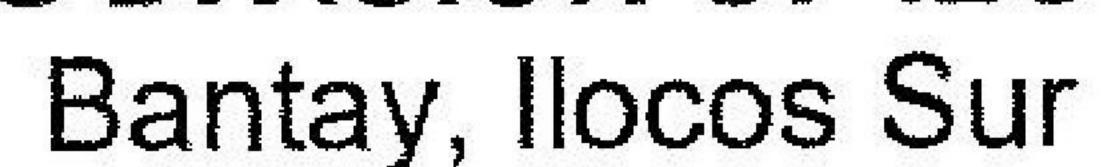
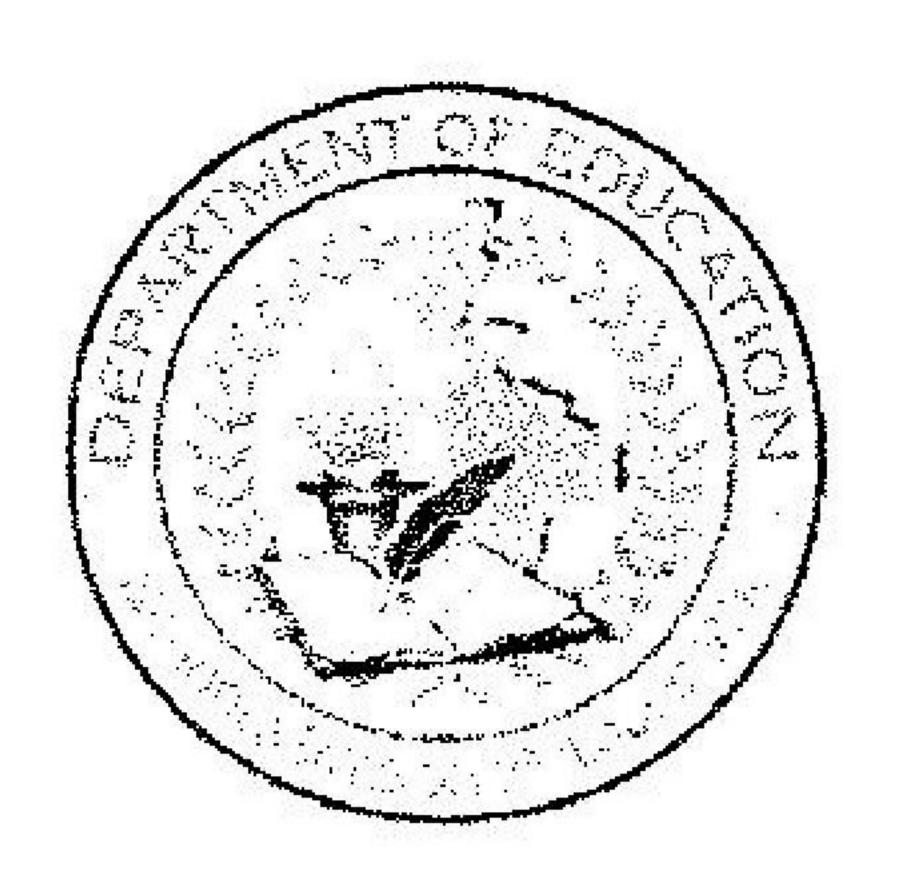


# Republic of the Philippines Department of Education Region I

## SCHOOLS DIVISION OF ILOCOS SUR





Date: July 24, 2019

DIVISION MEMORANDUM No. 240 s. 2019

#### ENHANCEMENT TRAINING ON DCP: BRIDGING THE DIGITAL GAP

To: OIC-Asst. Schools Division Superintendent

Chief Education Supervisors
Education Program Supervisors

Public Schools District Supervisors

Dublic Elamantani Cahaal Haada

Public Elementary School Heads
Public Secondary School Heads

Designated District ICT Coordinators

Designated School ICT Coordinators

SDO Personnel

All others concerned

- 1. Schools Division Office will conduct Enhancement Training on DCP: Bridging the Digital Gap on August 12-17, 2019 (live-out training).
- 2. Venue will be announced later.
- 3. Participants to this training will be the following:

Elementary (3 Participants per District)

District ICT Coordinator

One School Head per District

One Key Teacher per District

Secondary (2 Participants per School)

School ICT Coordinator

One Key Teacher

#### SDO Personnel

Batch 1	Batch 2	Batch 3
(August 12-13, 2019)	(August 14-15, 2019)	(August 16-17, 2019)
Number of Participants: 84	Number of Participants: 128	Number of Participants: 115
Elementary	Secondary	SDO Personnel
District ICT Coordinator	School ICT Coordinator	
One School Head	One Key Teacher	
One Key Teacher		

- 4. Participants to this training are required to bring their laptop with at least 300 GB free space, extension wire, soft copy of test questions, earphone, wi-fi and localized video lessons.
- 5. Travel expenses shall be charged against MOOE/school funds subject to usual accounting rules and regulations.

DOCUMENT CODE: SDO-ILS-CID-IM-QF-005

REVISION: 00

EFFECTIVITY DATE: 09-10-2018

"SMILE AND SERVE WITH A HAPPY HEART"



## Republic of the Philippines Department of Education Region

## SCHOOLS DIVISION OF ILOCOS SUR

Bantay, Ilocos Sur



- 6. Teacher who will attend Saturday training shall be entitled for a 1-day service credit in accordance with the provision of DepEd Order No. 19 s. 2011 and DepEd Order No. 53 s. 2003. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.
- 7. Immediate dissemination to all concerned on this matter is desired.



GEMMA Q. TACUYCUY, CESO V Schools Division Superintendent

To be included in the perpetual index under the following subject: BRIDGING THE DIGITAL GAP



# Republic of the Philippines Department of Education Region I

### Region I SCHOOLS DIVISION OF ILOCOS SUR



Bantay, Ilocos Sur

#### TRAINING DESIGN FOR SCHOOL PARTICIPANTS

Time	Topics/Session	Facilitator
	DAY 1	
7:00am-8:00am	Arrival and Registration of Participants	ICT Services
8:01am-8:30am	Opening Program	Gemma Q. Tacuycuy, CESO V Schools Division Superintendent
8:31am-9:30 am	Course Lab (Creation of off-line module/lesson)	Eduardo Cuartelon T2, Naravacan NCHS  Sheryll Mae Latorre T1, Garitan Integrated School
9:30am-9:45am	Break	
9:46am-12:00	Course Lab (Inserting Test Questions, Videos, Audio)	Eduardo Cuartelon T2, Naravacan NCHS
		Sheryll Mae Latorre T1, Garitan Integrated School
12:01am-1:00pm		
	Wondershare Quiz Creator (Creating interactive Quiz/Exam with the different types of test)	Rubina Ecraela MT1, Sta. Lucia South CS
		Cristina Lacuesta MT1, Sinait West CS
		Rosemarie Joy Supnet T3, Bio ES
	DAY 2	
8:00am-9:00am	Submission & Presentation of Course lab and Wondershare outputs	
9:01am-12:00am	- Installation & importing lessons/topic - Creating Channel - How to connect a channel/class	Eduardo Cuartelon T2, Naravacan NCHS  Sheryll Mae Latorre T1, Garitan Integrated School
12:01-1:00pm	Lunch Break	
	Kiwix - Importance of using Kiwix - Installation and Configuration of Kiwix	Eduardo Cuartelon T2, Naravacan NCHS  Sheryll Mae Latorre T1, Garitan Integrated School
3:01pm-4:30pm	ZIP GRADE APP (ANDRIOD)  - Create a Quiz (NAT like Type of Test)  - Create an Answer Key - Printing and Giving the Assessment - Scanning Result	Rosemarie Joy Supnet T3, Bio ES

CLOSING PROGRAM

DOCUMENT CODE: SDO-ILS-CID-IM-QF-005

REVISION: 00

EFFECTIVITY DATE: 09-10-2018



# Republic of the Philippines Department of Education



Bantay, Ilocos Sur

### TRAINING DESIGN FOR SDO PERSONNEL

Time	Topics/Session	Facilitator	
	DAY 1		
7:00am-8:00am	Participants	ICT Services	
8:01am-8:30am	Opening Program	GEMMA Q. TACUYCUY, CESO V Schools Division Superintendent	
8:31am-11:30 am		RHEA JOY C. CARBONELL Attorney IV (DepEd Region I)	
11:31am-12:00nn	I DOI OPARCO	SAMMY A. LEGASPI ITO I (DepEd Region I)	
12:01pm-1:00pm	Lunch Break		
1:01pm-5:00pm	Managing Microsoft Office 365 Accounts (Features & Functions-WORD, EXCEL & POWERPOINT)	JULIMAR R. BUQUING ITO I	
	DAY 2		
8:00am-9:00am	Submission & Presentation of Outputs (Word, Excel & PowerPoint)		
9:01am-12:00am	Photoshop	JULIMAR R. BUQUING ITO I	
12:01-1:00pm	Lunch Break		
1:01pm-2:00pm	Submission & Presentation of Outputs (Photoshop)		
2:01pm-3:00pm	Google Forms	JULIMAR R. BUQUING ITO I	
3:01pm-3:30pm	Microsoft Educator Community		
3:31pm-4:00pm	Workplace App		
4:01pm-4:30pm	Introduction to Document Tracking System (DTS)		
	CLOSING PROGRA	M	







REVISION: 00