



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



**DepED**



# TWO - DAY DIVISION ORIENTATION ON LESS PAPER SYSTEM



**JANUARY 30 - 31, 2025**  
BULWAGANG IMUSENYO  
SDO - IMUS CITY - 3RD FLR, OLD  
BUILDING



THIS SERVES AS AN INVITATION

[www.depedimuscity.com](http://www.depedimuscity.com)

## PROGRAM FLOW

DAY 1 - JANUARY 30 2025

Registration

Ms. Carla Elizia A. Timbang  
Clerk

8:00 AM - 8:30 AM

Opening Program

- Preliminary Activities
- National Anthem
- Prayer
- CALABARZON March
- Imus Hymn
- DepEd Quality Policy

8:30 AM - 9:00 AM

AVP Presentation

Presentation of Participants

Ms. Rosa Irma B. Geda  
Administrative Offices IV

House Rules

Ms. Carla Elizia A. Timbang  
Clerk

Welcome Remarks and Message

Mr. Homer N. Mendoza  
OIC - Schools Division Superintendent

Ms. Bernadette T. Luna  
Asst. Schools Division Superintendent

[www.depedimuscity.com](http://www.depedimuscity.com)

## PROGRAM FLOW

DAY 1 - JANUARY 30 2025

Introduction to Less Paper System

Mr. June Bence L. Adelan  
IT Officer I

9:00 AM - 9:45 AM

Health Break

9:45 AM - 10:00 AM

Different Functions of Less Paper System

Ms. Rosa Irma B. Geda  
Administrative Officer IV

10:00 AM - 12:00 PM

Lunch Break

12:00 PM - 1:00 PM

Various Features of Less Paper System

Mr. Matthew Lewis E. Romero  
ICT - Programmer

1:00 PM - 2:00 PM

Creation of LPS Account / Simulation

Mr. Matthew Lewis E. Romero  
ICT - Programmer

2:00 PM - 3:30 PM

Mr. June Bence L. Adelan  
IT Officer I

Ms. Rosa Irma B. Geda  
Administrative Officer IV

 www.depedimuscity.com

## PROGRAM FLOW

DAY 1 - JANUARY 30 2025

Health Break

3:30 PM - 3:45 PM

Closing Program

3:45 PM - 5:00 PM

- Nationalistic Song
- Prayer

AVP Presentation

Impression

TBD

Challenge

Mr. Homer N. Mendoza  
OIC - Schools Division Superintendent

Response

TBD

Distribution of Certification of Participation

Mr. Homer N. Mendoza  
OIC - Schools Division Superintendent

Ms. Bernadette T. Luna  
Asst. Schools Division Superintendent

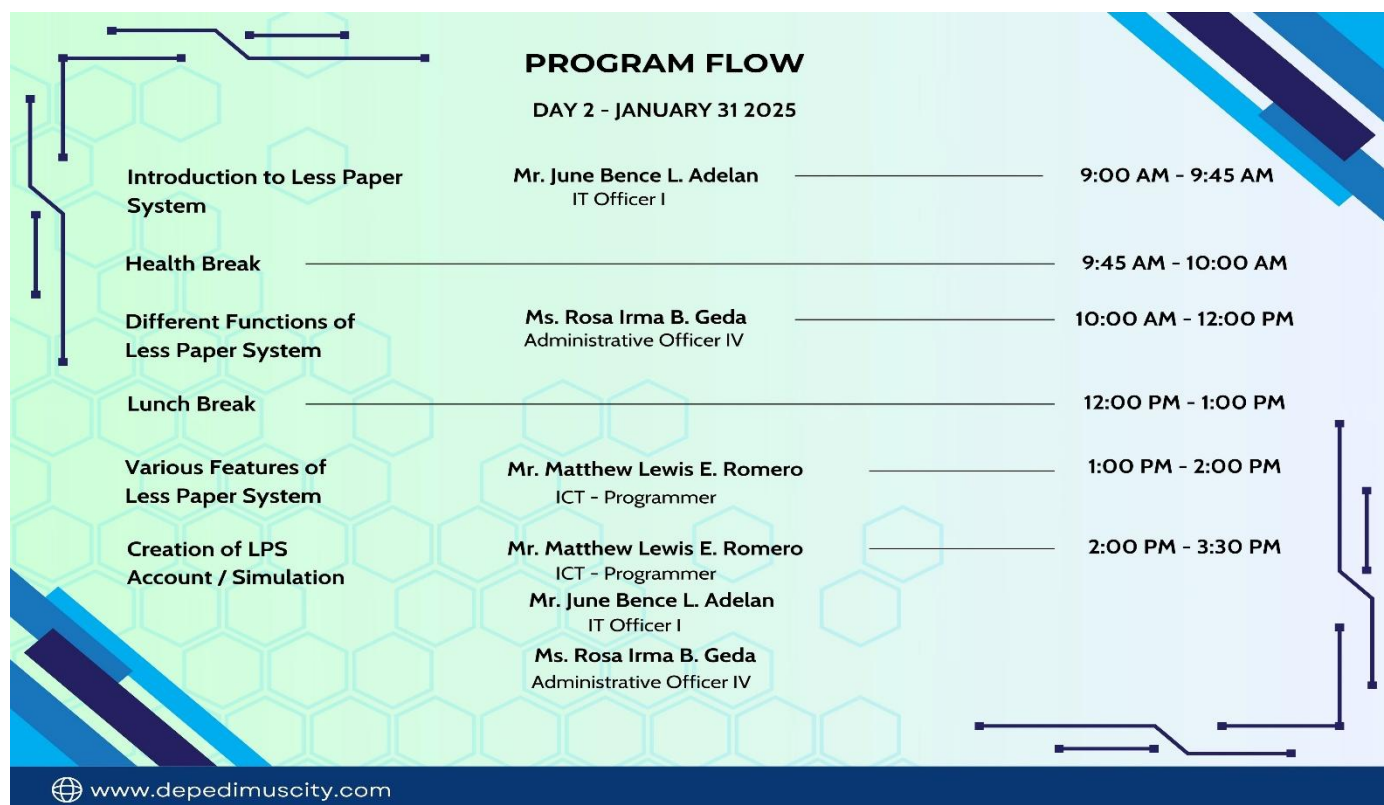
Closing Remarks

Mr. Ronnie B. Yohan  
Administrative Officer V

Ms. Honey Angela O. Escullar  
Master of Ceremonies

 www.depedimuscity.com





## PROGRAM FLOW

DAY 2 - JANUARY 31 2025

Health Break

3:30 PM - 3:45 PM

Closing Program

3:45 PM - 5:00 PM

- Nationalistic Song
- Prayer

AVP Presentation

Impression

TBD

Challenge

**Mr. Homer N. Mendoza**  
OIC - Schools Division Superintendent

Response

TBD

Distribution of Certification  
of Participation

**Mr. Homer N. Mendoza**  
OIC - Schools Division Superintendent  
**Ms. Bernadette T. Luna**  
Asst. Schools Division Superintendent

Closing Remarks

**Mr. Ronnie B. Yohan**  
Administrative Officer V  
  
**Ms. Honey Angela O. Escullar**  
Master of Ceremonies



**"MODERN TECHNOLOGY ALLOWS US TO DO  
MORE IN LESS TIME, WITH FEWER RESOURCES,  
AND OFTEN WITH LESS PAPER."  
- PETER DRUCKER**



