



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

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26 June 2020

DIVISION MEMORANDUM  
No. 140, s. 2020

**REGIONAL TRAINING OF TRAINERS (RTOT) ON THE TECHNOLOGY  
EMPOWERMENT FOR EDUCATION, EMPLOYMENT, ENTREPRENEURSHIP, AND  
ECONOMIC DEVELOPMENT (TECH4ED)**

To: **All Public Elementary and Secondary School Heads  
All Others Concerned**  
This Division

1. In reference to Regional Memorandum No. 236, s. 2020, the Department of Education (DepEd) Region X aims to develop, implement and sustain ICT-based solutions and services to meet the requirements in enhancing the delivery of education services and governance function.
2. With this objective, DepEd Region X partnered with DICT to conduct Regional Training of Trainers (RTOT) to help teachers in different public schools toward a digital learning setup.
3. The training will be conducted through a series of Webinar on June 29, 30, July 1 and 2 via Google Meet.
4. The schedule are as follows:
  - June 29 – Productivity Tools and Online Teaching Essentials
  - June 30 – Graphic Design with Canva and Exploring Free and Open Source Educational Tools for Teachers
  - July 1 – Cybersecurity for Teachers, Basic Troubleshooting, Online Privacy, Safety, and Security
  - July 2 – DepEd Video Conferencing Tools for Teachers using MS Teams, and FB Workplace
5. Attached are the list of participants and training matrix of the activity.



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6. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at-0917 715 4632.
7. Immediate and wide dissemination of this memorandum is desired.

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:

ICT TRAINING

OSDS/SRD



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**LIST OF PARTICIPANTS FOR SET A**

NO.	NAME	DESIGNATION
1	Sherrie R. Dungog	ITO - I
2	Sammy Tres Reyes	Head Teacher - I
3	Salvador Bendijo	Head Teacher - I
4	Noralie B. Morales	Teacher - I
5	Carmille Villegas	Teacher - I
6	Jan Marie B. Acuno	Teacher - I

**LIST OF PARTICIPANTS FOR SET B**

NO.	NAME	DESIGNATION
1	Jessica Marie Ramos	Head Teacher - I
2	Jovel Labis	Head Teacher - I
3	Stella Marie B. Ramos	Teacher - I
4	Raymond Jude C. Pabololot	Special Science Teacher - I
5	Jovit D. Comon	Teacher - I

**SCHEDULE OF TOPICS PER SET**

Date	Set A Topic	Set B Topic
June 29, 2020 (2:00 - 4:00 PM)	Productivity Tools	Online Teaching Essentials using GSuites
	- Mail Merge, Function, and Relative and Absolute References	- Track Important Schedules and Deadlines (Calendar) - Collaborate on Documents Online (Docs, Sheets, Slides) - Keep Files and Data Together in a Single Online Repository (Drive) - Create Polls, Quizzes, Surveys (Forms)



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		<ul style="list-style-type: none"> <li>- Create Simple Websites Collaboratively (Sites)</li> <li>- Conduct Virtual Trainings, Meetings, and Classes (Hangouts, Meet, Classroom)</li> </ul>
June 30, 2020 (2:00 – 4:00 PM)	Canva for Education	Free and Open Source Educational Tools for Teachers
	<ul style="list-style-type: none"> <li>- Everyone will be able to create an account</li> <li>- Learn about how Search works</li> <li>- Learn about Layouts</li> <li>- Learn about Background Options</li> <li>- Learn how to upload your own images into your Canva design</li> <li>- Create Infographic</li> </ul>	A. Introduction to text-to-speech <ul style="list-style-type: none"> <li>- Balbolka</li> <li>- Word Talk</li> <li>- Text2Speech</li> </ul> B. Exploring Free Photos for Educational Use <ul style="list-style-type: none"> <li>- Public Domain Pictures</li> <li>- Free Images</li> <li>- 4 Free Photos</li> </ul> C. Exploring Screen Mirroring Apps
July 1, 2020 (2:00 – 4:00 PM)	Basic Troubleshooting and Cybersecurity for Teachers: Online Privacy, Safety, and Security	
	<ul style="list-style-type: none"> <li>- Problem: Power button will not start computer</li> <li>- Problem: An application is running slowly</li> <li>- Problem: All programs on the computer run slowly</li> <li>- Problem: Computer is frozen</li> <li>- Problem: The mouse or keyboard has stopped working</li> <li>- Problem: The monitor will not display, and Speakers has stop working</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain Privacy of your Students while doing Remote Learning</li> <li>- Creating Strong and Storing Passwords</li> <li>- E-learning Cybersecurity Risks</li> </ul>



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	<ul style="list-style-type: none"><li>- Problem: PC keeps disconnecting from Wi-Fi</li><li>- Problem: Printer is not printing certain lines</li><li>- Fix Common Projector Issues</li></ul>	
July 2, 2020 (2:00 – 4:00 PM)	Getting Started with MS Teams (teaching edition) and Introduction to Workplace by Facebook (important features for teachers)	



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