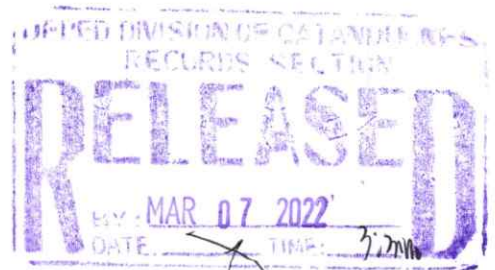




Republic of the Philippines  
Department of Education  
Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 7, 2022

DIVISION MEMORANDUM  
OSDS-ICTU-DM- 107

**VIRTUAL DIVISION TRAINING-WORKSHOP FOR DIGITIZATION OF SELF-LEARNING MODULES (SLMs) UTILIZING THE PROVIDED DEPED EMAIL ACCOUNTS(GOOGLE & MS 365), KOTOBEE AND OPEN EDUCATIONAL RESOURCES(OER)**

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Teachers Concerned  
All others concerned

1. The OSDS-ICT unit in coordination with the Curriculum Implementation Division will conduct a three(3) day Virtual Division Training-Workshop for Digitization of Self-Learning Modules (SLMs) Utilizing the provided DepEd Email Accounts(Google & MS 365), Kotobee and Open Educational Resources(OER) on **March 16-18, 2022** via MS Teams.
2. The training-workshop aims to:
  - a) Apply the skills acquired and developed on the different IT related trainings/webinars attended by our teachers.
  - b) Develop digitized learning resource materials adoptive to any learning environment (online and offline); and
  - c) Maximize the utilization of DepEd accounts provided to schools and teachers by using the available productivity tools that can be used in teaching-learning process.
3. Attached are the List of Participants and Program of Activities. Identified participants are requested to have an excellent internet signal, laptop and needed materials during the said activity.
4. Meals of the Core Team for three(3) days is chargeable to DCP Support Funds (ROV-2021-07-812) while travel and other incidental expenses of the participants 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.
5. For information and compliance.

  
**SUSAN S. COLLANO**  
Schools Division Superintendent





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

(Enclosure 2)

**PROGRAM OF ACTIVITIES**  
**VIRTUAL DIVISION TRAINING-WORKSHOP FOR DIGITIZATION OF SELF-LEARNING MODULES (SLMs) UTILIZING**  
**THE PROVIDED DEPED EMAIL ACCOUNTS(GOOGLE & MS 365), KOTOBEE AND**  
**OPEN EDUCATIONAL RESOURCES(OER)**  
March 16-18, 2022 via MS Teams

Time	Activities	In-Charge/Facilitator
<b>DAY 1</b>		
8:00 – 8:30	Online Registration of Attendance	Facilitator
8:31 – 9:00	Preliminaries/Opening Program	Facilitator
	Message	Susan S. Collano Schools Division Superintendent
9:01 – 9:10	Program Orientation	Jennifer B. Metica Information Technology-I
9:11 – 9:30	Importance of digitized learning resource materials adoptive to any learning environment (online and offline)	Romel G. Petajen CID Chief
9:31 – 12:00	Re Orientation of the Open Education Resources(OER) and Kotobee platforms	EdTech Unit (OER Expert)
12:01 – 1:00	<b>LUNCH BREAK</b>	
1:01 – 3:00	MS Teams	Microsoft Innovative Educator
3:00 - 4:00	Google Classroom	Google Certified Trainer
4:01 – 5:00	Clearing House	Facilitator
<b>DAY 2</b>		
8:00 – 8:30	Online Registration of Attendance MOL	Facilitator
8:31 – 9:00	Presentation of the Core Team, Team leaders and SLMs to be converted to digitized learning resources for Grades 6, 10 and 12	Jennifer B. Metica Information Technology-I
9:01 – 12:00	Actual Hands-on	In-Charge: Paul Javier T. Tejerero Emma Lynn Gianan Mark Lester Padilla Emil Rojas
12:01 – 1:00	<b>LUNCH BREAK</b>	
1:01 – 4:00	Actual Hands-on	In-Charge: Chito Caranza Mary Grace Tayam John Alrey Tidon Ralph Dolores Liza Joson
4:01 – 5:00	Clearing House	
<b>DAY 3</b>		
8:00 – 8:30	Online Registration of Attendance MOL	Facilitator
8:31 – 10:00	Presentation of Outputs for Grade 6 and Critiquing (at least 1 learning area)	Representative from the Grade 6 Group
10:01 – 12:00	Presentation of Outputs for Grade 10 and Critiquing (at least 1 learning area)	Representative from the Grade 10 Group
12:01 – 1:00	<b>LUNCH BREAK</b>	
1:01 – 3:30	Presentation of Outputs for Grade 12 and Critiquing (at least 1 learning area)	Representative from the Grade 12 Group
3:31 – 4:00	Presentation of Meet-ups schedule	Jennifer B. Metica Information Technology-I
4:01 – 5:00	Clearing House/ Closing	Facilitator



**LIST OF PARTICIPANTS FOR THE DIGITIZATION OF LEARNING RESOURCES (Project PEDAL)**

<b>Number</b>	<b>Name of Teacher</b>	<b>Learning Area/Subject of SLMs to be Digitized</b>	<b>School</b>	<b>Position Title</b>	<b>Role</b>
<b>GRADE 6</b>					
<b>English</b>					
1	Maily P. Evangelista	English 6	San Rafael ES	Teacher III	<b>Team Leader</b>
2	Rachel V. Pelagio	English 6	Suchan ES	Teacher III	Member
3	Hazel V. Sarmiento	English 6	Bacak ES	Teacher II	Member
4	Abegail F. Villon	English 6	Quigaray ES	Teacher I	Member
5	Madonna C. Villarino	English 6	San Rafael ES	Teacher III	Member
6	Renalyn V. Cabrera	English 6	Salvacion ES	Teacher II	Member
<b>Science</b>					
7	Emma Lynn D. Gianan	Science 6	Oga ES	Teacher III	<b>Team Leader</b>
8	Francis T. Ruel	Science 6	San Andres ES	Teacher I	Member
<b>Math</b>					
9	Elaine Mae R. Tating	Math 6	Magsaysay ES	Teacher I	<b>Team Leader</b>
10	Arnel T. De Quiros	Math 6	Hiyop ES	Teacher I	Member
11	Andrew A. Azul	Math 6	Hiyop ES	Teacher II	Member
12	Jeanlyn T. De La Cruz	Math 6	Quirino ES	Teacher III	Member
<b>Filipino</b>					
13	Suzette C. Olarve	Filipino 6	San Miguel ES	Teacher III	Team Leader
14	Marjorie C. De Leon	Filipino 6	Panganiban CES	Teacher III	Member
<b>Araling Panlipunan</b>					
15	Lerma O. Timajo	AP 6	Viga CES	Teacher III	<b>Team Leader</b>
16	Jheramie B. Teope	AP 6	Soboc ES	Teacher III	Member
17	Mariel T. Tesorero	AP 6	San Miguel ES	Teacher I	Member
18	Jessica O. Dominguez	AP6	Viga CES	Teacher III	Member
<b>EPP (ICT)</b>					
19	Chito T. Carranza	EPP (ICT) 6	Sioron ES	Teacher I	<b>Team Leader</b>
20	Jaycee T. Gonzales	EPP (ICT) 6	Dominador C. G	Teacher III	Member
21	John Alrey V. Tidon	EPP (ICT) 6	Cavinitan ES	Teacher II	Member
<b>EPP (HE)</b>					
22	Nancy L. Tendencia	EPP (HE) 6	Baras CES	Master Teacher I	<b>Team Leader</b>
23	Cherry Jay Tayas	EPP (HE) 6	Paniquihan ES	Teacher II	Member
24	Jennife S. Tenoria	EPP (HE) 6	Tilod ES	Master Teacher I	Member
25	Mary Joy T. Tapado	EPP (HE) 6	Salvacion ES	Teacher III	Member
<b>Edukasyon sa Pagpapakatao</b>					
26	Leonora O. Villamartin	EsP 6	San Vicente ES	Teacher III	<b>Team Leader</b>
27	Mia L. Villamartin	EsP 6	Sagrada ES	Teacher III	Member
28	Ma. Janine G. Ibardaloza	EsP 6	Hinipaan ES	Teacher I	Member
<b>MAPEH (Arts)</b>					

**LIST OF PARTICIPANTS FOR THE DIGITIZATION OF LEARNING RESOURCES (Project PEDAL)**

<b>Number</b>	<b>Name of Teacher</b>	<b>Learning Area/Subject of SLMs to be Digitized</b>	<b>School</b>	<b>Position Title</b>	<b>Role</b>
29	Mary Grace T. Tayam	MAPEH (ART) 6	Marinawa ES	Master Teacher 2	<b>Team Leader</b>
30	Allen B. Marino	MAPEH (ART) 6	Guinobatan ES	Master Teacher 1	Member
31	Paul Xavier T. Tejerero	MAPEH (ART) 6	Bato Central ES	Teacher I	Member
32	Techie P. Terrago	MAPEH (ART) 6	Pananaogan ES	Teacher III	Member
<b>MAPEH (Health)</b>					
33	Marjorie C. Valenzuela	MAPEH (HEALTH 6)	Pangilao ES	Teacher II	<b>Team Leader</b>
34	Mary Ann D. Tindugan	MAPEH (HEALTH 6)	San Juan ES	Teacher III	Member
35	Ronilda T. Bernal	MAPEH (HEALTH 6)	Obo ES	Teacher III	Member
36	Rosa B. Austero Jra.	MAPEH (HEALTH 6)	Mabato CES	Teacher II	Member
<b>MAPEH (PE)</b>					
37	Joyce I. Surbano	MAPEH (PE 6)	San Jose ES	Teacher I	<b>Team Leader</b>
38	Roldan Reazon	MAPEH (PE 6)	Palumbanes IS	Master Teacher I	Member
39	Jenny Nazareno	MAPEH (PE 6)	Tubli ES	Teacher III	Member

**GRADE 10**

<b>English</b>					
40	Jeric C. San Jose	English 10	Leandro I. Verce	Teacher I	<b>Team Leader</b>
<b>Science</b>					
41	Maria Kristina T. Obo	Science 10	Panganiban NHS	Teacher III	Team Leader
42	Janina G. San Juan	Science 10	Tubli National Hig	Teacher III	Member
43	Hanna Jane O. Vargas	Science 10	Panganiban NHS	Teacher II	Member
<b>Math</b>					
44	Hanelyn R. Pasuengos	Math 10	Panganiban NHS	Teacher III	<b>Team Leader</b>
45	Donnel V. Usero	Math 10	Panganiban NHS	Teacher II	Member
46	Avigail V. Padilla	Math 10	Panganiban NHS	Teacher I	Member
<b>TLE(ICT)</b>					
47	Liza M. Joson	Computer System Se	Mabato NHS	Teacher III	<b>Team Leader</b>
48	Ralph A. Dolores	Computer System Se	San Jose NHS	Teacher I	Member
49	Ma. Analyn T. Belgar	Computer System Se	Leandro I. Verce	Teacher III	Member
50	Cynthia T. Toledo	Computer System Se	SAVS	Teacher III	Member

**LIST OF PARTICIPANTS FOR THE DIGITIZATION OF LEARNING RESOURCES (Project PEDAL)**

<b>Number</b>	<b>Name of Teacher</b>	<b>Learning Area/Subject of SLMs to be Digitized</b>	<b>School</b>	<b>Position Title</b>	<b>Role</b>
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**Grade 12**

**CSS 12**

51	Mark Lester Padilla	CSS 12	Cabugao Integra	Teacher II	<b>Team Leader</b>
52	Emil T. Rojas	CSS 12	Caramoran RDH	Teacher II	Member

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**CONSULTANTS:**

**SUSAN S. COLLANO (Schools Division Superintendent)**  
**MA. LUISA T. DELA ROSA (Asst Schools Division Superintendent)**  
**ROMEL G. PETAJEN (Chief, CID)**  
**ALL EDUCATION PROGRAM SUPERVISORS**  
**ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS**

**OVERALL IN-CHARGE:**

**QA**

**JENNIFER B. METICA (ITO-I)**  
**Jogenne Alilliy San Juan**

**CORE TEAM**

**Elementary**

- 1 Chito T. Carranza
- 2 Paul Xavier T. Tejerero
- 3 Emma Lynn D. Gianan
- 4 Mary Grace T. Tayam
- 5 John Alrey V. Tidon

**Secondary**

- 6 Mark Lester Padilla
- 7 Emil T. Rojas
- 8 Ralph A. Dolores
- 9 Liza M. Joson