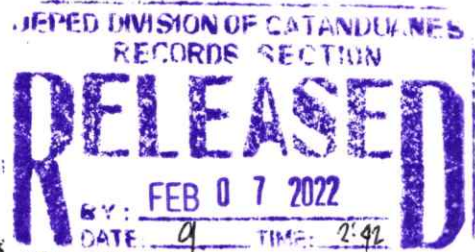Republic of the Philippines

Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

February 7, 2022

DIVISION MEMORANDUM
OSDS-ICTU-DM-_6t_ s. 2022

ORIENTATION-WORKSHOP ON THE UTILIZATION OF ADOBE CREATIVE CLOUD PRODUCTIVITY TOOLS PROVIDED TO SCHOOLS

TO: Assistant Schools Division Superintendent
        SDO Chiefs, Section/Unit Heads
        School Heads
        District/School ICT Coordinators
        All others concerned

1.   Please be informed that the SDO-ICT Unit in coordination with the CO-ICTS-Ed Tech Unit will conduct an online Orientation-Workshop on the Utilization of Adobe Creative Cloud provided to schools on **February 16, 2022** via Fb Live (**DepEdRO5Catanduanes-All Employees).**

2.   The District/School ICT Coordinators, ICT Teachers of Secondary Schools and School Heads are encouraged to attend this activity and register to this link https://tinyurl.com/RegistrationUtilizationAdobe until February 11, 2022. Attached is the Program of Activities (Enclosure 1).

3.   Expenses relative to this activity like internet load since this is an online activity shall be charged to school MOOE subject to the usual accounting rules and regulations.

4.   For information and compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Enclosure No. 1

PROGRAM OF ACTIVITIES
ORIENTATION-WORKSHOP ON THE UTILIZATION OF ADOBE CREATIVE CLOUD
PRODUCTIVITY TOOLS PROVIDED TO SCHOOLS
February 16, 2022 via Fb Live(DepEdRO5Catanduanes-All Employees).

Time	Activities	In-Charge/Facilitator
8:00 – 8:30	Online Registration	Facilitator
8:31 – 9:00	Preliminaries/Opening Program	Facilitator
	Message	Susan S. Collano Schools Division Superintendent
9:01 – 9:30	Program Orientation	Jennifer B. Metica Information Technology-I
9:31 – 12:00	Familiarization and actual demonstration of the Productivity Tools available in Adobe Cloud Software(Adobe Spark, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, etc..)	Mr. Neil Arvin Bautista Team Leader EdTech Multimedia Team
12:01 – 1:00	**LUNCH BREAK**	
1:01 – 3:00	Continuation . . . Familiarization and actual demonstration of the Productivity Tools available in Adobe Cloud Software (Adobe Spark, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, etc..)	Mr. Neil Arvin Bautista Team Leader EdTech Multimedia Team
3:00 - 4:00	How to Avail Adobe Creative Educator Level 1 & 2 Certifications	Mr. Neil Arvin Bautista Team Leader EdTech Multimedia Team
4:01 – 5:00	Clearing House/ Closing	Facilitator

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