



Republic of the Philippines
Department of Education
Schools Division of Benguet

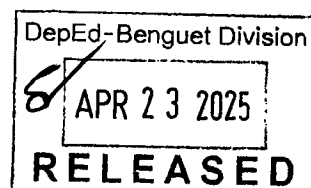
22 April 2025

DIVISION MEMORANDUM

No. 163, s. 2025

**WORKSHOP ON BASIC GEOGRAPHICAL INFORMATION SYSTEM (GIS) -
PHASE 3**

To: Chiefs, CID and SGOD
Public Schools District Supervisors/ Districts-in-charge
Concerned School Heads
Concerned Personnel



1. In its continuous pursuit for improvement in data and information management, the Schools Division Office of Benguet, through the School Governance and Operations Division will be conducting a Live-in Workshop on Basic Geographical Information System (GIS) Training at Ina's Inland Resort, Sagada, Mt. Province on April 27-30, 2025.
2. This workshop aims to enhance the participants' knowledge, skills and attitude (KSAs) on GIS technology that are essential in project planning and implementation. Specifically, participants are expected to have been:
 - a. refreshed in their foundational understanding of GIS concepts, data types and software;
 - b. used the GIS to process, analyze and visualize spatial data; and
 - c. able to apply GIS technology to educational planning challenges related to their KRA.
3. Attached is the list of confirmed participants. All participants are expected to bring with them the following: laptop (i5 or higher) with mouse and relevant data that may be used during the workshop.
4. Transportation will be provided by the SDO. Departure date, time and place will be on April 27, 2025 (Sunday), 1:30pm at SDO Benguet Division Office parking area.
5. Board and lodging, and transportation shall be provided chargeable against 2024 DPRP Funds, while other incidental expenses may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as the **official travel authority** for all identified participants and PMT on **official business**.



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7. For questions and/or clarification, you may contact the Division DRRM Coordinator at 0920-344-6730 or via Messenger at *Nerissa Barbosa (Official Account)*.
8. Immediate dissemination and compliance of all concerned is desired.



Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.04.23 14:41:21
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ESTELA P. LEON-CARIÑO, EdD, CESO III
Regional Director and Concurrent Officer-in-charge
Office of the Schools Division Superintendent

SGOD/CES/nib

LIST OF PARTICIPANTS, FACILITATORS, AND SPEAKERS
April 27 – 30, 2025 | Ina’s Sagada, Mt. Province

	District/Office	Name of Participants	Position	Sex	Remarks
1	Atok	Hazel Bagayao-Evasco	Admin Officer II	F	
2		Marylou S. Magsiano	Admin Officer II	F	
3		Elvira D. Besic	Admin Officer II	F	
4		Hilda De la Cruz	ALS Coord	F	
5		Nieves Atiw	ALS Coord	F	
6	Bakun	Beverly Pongdad	Admin Officer II	F	
7		Annie Budas	Admin Officer II	F	
8		Lynnie Ann Cabatan	Admin Officer II	F	
9		Janice Bawas	Admin Officer II	F	
10	Bokod	Errol D. Alico	Admin Officer II	M	
11		Monalie Oldico	Admin Officer II	F	
12		Rogieson Basatan	Admin Officer II	M	
13	Buguias	Emilon Sanoan	Admin Officer II	M	
14		Charish Pitpitunge	Admin Officer II	F	
15	Itogon I	Lorena A. Sanchez	Admin Officer II	F	
16		Aiza Jane B. Labuanan	Admin Officer II	F	
17	Itogon II	Zeny Bantiloc	Admin Officer II	F	
18		Jessica D. Deo	Admin Officer II	F	
19		Joana Colas	Admin Officer II	F	
20	Kabayan	Janelyn G. Bugnay	Admin Officer II	F	
21		Normelyn Suaya	Nurse II	F	
22	Kapangan	Jaycel D. Calong	Admin Officer II	F	
23		Mark Lowell R. Manuyag	Admin Officer II	M	
24		Ellyn Begawen	Admin Officer II	F	
25	Kibungan	Jonalyn D. Gapad	Admin Officer II	F	
26		Gerly B. Acdang	Admin Officer II	F	
27	La Trinidad	Jayson Gonzales	PDO I	M	
28		Sheller Ramos	Admin Officer II	F	
29		Elma Pulquiso	Admin Officer II	F	
30	Mankayan	Geraldine Concepcion	Admin Officer II	F	
31		Anfe Calapen	Admin Officer II	F	
32	Sablan	Zeny B. Pacio	Admin Officer II	F	
33		Shirlyne Gay Joseph	Admin Officer II	F	
34	Tuba	Divine C. Rosana	Admin Officer II	F	
35		Rebeca V. Cabillan	Admin Officer II	F	
36		Ana Mariam Santos	Admin Officer II	F	
37		Ishmael Aaron Bismonte	Admin Officer II	M	
38		Raffy Calawa	Admin Officer II	M	

	District/Office	Name of Participants	Position	Sex	Remarks
39	Tublay	Caiver B. Olay	Admin Officer II	M	
40		Jayferd T. Pulac	Admin Officer II	M	
41		Fillian Faith Ticque	Admin Officer II	F	
42	SDO Benguet	Melba Himmoldang	Engineer III	F	
43		Denver Sin-ot	TA3/Architect	M	
44		Lester John Olangey	TA3/Engineer	M	
45		Nerissa I. Barbosa	PDO II	F	Inspectorate Team Member
46		Jeffrey M. Cationg	Admin Support	M	
47		Jordan Mendoza	Admin Officer II	M	
48		Florabel C. Balanon	Admin Officer IV	F	Inspectorate Team Member
49		Marty Deion Estacio	Admin Officer II	M	
50		Shelby Sangao	Nurse II	F	
51		Nelian Magciano	Admin Asst.	F	
Speakers and Program Management Team					
52	BSU	Dr. Roscinto Ian C. Lumbres	VP for Research and Extension, Director, Center for Geoinformatics	M	Speaker
53		For. Quinerlyn A. Godio	Science Research Asst., Center for Geoinformatics	F	Speaker
54		For. Myra Nieves T. Lingaling	Project Technical Aide VI, Landslide R&D Project	F	Speaker
55	SDO	Xylene Grail D. Kinomis	SEPS - HRD	F	Facilitator, PMT

INDICATIVE PROGRAM OF ACTIVITIES

April 27 – 30, 2025

Ina's Inland Resort, Sagada, Mt. Province

Time	Segment	Activities
Day 0		
5:00pm	Arrival	<ul style="list-style-type: none"> • Arrival and Check-in • Distribution of exercise data and installation of software
Day 1		
7:45-8:20	Opening Program and Preliminaries	<ul style="list-style-type: none"> • Registration • Prayer and national anthem (AVP) • Acknowledgment of Participants • Opening Remarks • MESSAGE • Rationale and overview of activities • Setting of House Rules/Safety Protocol
8:20 - 10:00	Refresher Course on Basic Concepts of GIS	<ul style="list-style-type: none"> • Lecture 1a: Introduction to Geographic Information System and QGIS program
10:00 - 10:10		<ul style="list-style-type: none"> • Break
10:10 - 11:00		<ul style="list-style-type: none"> • Lecture 1.b Exploring QGIS and its functionalities
11:00 – 12:00		<ul style="list-style-type: none"> • Lecture 1.c Digitizing (Converting raster data to vector data)
12:00 - 1:00		<ul style="list-style-type: none"> • Lunch Break
1:00 - 1:30		<ul style="list-style-type: none"> • Lecture 1.d Joining Tables
1:30 - 3:00		<ul style="list-style-type: none"> • Lecture 2.a: Coordinate Reference System and Map Projection
3:00 – 3:10		<ul style="list-style-type: none"> • Break
3:10 – 4:00		<ul style="list-style-type: none"> • Lecture 2.b: Map projection, area determination, and table and symbology editing
3:30 – 5:00		<ul style="list-style-type: none"> • Lecture 3.b: Map Lay-outing in QGIS
5:00 – 5:30		<ul style="list-style-type: none"> • Preparation/Consolidation of raw data needed for the Workshop
Day 2		
7:45 - 8:10	MOL	<ul style="list-style-type: none"> ○ Opening Prayer ○ Mindfulness Exercise ○ Recapitulation of yesterday's topics
8:10 – 9:45	GIS Training	Lecture 4: -Spatial Data Collection and Tracking using GNSS Receiver -Geo-tagging using an Android phone
9:45 – 10:00	Health Break	
10:00 - 11:00		Lecture 5: Plotting technical description of schools in QGIS
11:00 – 12:00		Lecture 6: Acquiring GIS data of schools from OSM using QGIS and editing the acquired data
12:00 - 1:00		Lunch Break



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1:00 – 3:00		<ul style="list-style-type: none"> ○ Populate data in the Attribute table by district <ul style="list-style-type: none"> ➤ School ID ➤ School enrollment, SY 2024-2025 ➤ Total employees (teaching, nonteaching) ➤ Other important data
3:00 – 3:10	Health break	
3:10 - 5:00		<ul style="list-style-type: none"> ○ Overlaying Location of Schools with hazards <ul style="list-style-type: none"> ➤ Flood ➤ Landslide
Day 3		
8:00 – 8:15	MOL	<ul style="list-style-type: none"> ○ Opening Prayer ○ Mindfulness Exercise ○ Recapitulation of yesterday's topics
8:15-10:30		<ul style="list-style-type: none"> ○ Data Analysis and Creation of Maps based on the attribute table
10:30 – 12:00		<i>Workshop</i>
12:00 – 1:00	<i>Lunch break</i>	
1:00 – 2:00		<ul style="list-style-type: none"> ○ Presentation of Outputs
2:00-2:30	Closing Program	<ul style="list-style-type: none"> ○ Awarding of certificates ○ Over-all evaluation of training ○ Ways forward