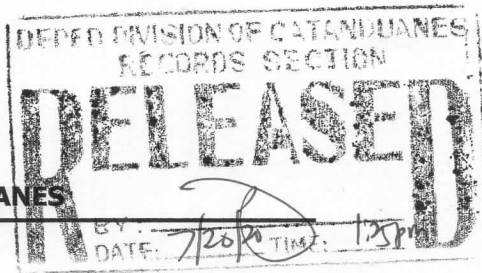




Republic of the Philippines  
**Department of Education**  
 Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



DIVISION MEMORANDUM  
 OSDS-ICTU-DM- 146

**TO :** Assistant Schools Division Superintendent  
 SDO Chiefs & Staffs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 District/School ICT Coordinators  
 Key Teachers in all Learning Areas  
 All other concerned

**FROM :** DANILO E. DESPI  
 Schools Division Superintendent

**SUBJECT :** DIVISION WEBINAR-WORKSHOP ON THE UTILIZATION OF DEPED PROVIDED ACCOUNTS(GMAIL/O365), OPEN EDUCATIONAL RESOURCES (OER), KOTOBEE AND FREE ONLINE APPLICATION TOOLS FOR THE DEVELOPMENT OF INTERACTIVE MODULES FOR 21<sup>ST</sup> CENTURY LEARNING

**DATE :** July 20, 2020

The Department of Education-SDO Catanduanes thru the ICT Unit supports and values the professional development of our educators for greater impact in teaching and learning. Part of this commitment is to ensure that teachers are capacitated with the knowledge and skills in the current trends of information technology through conduct of a **Webinar-Workshop on the Utilization of DepEd provided accounts(Gmail/O365), Open Educational Resources (OER), Kotobee and Free Online Application Tools for the development of Interactive Modules for 21<sup>st</sup> Century Learning.**

**The objectives of this activity are the following:**

1. Provide technical assistance among Public School Teachers through their designated ICT Coordinators and Key Teachers in all learning areas on the Utilization of DepEd provided accounts(Gmail/O365), Open Educational Resources (OER) and Free Online Application Tools for the development of Interactive Modules for 21<sup>st</sup> Century Learning;
2. Demonstrate to teachers on how to conduct online classes by utilizing the DepEd provided accounts to them (Gmail/O365) specifically using the Google Meet and Microsoft Teams;
3. Capacitate teachers with the different applications both online and offline to aid them in delivering interactive lessons to their students; and
4. Prepare to take the challenges of "new normal" delivery mode of learning.

Participants to this activity are the **District/School ICT Coordinators 1 and 8 Key Teachers in all learning areas** to be identified by the respective PSDS assigned in each District on the following scheduled date:

Date	Batch Number	Participants
<b>August 5-7, 2020</b>	Batch 1 – Zone 1(Virac & San Andres) Zone 2(Baras, Bato, Gigmoto & San Miguel)	-Designated District and School ICT Coordinators 1 and Key Teachers
<b>August 10-12, 2020</b>	Batch 2 – Zone 3(Bagamanoc, Viga & Panganiban) Zone 4(Caramoran & Pandan)	-Designated District and School ICT Coordinators 1 and Key Teachers
<b>August 13-15, 2020</b>	Batch 3 – Secondary Schools	-Designated School ICT Coordinators 1 & 2 and Key Teachers in all Strands/tracks



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Participants are required to have and do the following before and during the activity:

- Laptop with Windows OS and with ACTIVE DepEd and O365 accounts
- Installers and materials needed during the workshop
- Stable internet access since this is an online webinar-workshop
- Requested to register online at <http://deped.in/PreRegDOWebinar> until **July 24, 2020**.
- Final list of participants will be released to the field on **July 27, 2020** and the links (GMeet, Teams, Materials to be used on the said activity will be sent to their registered DepEd Email Account.
- Only the participants indicated in the final list will be provided with a Certificate of Participation while those who can submit the outputs on time will be provided with a Certificate of Completion.

All expenses to be incurred by the participants and trainers relative to this training (internet expenses, transportation, per diems and other incidental expense shall be charged to their respective school MOOE while for the trainers expenses including the meals and materials incurred will be charged to HRTD funds OSDS-ICT Unit (AC-20-HRTD-003) subject to the usual accounting and auditing rules and regulations.

Attached is the Program of Activities (Enclosure #1) and Working Committees (Enclosure #2) for your reference. A virtual conference will be conducted to all the trainers and facilitators on **July 21, 2020** and **August 3, 2020** in preparation for the conduct of the said activity.

For queries, you may contact CP #09291383262 or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

For information, guidance and compliance.



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(Enclosure #1 to DM No. 14 s. 2020)

**PROGRAM OF ACTIVITIES**

**DIVISION WEBINAR-WORKSHOP ON THE UTILIZATION OF DEPED PROVIDED ACCOUNTS(GMAIL/O365), OPEN EDUCATIONAL RESOURCES (OER), KOTOBEE AND FREE ONLINE APPLICATION TOOLS FOR THE DEVELOPMENT OF INTERACTIVE MODULES FOR 21<sup>ST</sup> CENTURY LEARNING**

**August 5-7, 2020(Batch 1), August 10-12, 2020 (Batch 2), August 13-15, 2020 (Batch 3)**

Time	Activities/Topics	Persons/Responsible
<b>Day 1</b>		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:30 – 9:00	Preliminaries	Moderators
9:00 – 12:00	Utilization of DepEd Email Account -Collaboration Tools (Docs, Sheets, Slides) -Google Meet -Google Classroom	Jennifer B. Metica  Emma Lynn Gianan
12:00 – 1:00	NOON BREAK	
1:00 – 2:00	Utilization of O365 Account -Collaboration Tools (Online Word, Excel, Powerpoint)	Jennifer B. Metica
2:00 – 3:00	-OneNote	Andrew Satairapan /Avegail Valeza
3:00 – 4:00	-Teams	Jun Carlo Tapel
4:00 – 4:30	OPEN FORUM	
<b>Day 2</b>		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:30 – 9:00	Preliminaries	Moderators
	Open Educational Resources(OER) tools -Wondershare -Kiwix -Comics creator	Giselle Trapago John Alrey Tidon Dennis Tulalian
12:00-1:00	NOON BREAK	
1:00 – 3:00	-Hot Potato -Word Search/Puzzle -Creation of Bitmoji and Bookwidge Accounts/Outputs	Emma Lynn Gianan Paul Xavier Tejerero Ian Lopez
3:00 – 4:00	-Canva for Education	Jennifer B. Metica
4:00 – 4:30	OPEN FORUM	
<b>Day 3</b>		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:30 – 9:00	Preliminaries	Moderators
9:00 – 12:00	Kotobee App -Installation & Registration -Features of Kotobee -Creation of Book Cover/Layout -Editing Book Data in the Book Manager -Creation of Chapters/Link/Audio	Emil Rojas Mark Lester Padilla Paul Xavier Tejerero
12:00 – 1:00	NOON BREAK	
1:00 – 3:00	Cont... -Inserting Tables -Adding Gallery/Test Type -Customizing Book Design -Publishing and saving of kotobee files	Emil Rojas Mark Lester Padilla Paul Xavier Tejerero
3:00 – 4:00	OPEN FORUM/PRESENTATION OF OUTPUTS	Moderators/Participants
4:00 – 4:30	Closing	Facilitators



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(Enclosure #1 to DM No. 146 s. 2020)

**WORKING COMMITTEES**

**DIVISION WEBINAR-WORKSHOP ON THE UTILIZATION OF DEPED PROVIDED ACCOUNTS(GMAIL/O365), OPEN EDUCATIONAL RESOURCES (OER), KOTOBEE AND FREE ONLINE APPLICATION TOOLS FOR THE DEVELOPMENT OF INTERACTIVE MODULES FOR 21<sup>ST</sup> CENTURY LEARNING**

**August 5-7, 2020(Batch 1), August 10-12, 2020 (Batch 2), August 13-15, 2020 (Batch 3)**

<b>ROLE</b>	<b>TERMS OF REFERENCES</b>	<b>IN-CHARGE</b>
Team Leader (Proponent)	<ul style="list-style-type: none"><li>- In-charge of the documents needed for the conduct of the webinar</li><li>- Oversee the flow of the program/activity</li></ul>	Jennifer B. Metica – SDO-ICT Unit
Technical Team/ Trainers	<ul style="list-style-type: none"><li>- In charge of hosting the webinar</li><li>- Assist in the conduct of webinar</li><li>- Checks the outputs of the participants</li></ul>	Jennifer B. Metica -SDO -ICT Unit Andrew Satairapan - CNHS Paul Xavier Tejerero – Cagraray ES Emma Lynn Gianan – Oga Es Mark Lester Padilla-Cabugao IS Emil Rojas-Caramoran RDHS Avigaill Valeza-Panganiban HS -CAIC Giselle Trapago - CNHS Ian Lopez-Lumabao ES Dennis Tulalian – San Vicente ES
Administrative Team -Program, Registration, Certificates, M&E	<ul style="list-style-type: none"><li>- In charge of the monitoring of online attendance and post assessment tools</li><li>- Inform the participants involved in the webinar within their district</li><li>-In charge of Certificates of Participation and Completion</li><li>-In charge of documentation and narrative report</li></ul>	CID (PSDS & EPS) SGOD M&E District ICT Coordinators -Liza Joson – Mabato NHS -Chito Carranza – Sioron ES -Marisol Tolledo–San AndresCES -Rosemarie Buendia-QuezonES -Francis Tomes-San Jose ES -Loi Joson – Bigaa ES -Estrella Miraran- Caramoran CES -Cherry Jay Tayas Rosalyn Nazareno – SDO-ICT Unit



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