Preliminaries Recapitulation of Yesterday's Activity	<ul style="list-style-type: none"> <li>• Assigned group -MOL</li> <li>-Grounding/Energizer</li> </ul>
9:00 – 12:00NN	Exercise 4: On-Screen Digitizing and Attribution in QGIS (Points)	Resource Speaker
1:00 – 3:00 PM	Continuation of Exercise 4	Resource Speaker
3:01 – 5:00 PM	Exercise 5: On-Screen Digitizing and Attribution in QGIS (Polygons)	Resource Speaker
<b>Day 3</b>		
8:00AM – 9:00AM	Preliminaries Recapitulation of Yesterday's Activity	<ul style="list-style-type: none"> <li>• Assigned Division Facilitator -MOL</li> <li>-Grounding/Energizer</li> </ul>
9:00 – 12:00NN	Continuation of Exercise 5	Resource Speaker
1:00 – 3:00 PM	Exercise 6: Lay-outing	Resource Speaker
3:01 – 4:00 PM	Presentation of Map Layout	Resource Speaker Selected Participants
4:00-4:30PM	Closing Program	Awarding of Certificates Over-all Evaluation of Training QUAME c/o SMME



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