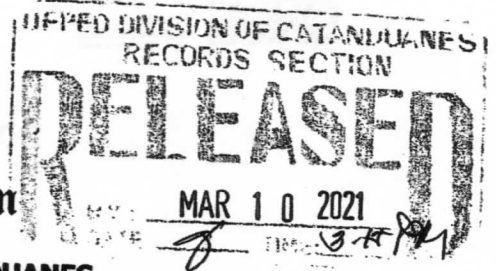




Republic of the Philippines  
Department of Education

Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

**OSDS-UM-03-09-2021/ICTU**

**TO:** Assistant Schools Division Superintendent  
SDO Chiefs & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others concerned

**FROM:** **SUSAN S. COLLANO**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

**SUBJECT:** **VIRTUAL IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS (MARCH 2021)**

**DATE:** **March 9, 2021**

In relation to the attached OUA Memo 00-0321-0063 dated March 4, 2021 with the title: Virtual In-Service Training for Public School Teachers (March 15-19, 2021), interested teachers are invited to attend the said activity. In the event that the school had already planned INSET, these training can be reviewed through the Official YouTube Channel of the DepEd EdTech Unit at [www.youtube.com/c/educationaltechnologyunit](http://www.youtube.com/c/educationaltechnologyunit) and to the official Facebook Group of SDO Catanduanes - DepEdRO5Catanduanes-All Employees with the link: <https://www.facebook.com/groups/219131543228134>.

For queries and Technical Assistance you may contact CP# 09291383262 or email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).

For information and widest dissemination.



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DepEd Tayo - Region V - Catanduanes



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0321-0063**

**MEMORANDUM**

04 March 2021

**For: Regional Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Schools Division Superintendents  
School Heads and Teachers**

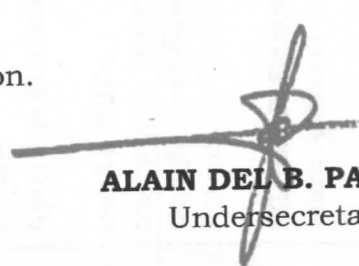
**Subject: VIRTUAL IN-SERVICE TRAINING FOR  
PUBLIC SCHOOL TEACHERS (MARCH 2021)**

In line with the DepEd Order No. 012, s. 2021 (Amendment to DepEd Order No. 030 s. 2020), the Information and Communications Technology Service – Educational Technology Unit (ICTS – EdTech) will conduct a virtual In-Service Training (INSET) for teachers on 15-19 March 2021. This five-day session aims to further expand the participants' skills and knowledge on different digital teaching materials, systems and approaches that are useful in delivering quality instruction. Kindly refer to the attached Training Matrix and schedule of activities (Annex A).

The said activity shall be streamed live through the Official YouTube Channel of the DepEd EdTech Unit at [www.youtube.com/c/educationaltechnologyunit](http://www.youtube.com/c/educationaltechnologyunit). The virtual INSET will also use the DepEd Professional Development Learning Management System (PD-LMS) to assess the participants and shall follow the "No Output, No Certificate" policy.

For questions and concerns on the above-mentioned subject, kindly contact Mr. Mark Anthony C. Sy, Head of the EdTech Unit, through email at [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

**ANNEX A: VIRTUAL IN-SERVICE TRAINING (INSET) FOR  
PUBLIC SCHOOL TEACHERS (MARCH 2021)**

TIME	DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
	March 15, 2021	March 16, 2021	March 17, 2021	March 18, 2021	March 19, 2021	March 20, 2021	March 21, 2021	March 22, 2021	March 23, 2021	March 24, 2021
8:45 - 9:00 a.m.	Preliminary Activity	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing	MOL *Nationalistic Song *prayer *energizer *insight sharing
9:00 - 10:30 a.m.	<b>DepEd TV Report</b> Salvador Manansala I	<b>Effective Utilization of Multimedia Materials: DepEd TV</b> Speaker: Joy G. Salazar	<b>Google Workspace for Education Fundamentals</b> Speaker: Rowena A. Reyes	<b>Interactive Instructional Materials</b> Speaker: Ariel A. Delos Santos	<b>Digital Poetry: A Collaborative Performance Project</b> Speaker: Aprellene B. Marquez					
10:30 a.m. - 12:00 nn	<b>DepEd LMS Report</b> Mark Anthony Papa <b>DepEd Commons Report</b> Aprellene B. Marquez <b>DepEd OERs</b> Sherwin G. Lomeda <b>Google Certification</b> Rowena A. Reyes <b>Microsoft Education</b> Mark Anthony Jamisal <b>DepEd ETUlay</b> Mark Anthony Jamisal <b>ETU Future Programs</b> Mark Anthony C. Sy	<b>Video editing techniques in producing quality video lesson</b> Speaker: Neil Arvin Bautista	<b>Poster Design in Adobe Photoshop</b> Speaker: Glenn Huraño	<b>ManyChat: Delivering Online-Offline learning (McDoo)</b> Speaker: Earl Aaron O. Villanoza	<b>Technology Integration and Instructional Materials Development/Preparation in English Language</b> Speaker: Maria May Sevilla					



<b>LUNCH</b>				
12:00 - 1:00 p.m.				
1:00 - 2:30 p.m.	<b>Effective Delivery of Synchronous/Asynchronous Teaching</b> Speaker: Mark Anthony C. Sy	<b>A New Normal: The Critical Role of Assessment in Online Learning</b> Speaker: Salvador Manansala I	<b>Overview of R.A. 10173, The Data Privacy Act of 2012</b> Speaker: Glenah A. Taguibao	<b>ETUlay-Breakthrough in Teaching</b> Speaker: Mark Anthony Jamisal
2:30 - 4:00 p.m.		<b>OER Readiness Review Criteria</b> Speaker: Minerva Grace O. Silvestre	<b>Solving People Puzzle</b> Speaker: Sherwin G. Lomeda	<b>Creating Interactive Materials Using Scratch Animation</b> Speaker: Glenny Laping
4:00 - 4:30 p.m.	Reflection/Wrap Up			



**Masters of Ceremony: John Jefferson Sevilla and Maria May Sevilla**

**VIRTUAL TEAMS**

<b>COMMITTEE</b>	<b>TERMS OF REFERENCE</b>
<p><b>TECHNICAL TEAM</b>                      Jann Wilbur Gale                      Glenn Huraño                      Mark Anthony Papa                      Raymond B. Casama                      Sherwin Lomeda</p>	<ul style="list-style-type: none"> <li>➤ In-charge of online and other communication platforms.</li> <li>➤ Assure the smooth flow, transition, switching and broadcasting from one facilitator/speaker to another</li> <li>➤ Oversee the total delivery of online INSET</li> <li>➤ Record the training proper</li> <li>➤ In-charge to moderate chat box</li> </ul>
<p><b>DOCUMENTATION TEAM</b>                      Joy Salazar                      Aprellene Marquez                      Ken Lenard Abanilla                      Juan Paulo Vico                      Arvin Fuster</p>	<ul style="list-style-type: none"> <li>➤ Prepare and submit narrative report</li> </ul>
<p><b>CERTIFICATE and ATTENDANCE TEAM</b>                      Concerman Robie</p>	<ul style="list-style-type: none"> <li>➤ Prepare online attendance sheet and distribute e-certificate</li> </ul>
<p><b>FOOD</b>                      Joy Salazar</p>	<ul style="list-style-type: none"> <li>➤ In-charge of training refreshments</li> </ul>
<p><b>SOCIAL MEDIA</b>                      Rainier Garcia De Jesus - Poster                      Neil Arvin Bautista- Teaser</p>	<ul style="list-style-type: none"> <li>➤ Prepare program teaser and poster</li> </ul>
<p><b>QATAME</b>                      Mark Anthony Jamisal</p>	<ul style="list-style-type: none"> <li>➤ In-charge of session monitoring and evaluation, and capture the results using appropriate technology</li> </ul>

