



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 22, 2021

DIVISION MEMORANDUM

No. 279, s. 2021

THE SCHOOL RESPONSE TO DIGITAL EDUCATION: AN INTENSIVE TRAINING ON VIRTUAL TRAININGS, MANAGING SCHOOL DATA AND INFORMATION

To: CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The pandemic has brought a dilemma to educational institution especially when the government announced and ordered not to open face to face classes until the vaccine is available. It is for this reason, The School Response to Digital Education: An Intensive Training on Virtual Training, Managing School Data and Information will conduct on December 14-16, 2021 via MS Teams.
2. This training course for school leaders will intensify their knowledge and skills using various virtual meeting platforms (MS Teams, Google Meet, Stream Yard), Google Workspace, Microsoft Office 365 that could help them to effectively and efficiently manage school data and information.
3. This training had been awarded a certificate of recognition no. R3-PD-2021-0031-1008 for complying with the requirements of DepEd Order No. 1, s. 2020 also known as Guidelines for NEAP Teachers and School Leaders. It will entitle participants CPD units for PRC renewal.
4. The webinar aims to:
 - a. Understand and appreciate the features and updates of various virtual meeting platforms (MS Teams, Google Meet, Stream Yard);
 - b. Perform hands-on activities relative to the application to enhance the skills of the participants on the use of various applications; and
 - c. Utilize and maximize the use of Google Workspace and Microsoft Office 365 for the effective and efficient school management of data and information that are useful to the new normal situation.
5. Participants to this training are all Elementary/Secondary School Heads and SHS-Assistant Principals of 33 Educational Districts.
6. The participants must have the following:
 - a. DepEd and Microsoft Office 365 Account;
 - b. Laptop/Gadget; and
 - c. Stable internet connection;



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7. Participants must accomplish the online registration through <https://forms.gle/Wotc2urXntaFmt6w8> on or before December 3, 2021
8. Enclosure No.1 contains the training matrix and Enclosure No. 2 is the list of the resource speakers, facilitators, and technical working group.
9. Expenses to be incurred in the conduct of this activity shall be charged against the Division INSET funds subject to the usual accounting and auditing rules and regulations.
10. Health and safety protocols set by the IATF, DOH, and DepEd shall be strictly observed at all times.
11. Immediate and wide dissemination of this Memorandum is desired.


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



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Enclosure 1 to Division Memorandum No. 279, s. 2021

**THE SCHOOL RESPONSE TO DIGITAL EDUCATION: AN INTENSIVE TRAINING ON VIRTUAL TRAININGS,
MANAGING SCHOOL DATA AND INFORMATION
TRAINING MATRIX**

December 14, 2021

Opening Program (8:00-9:00 a.m.)		
Topics	Time Allotment	Presenter
Effective and Efficient Administration and Management Using Google Workspace 1. Different features and functions of Google Workspace a. Gmail b. Google Drive c. Google Sheet/Docs d. Google Forms	9:00-11:00	Franco Nicolo P. Addun Google Certified Educator Google for Education Certified Trainer Ruel C. Dogma Master II Valenzuela City School of Mathematics and Science
LUNCH BREAK		
e. Google slides f. Google Keep g. Google Sites h. Google Calendar i. CANVA	1:00-3:30	Franco Nicolo P. Addun Google Certified Educator Google for Education Certified Trainer Ruel C. Dogma Master II Valenzuela City School of Mathematics and Science
Workshop	3:30-5:00	Rizza P. Saranilla Bernardino S. Facun Head Facilitator
Day 2 December 15, 2021 Management of Learning (MOL) (7:30 – 8:00)		
Effective and Efficient Administration and Management Using MS Office 0365 for Education 1. Different features and functions of MS 0365 Application a. Outlook b. OneDrive c. MS Office(License) d. OneNote	Session 1 8:00 – 12:00	Ruel C. Dogma Master II Valenzuela City School of Mathematics and Science Franco Nicolo P. Addun Google Certified Educator Google for Education Certified Trainer



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e. Sway		
LUNCH BREAK		
f. MS Teams	Session 2 1:00 – 3:00	Ruel C. Dogma Master II Valenzuela City School of Mathematics and Science Franco Nicolo P. Addun Google Certified Educator Google for Education Certified Trainer
Workshop	3:00-5:00	Kathrine Jane L. Ople Keith Richard R. Hernandez Head Facilitator
Day 3 December 16, 2021 Management of Learning (MOL) (7:30 – 8:00)		
Google Meet Stream Yard	Session 1 8:00 – 12:00	Ruel C. Dogma Master II Valenzuela City School of Mathematics and Science Franco Nicolo P. Addun Google Certified Educator Google for Education Certified Trainer
LUNCH BREAK		
Workshop	Session 2 1:00 – 3:00	Cristina R. Aquino Cora Nympha A. Santos Head Facilitator
Closing Program	3:00-5:00	DMT





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Enclosure 2 to Division Memorandum No. ~~277~~, s. 2021

**THE SCHOOL RESPONSE TO DIGITAL EDUCATION: AN INTENSIVE TRAINING ON VIRTUAL TRAININGS,
MANAGING SCHOOL DATA AND INFORMATION**

Resource Speakers:

- | | |
|---------------------------|---|
| 1. Franco Nicolo P. Addun | Google Certified Educator |
| 2. Ruel C. Dogma | Valenzuela City School of Mathematics and Science |

Division Management Team

- | | | |
|--------------|------------------|-----------------|
| Chairman: | Joel I. Vasallo | CID SDO Bulacan |
| Co Chairman: | Irene S. Velasco | Batia HS |
| | Lorena Cardenas | Plaridel CS |

Members

- | | |
|-----------------------------|--------------------------------|
| 1. Marlene G. Ramos | SEPS-HRD |
| 2. Ma. Bella Fajardo | EPS II-HRD |
| 3. Ma. Lourdes J. Patag | SEPS-SMME |
| 4. Jeraldo B. Ubaldo | Teacher/Batia HS |
| 5. Keith Richard Hernandez | Head Teacher III/Balagtas NAHS |
| 6. Jose Jay C. Vasallo | Teacher /San Rafael NTS |
| 7. Jay Pangilinan | Teacher /Catmon NHS |
| 8. Gloria Pumarada | Teacher /San Ildefonso NHS |
| 9. Kathrine Jane L. Ople | Teacher/Lolomboy NHS |
| 10. Dandy Rey I. Manuel | Teacher/Makapilapil ES |
| 11. Rizza P. Saranilla | Teacher/Lapnit ES |
| 12. Jinky M. Rivera | Teacher/Bubulong Munti ES |
| 13. Romano T. Lopez Jr. | Teacher/ Balagtas NAHS |
| 14. Rovilyn DP. Dela Cruz | Teacher/ Lapnit ES |
| 15. Micha Andrea B. Sanchez | Teacher/Telapatio ES |



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**The Schools Response to Digital Education:
An Intensive Training on Managing
School Data and Information**

Title of the Program/ Course

is recognized for having complied with the requirements of **DepEd Order No. 1, s. 2020**
also known as *Guidelines for NEAP Recognition of Professional Development
Programs and Courses for Teachers and School Leaders.*

SDO of Bulacan

Name of Provider

R3-PD-2021-0031-1008

Program/ Course Recognition No.