



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2020-06-219
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: _____ TIME: 10:24
 BY: JUN 5 2020 J. Am

DIVISION MEMORANDUM

No. 219, s. 2020

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 All School Heads
 All Others Concerned
 This Division

From: **VICTORIA V. GAZO, PH.D, CESO V**
 Schools Division Superintendent

Date: June 4, 2020

Subject: **CAPACITY BUILDING ON ONLINE LEARNING AND FACILITATION SKILL (A DIVISION WEB ACTIVITY)**

1. With the existing COVID-19 pandemic, program holders are restricted from conducting a face to face training and encouraged to work from home and observe physical distancing as preventive measures against the spread of the corona virus. Thus, this office adopts an alternative Delivery Mode to respond to the urgent needs of the Division. Through the Human Resource Development Section of the School Governance and Operations Division, this Office will facilitate a Webinar on Capacity Building on Online Learning and Facilitation Skill **on June 15, 2020 (Monday)** via video conferencing through Google Meet.

2. The participants to this meeting are:

- a. Assistant Schools Division Superintendent
- b. Chief Education Supervisors, CID and SGOD
- c. Education Program Supervisors
- d. Public Schools District Supervisors
- e. Senior Education Program Specialists,
- f. Education Program Specialists
- g. Division Engineer



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



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- h. Public Elementary and Secondary School Heads/Teacher-In-Charge/School In-Charge and
- i. Unit Heads
- j. DRRM Coordinator
- k. Dr. Marcosjolita Fulgencio

3. Further, participants are required to follow the procedures in joining the webinar, to wit:

- a. Situate in a location with stable and continuous internet connection.
- b. Use the operational DepEd email account and log-in one hour before the schedule.
- c. Minimize the volume of accessories such as headset and speakers or any audio devices to avoid feedback and echo.
- d. Mute your speakers during discussion and Unmute if you are acknowledge to talk.
- e. Check the link posted in your Group Chats an hour before the time of schedule or use this Meeting ID meet.google.com/ydm-xdtb-gfk
- f. Attached is the matrix of activities for reference (Enclosure 1).

4. Prior to the conduct of the webinar, speakers are requested to attend the pre-work activity at the School Governance Conference Room on **June 8, 2020** at exactly 1:30 in the afternoon to 5:00 pm for final briefing.

5. Should there be queries regarding the DepEd email account, participants are advised to coordinate with the ITO of the Division, **Mr. Paul John Arias** at ictu.malaybalay@deped.gov.ph or contact through 0977-061-8486 or you can inquire to **Mr. Woodrow Wilson B. Merida**, Senior Education Program Specialist, Human Resource Development at 09178122754.

Enclosure as stated:

Copy furnished:

Records Unit

HRD-WWBM

TO BE POSTED IN THE WEBSITE



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Enclosure 1 of DM No. 219 s.2020

ACTIVITY MATRIX
CAPACITY BUILDING ON ONLINE LEARNING AND FACILITATION SKILL
(A DIVISION WEB ACTIVITY)
JUNE 15, 2020

TIME	ACTIVITY	PERSON IN-CHARGE
8:00 AM -9:00 AM	Online Opening Program <ul style="list-style-type: none">• Prayer (EPS Arangco)• Acknowledgement of Participants• Message (SDS GAZO)• Message of Support (Chief Antolo)• Statement of Purpose (SGOD Chief Capacio)• Online Norms EPS-II (Alcuizar)	SEPS MERIDA
9:00 AM-10:00 AM	Learning Session 1 Principles and Approaches of Online Learning <ul style="list-style-type: none">• Benefits and Function of Online Learning• Types (Flipped and Blended) Strategies, Scope and Limitations of Online Learning• Online/Offline	PURISIMA J. YAP EPS-LRMDS
10:00AM -11:00AM	Learning Session 2 Digital Citizenship and Competencies of Online Facilitators <ul style="list-style-type: none">• GMRC ONLINE via Digital Citizenship	RACHEL R. VALDE EPS-ENGLISH
11:00 AM- 12:00NN	Learning Session 3 The 7 Capital Sins of Power Point and Power up your Power Point	ROSALIO P. ARANGCO EPS-SGOD
12:00 NN-1:00 PM	LUNCH	



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1:00PM-2:00PM	Learning Session 4 Level up Facilitation Skills Online through NEAP Standards	JESUS V. MURING PSDS
2:00PM-3:30PM	Learning Session 5 Google Meet <ul style="list-style-type: none">• Navigation Google Meet• Meeting ID (Host & Join Meeting)• Live Streaming• Recording• Sharing of Best Practices• Advantage and Disadvantage	REX C. DACANAY TEACHER-II
3:30PM-4:30 PM	Learning Session 6 Google Classroom <ul style="list-style-type: none">• Features of Google Classroom• Usage of Tools• Best Practices of Google Classroom	MARIANE CRYSSA A. TUQUIB TEACHER II
4:30PM-5:00PM	Online Closing Program <ul style="list-style-type: none">• Wrap Up• Agreements/Commitments• Challenge (SDS Gazo)• Closing Prayer EPS-II (Alcuizar)• QUAME c/o M and E	SEPS MERIDA

