November 19, 2021

DIVISION MEMORANDUM
NO. 243 , s2021

ONLINE WORKSHOP ON MICROSOFT 365 AND GOOGLE SUITE TO SUPPORT BASIC EDUCATION LEARNING CONTINUITY OPERATION PLAN

To: Assistant Schools Division Superintendents
        Division Chiefs
        Public Schools District Supervisors
        Elementary and Secondary School Heads
        All Others Concerned

1.   This is to announce the conduct of the Online Workshop on Microsoft 365 and Google Suite to Support Basic Education Learning Continuity Operation Plan to be held on December 1-3, 2021.

2.   The participants are the following:
        2.1 Cluster Schools ICT Advisers (33)
        2.2 Cluster Schools ICT Coordinator for Infrastructure (33)
        2.3 Cluster Schools ICT Coordinator for Data Management (33)
        2.4 Select School ICT Coordinators 3 per district (99)
        2.5 ALS Focal Person (1)
        2.6 Education Program Specialist ALS (5)
        2.7 Mobile Teachers (32)
        2.8 Administrative Assistant II – Division Personnel (9)

3.   Select School ICT Coordinators and Mobile Teachers shall be determined by the Public Schools District Supervisors and the ALS Focal Person.

4.   All participants are requested to register through this link: https://bit.ly/M365Google

5.   This online workshop aims to:
        5.1 Explicitly discuss the utilization of Microsoft 365, Google for Education and DepEd LMS to support BE-LCOP;
        5.2 Capacitate participants in the conduct of Capstone Project, Action Research, and ICT Innovation Development;
        5.3 Upskill and reskill participants in Microsoft 365 and Google Suite for Governance, Teaching and Learning;
        5.4 Provide appropriate Technical Assistance in Account Administration;
        5.5 Capacitate participants in developing software solutions;
        5.6 Create school website for governance, teaching and learning portal; and
        5.7 Gather issues, concerns, and relevant reports.

6.   The Training Matrix/Programme of Activities is found in enclosure 1.

7.   Wide dissemination and compliance with this memorandum is highly desired.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

(Enclosure No.1 to Division Memorandum No. _____, s. 2021)

TRAINING MATRIX - ONLINE WORKSHOP ON MICROSOFT AND GOOGLE TO SUPPORT BASIC EDUCATION LEARNING CONTINUITY OPERATION PLAN

DAY 1 – Microsoft 365

Time	Activity	In-charge
8:00 – 8:30	Opening Program	
8:30 – 8:45	Session 1 *Account Administration and Processes*	IT Officer I
8:45 – 9:45	Session 2 *Classroom Productivity 1*	Jessfer John R.Cruz Tawiran Elementary School
9:45 – 10:00	Morning Tea	
10:00 – 10:45	Session 3 *Classroom Productivity 2*	Jessfer John R.Cruz Tawiran Elementary School
10:45 – 12:00	Session 4 *M365 Office Operations and Processes*	Romano T. Lopez Jr Balagtas National Agricultural High School
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Session 5 Portfolio Creation Using Wakelet	IT Officer
2:00 – 4:30	Session 6 Sway and Sharepoint Optimized	Raffy O. Capulong Banga High School
4:30 – 5:00	Evaluation/ Feedback/ Reflection	

DAY 2 – Google Suite for Education

Time	Activity	In-charge
8:00 – 8:30	Opening Program	
8:30 – 8:45	Session 1 *Google Suite Enablement Training Programs*	IT Officer I
8:45 – 9:45	Session 2 *Maximizing the use of Gmail*	Jose Vasallo San Rafael National Trade School
9:45 – 10:00	Morning Tea	
10:00 – 11:00	Session 3 *GSuite Tools*	Gloria Z. Pumarada San Ildefonso National High School
11:00 – 12:00	Session 4 *Google Meet Updates*	Restituto B. Flores Felizardo C. Lipana National High School
11:00 – 12:00	Session 5 *Google Classroom Fundamentals*	Elmar S. Legaspi Vedasto R. Santiago High School
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Session 6 *Google Suite Add Ons*	Rolando B. Lopez Tiaong Elementary School
2:30 – 3:30	Session 7 *Google Certified Training Course: Creating a Case Study*	Kathrine Jane L. Ople Lolomboy National High School
3:30 – 4:30	Session 8 *School Community Linkages and Professional Development through GEG Bulacan*	John Marie Malco Marcelo H. Del Pilar National High School SDO Malolos City
4:30 – 5:00	Evaluation/ Feedback/ Reflection	

4:30 – 5:00	Evaluation/ Feedback/ Reflection	

DAY 3 – Capstone Project, Action Research, and ICT Innovation Development

Time	Activity	In-charge
8:00 – 8:30	Opening Program	
8:30 – 9:45	Session 1 *Capstone Project, Action Research and ICT Innovation*	Agnes Bernardo – EPS in Charge for Innovation
9:45 – 10:00	Morning Tea	
10:00 – 11:00	Session 2 Documentations and Processes	Cherry Grace Del Rosario - EPSA
11:00 – 12:00	Session 3 School Innovation: MyARMS (My Activity Recording and Monitoring System)	Sherwin A. Saavedra Master Teacher I Gumaca National High School SDO Quezon
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Website Development using Google Sites (For Governance as Intranet, and Teaching and Learning Portal)	IT Officer I
2:00 – 3:00	Website Development using Google Sites (To support BE-LCOP and Schools Frontline Services)	
3:00 – 4:30	Presentation of Output	
4:30 – 5:00	Closing Program • Pledge of Commitment • Awarding of Certificate	

Technical Working Group

No.	Schools/Office	Full Name	Position
1	OSDS – ICTS unit	Richard C. Biglete	Proponent
2	SGOD – HRD	Marilene G. Ramos	QAME
3	SGOD – SMME	Ma. Lourdes J. Patag	QAME
4	Mataas na Parang Elementary School	Adrian M. Garcia	Facilitaor
5	Lapnit Elementary School	Rizza P. Saranilla	Webinar Director
6	Jose J. Mariano Memorial School	Lemuel Edsel G. Cruz	Technical Director
7	Palapala Elementary School	Jonalyn S. Perez	Technical Director
8	Palapala Elementary School	Julie Ann S. Mangahas	Documentation
9	Matimbubong Elementary School	Maila DR. Calleja	Documentation
10	Calumpit National High School	Isagani Aguinaldo	Moderator