



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF BAYBABY CITY

September 3, 2020

DIVISION MEMORANDUM

No. **347**, s. 2020

**TRAINING-WORKSHOP FOR DIVISION OFFICE PERSONNEL ON
 COLLABORATIVE TOOLS FOR REMOTE LEARNING**

To: Division Office Personnel
 All Others Concerned

1. This Office, through the Human Resource Development Section (HRDS) and Information and Communications Technology Unit (ICTU) will be conducting **Training-Workshop for Division Office Personnel on Collaborative Tool for Remote Learning** in two batches: Batch 1 – October 7-9, 2020 and Batch 2 – October 21-23, 2020 at the New Baybay City Division Office Conference Hall, Diversion Road, Gaas, Baybay City, Leyte.
2. The activity aims to:
 - a. Know the basic processes and operations of collaborative tools used for remote learning;
 - b. Capacitate division office personnel on the collaborative tools used for remote learning; and
 - c. Appreciate the use of collaborative tools in performing office tasks as a way of adapting to the new normal.
3. The participants to this activity are division office personnel scheduled in two (2) batches. See attached enclosure for the List of Participants and Activity Matrix.
4. No registration fee shall be collected to the attendees. Supplies and materials and snacks and meals of the participants, speakers and facilitators shall be charged against the HRTD Funds subject to the usual accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAUL D. AGBAN EdD

SOIC – Schools Division Superintendent

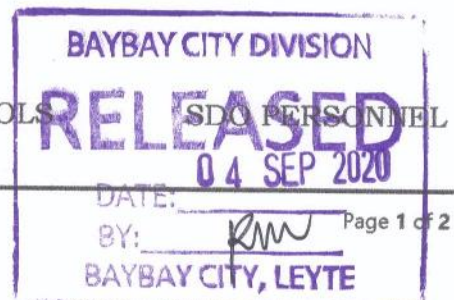
Enclosures: *as stated*

References: HRD AIP/Division LCP

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

TRAINING

COLLABORATIVE TOOLS



Diversion Road, Brgy. Gaas, Baybay City, Leyte
 (53) 563-7615
 baybay.city@deped.gov.ph

Enclosure No. 1 to Division Memorandum No. 347, s. 2020

List of Participants per Batch

Conference Room, New BCDO, Diversion Road, Gaas, Baybay City, Leyte

BATCH 1	BATCH 2
October 7-9, 2020	October 21-23, 2020
Senior Education Program Specialists	Schools Div. Superintendent
Education Program Specialists	Assistant Schools Div. Superintendent
Administrative Officers	Chief Education Supervisors
Dentist	Nurses
Planning Officer	Librarian
Admin. Assistant III	Admin. Assistant I and II
Project Development Officers	Admin. Aide VI
Resource Persons	Resource Persons

Activity Matrix

Training-Workshop For Division Office Personnel On Collaborative Tools For Remote Learning

TIME	Day 1	Day 2	Day 3
7:45 – 8:00	Registration and Setting	Setting/Attendance	Setting/Attendance
8:01 – 8:30	Opening Program	Management of Learning	Management of Learning
8:31 – 12:00	Session 1: GSuite for Education Raian Mark Valenzona	Session 2: Microsoft Teams for Education Nikki Adrienne O. Mantua	Session 3: Distance Education through Zoom Communications Rona May Y. Ompoy
12:01 – 1:00	LUNCH BREAK		
1:01 – 1:30	Workshop Arrangements and Procedures Rene B. Andujar and Jerome C. Oquias	Workshop Arrangements and Procedures Rene B. Andujar and Jerome C. Oquias	Workshop Arrangements and Procedures Rene B. Andujar and Jerome C. Oquias
1:31 – 4:30	Workshop Proper with TA	Workshop Proper with TA	Workshop Proper with TA
4:31 – 5:00	Wrap Up and Next Steps	Wrap Up and Next Steps	Wrap Up and Next Steps