



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

July 10, 2020

DIVISION MEMORANDUM
No. 149, s. 2020

**ROLL OUT OF THE 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 Division of El Salvador City sent 11 personnel to join the webinar sponsored by DICT and representative from the Division are task to roll out the training to all personnel in the Division.
4. The roll out of the training will be conducted through a series of Webinar through the G-CLICK Webinar Series program on July 15-17, July 24 and August 6, 2020 through Google Meet. The participants who will join the Google Meet Video Conference will receive invitation through their DepEd Email and other teachers will be viewing via FB Live streaming.
5. All school personnel will be working from home on the dates scheduled for Webinar to facilitate the access to the Internet and join the webinar.
6. Attached are the list of topics, speaker, committee and schedule of the webinar.



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
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- a. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.
- b. 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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SCHEDULE OF TOPICS PER SET

Date	Set A Topic	Speaker	Committees
July 15, 2020 2:00 – 4:00 PM	Productivity Tools - Mail Merge, Function, and Relative and Absolute References	Mail Merge: Carmille Villegas Excel: Noralie B. Morales	Facilitator: Jovit Comon Unfreezing: Jan Marie B. Acuno FB Live: Sherrie R. Dungog Google Meet Management: Jurica Ethel Estrada FB Live Attendance Management: Merogim Mugot
July 16, 2020 9:00 – 11:00 AM	E-Book Creation Exploring Kotobee Application	Glenn John O. Isiderio Sherrie R. Dungog	Facilitator: Karen Rose Serrania Unfreezing: Merogim Mugot FB Live: Sherrie R. Dungog/Gerlissa Kristi Amoguis Google Meet Management: Gerlissa Amoguis FB Live Attendance Management: Jurica Ethel Estrada
July 16, 2020 2:00 – 4:00 PM	Online Teaching Essentials using GSuites:	Jovit Comon Stella Marie Acero	Facilitator:



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	<ul style="list-style-type: none"> - 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) - Create Simple Websites Collaboratively (Sites) - Conduct Virtual Trainings, Meetings, and Classes (Hangouts, Meet, Classroom) 		<p>Jessica Marie Ramos</p> <p>Unfreezing: Merogim Mugot</p> <p>FB Live: Sherrie Dungog</p> <p>Google Meet Management: Gerlissa Kristi Amoguis</p> <p>FB Live Attendance Management: Jurica Ethel Estrada</p>
<p>July 17, 2020 9:00 – 11:00 AM</p>	<p>CANVA for Education</p> <ul style="list-style-type: none"> - Everyone will be able to create an account - Learn about how Search works - Learn about Layouts - Learn about Background Options - Learn how to upload your own images into your Canva design - Create Infographic 	<p>Sammy Tres Reyes</p> <p>Sherrie R. Dungog</p>	<p>Facilitator: Carmille Villegas</p> <p>Unfreezing: Noralie Morales</p> <p>FB Live: Sherrie R. Dungog</p> <p>Google Meet Management: Gerlissa Kristi Amoguis</p> <p>FB Live Attendance Management: Jurica Ethel Estrada</p>
<p>July 17, 2020 2:00 – 4:00 PM</p>	<p>Basic Troubleshooting</p> <ul style="list-style-type: none"> - Problem: Power button will not start computer - Problem: An application is running slowly - Problem: All programs on the computer run slowly - Problem: Computer is frozen 	<p>Salvador Bendijo</p>	<p>Facilitator: Stella Marie Acero</p> <p>Unfreezing: Jovel Labis</p> <p>FB Live: Sherrie R. Dungog</p>





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	<ul style="list-style-type: none"> - Problem: The mouse or keyboard has stopped working - Problem: The monitor will not display, and Speakers has stop working - Problem: PC keeps disconnecting from Wi-Fi - Problem: Printer is not printing certain lines - Fix Common Projector Issues 		<p>Google Meet Management: Gerlissa Kristi Amoguis</p> <p>FB Live Attendance Management: Jurica Ethel Estrada</p>
<p>July 24, 2020 2:00 – 4:00 PM</p>	<p>Cybersecurity for Teachers: Online Privacy, Safety, and Security</p> <ul style="list-style-type: none"> - Maintain Privacy of your Students while doing Remote Learning - Creating Strong and Storing Passwords - E-learning Cybersecurity Risks 	<p>Jessica Marie Ramos</p>	<p>Facilitator: Karen Rose Serrania</p> <p>Unfreezing: Merogim Mugot</p> <p>FB Live: Sherrie R. Dungog</p> <p>Google Meet Management: Gerlissa Kristi Amoguis</p> <p>FB Live Attendance Management: Jurica Ethel Estrada</p>
<p>August 6, 2020 2:00 – 4:00 PM</p>	<p>Free and Open Source Educational Tools for Teachers</p> <p>A. Introduction to text-to-speech</p> <ul style="list-style-type: none"> - Balbolka - Word Talk - Text2Speech <p>B. Exploring Free Photos for Educational Use</p> <ul style="list-style-type: none"> - Public Domain Pictures - Free Images - 4 Free Photos 	<p>Raymond Jude C. Pabololot</p> <p>Sherrie R. Dungog</p>	<p>Facilitator: Merogim Mugot</p> <p>Unfreezing: Jessica Marie Ramos</p> <p>FB Live: Sherrie R. Dungog</p> <p>Google Meet Management: Gerlissa Kristi Amoguis</p>





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	C. Exploring Screen Mirroring Apps		FB Live Attendance Management: Jurica Ethel Estrada
August 7, 2020 (2:00 – 4:00 PM)	Getting Started with MS Teams (teaching edition) and Introduction to Workplace by Facebook (important features for teachers)	MS TEAMS: Jovel Labis Workplace by FB: Jan Marie B. Acuno	Facilitator: Karen Rose Serrania Unfreezing: Merogim Mugot FB Live: Sherrie R. Dungog Google Meet Management: Gerlissa Kristi Amoguis FB Live Attendance Management: Jurica Ethel Estrada

