



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

May 8, 2020

DIVISION MEMORANDUM

No. 103, s. 2020

**INTERACTIVE WEBINAR ON HOW TO EFFECTIVELY WORK FROM HOME FOR
SCHOOL HEADS AND MASTER TEACHERS**

To: Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Specialists
Human Resource Management Officer
Division Information Technology Officer
All Public Elementary School Heads
All Public Secondary Schools
All Master Teachers
All Others Concerned

1. In response to the policies and directives set by the Inter-Agency Task Force (IATF), Civil Service Commission and the Department of Education (*DM 43, s. 2020*) to flatten the curve of Covid-19 cases in the Philippines, El Salvador City Division adopted the work from home scheme and skeletal workforce to minimize, if not eliminate, possible contagion of the disease among its employees.
2. Since digital platform is one of the norms in this present times (*most viable during this pandemic*), this Office announces the conduct of the second batch of Interactive Webinar [*for School Heads and Master Teachers*] on How to Effectively Work from Home on May 13, 2020 (Wednesday), 8:00 in the morning via Microsoft Teams.
3. Participants of the aforementioned webinar are directed to observe the following guidelines:
 - a. sign-up for an account
-go to office.com and sign-in using your Microsoft Office 365 account which was sent to your DepEd Email or contact Division ITO Officer for assistance;




Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net

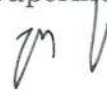
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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- a. download the Microsoft Teams App
-from office.com, click Microsoft Teams App then sign-in again using your Microsoft Office 365 account. From there, you will see the EL SALVADOR CITY SHs + MTs group. We will use that team to engage in the upcoming Webinar;
 - b. secure a laptop/ personal computer/ or any gadget [which is feasible for the training platform] with stable internet connection;
 - c. share your experiences and insights related to the topic during the open forum;
 - d. observe proper decorum (such as wearing of proper attire, being early in the conference regardless of the platform, etc.).
4. Participants should set-up their computers and internet connectivity before 8:00 in the morning and be ready to answer the pretest from 8:00 to 8:30 am before the official start of the webinar. Further, posttest and QAME will also be given after the session.
5. Enclosed is the program of activities for your reference.
6. For guidance and strict compliance.


OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



To be indicated in the Perpetual Index
under the following subjects:

HRTD/KRAS
Online Training



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**Interactive Webinar on How to Effectively Work from Home
(For School Heads and Master Teachers)**

*May 13, 2020 (Wednesday) 8:00 in the morning
Via Microsoft Teams*

Part I

7:30-8:00	Preparation/Setting-up
8:00-8:30	Pretest

Part II (8:30-onwards)

Prayer	Jurica Ethel Estrada, <i>PDO I</i>
Introduction and guidelines	Merogim P. Mugot, <i>HR-EPS II</i>
Opening Message	ASDS Aliena S. Dajay, PhD
Checking of Attendance	Rolly B. Labis, <i>Chief SGOD</i>
<i>Trivial/Unfreezing</i>	<i>HRD</i>
Understanding the New Normal	SDS Olga C. Alonsabe, PhD
Introduction to the Digital Platform	Sherrie R. Dungog, <i>ITO</i>
<i>Unfreezing Activity</i>	Herminildo B. Pantin Jr., <i>PO II</i>
Directing Your Focus	Karen Rose A. Serrania, <i>HR-SEPS</i>
Tips on How to Effectively Work From Home	Ninian A. Alacacid, PhD, <i>Chief CID</i>
<i>Unfreezing/games</i>	<i>HRD</i>
Accomplishing Tasks	Anna Mae Atillo, <i>HRMO</i>
Sharings/questions/open forum	
Acknowledgement and closing prayer	Karen Rose A. Serrania, <i>HR-SEPS</i>

Part III

QAME	Maricris P. Quismundo, <i>SEPS M&E</i> Nilo L. Lomongo, <i>EPS II M&E</i>
Post Test	HRD Section

