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DEPED MALAYBALAY CITY DIVISION
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BY: J.F. - glum

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

DIVISION MEMORANDUM

No. 252, 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**
Schools Division Superintendent

Date: June 25, 2020

Subject: **CAPACITY BUILDING ON ONLINE LEARNING MODALITIES TO TEACHING AND NON-TEACHING PERSONNEL (A DIVISION-WIDE ACTIVITY)**

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1. With the existing COVID-19 pandemic, teachers are restricted from engaging in face to face activities and encouraged to work from home following the skeletal work arrangement and observe physical distancing as preventive measures against the spread of the virus. Thus, this Office adopts an alternative Delivery Mode to respond to the urgent needs of the personnel in the field. Through the Human Resource Development Section of the School Governance and Operations Division, this Office will facilitate a Capacity Building on Online Learning Modalities to Teaching and Teaching Personnel (A Division-wide Web Activity) on **July 8, 2020** via video conferencing through Google Meet.
 2. The participants to this meeting are Teaching and Non-Teaching Personnel of Districts 1 to 10 by group (Enclosure 1). In addition, the Activity Matrix (Enclosure 2) and List of Committee (Enclosure 3) are attached for reference.
 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.



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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- 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 provided by the District Technical Working Committee.
4. Prior to the conduct of the webinar, Public Schools District Supervisors are requested to attend the pre-work activity at the School Governance Conference Room on **June 30, 2020** at exactly 1:30 in the afternoon to 5:00 pm for final briefing.
5. Public Schools District Supervisors should identify the committee and speakers prior to the conduct of the pre-work activity.
6. 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



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TO BE POSTED IN THE WEBSITE

Enclosure 1 of DM No. 252 s.2020

**CAPACITY BUILDING ON ONLINE LEARNING MODALITIES TO TEACHING AND
NON-TEACHING PERSONNEL
(A DIVISION-WIDE WEB ACTIVITY)
JULY 8, 2020**

Group A

District I (146 teachers)

District II (84 teachers)

- Sumpung CS, Can-ayan IS, Incalbog ES,
Candiisan IS, Baganao ES

Group B

District II (45 teachers)

- Tintinaan ES, Manalog ES, Kibalabag IS, Kilap-
agan IS, Tag-ilanao ES

District III (113 teachers)

- BNHS SHS, BNHS Imbayao, Imbayao ES, Sta.
Ana ES

District IV (68 teachers)

- BCT ES, Casisang NHS, Barangay 9 ES

Group C

District III (259 teachers)

- Bukidnon National High School JHS

Group D

District IV (104 teachers)

- MCCS

District V (125 teachers)

Group E

District V (58 teachers)

- MCNHS, Casisang SHS

District VI Teacher (157 teachers)

District VII Teacher (18 teachers)

- Apo Macote NHS

Group F

District VII Teacher

- Bangcud NHS, Luyungan IP HS
- Bangcud CS, Binalbagan ES, Simaya IS,
Padernal ES, Dapulan ES, Calawag ES,
Macote ES,

District VIII Teacher (29 teachers)

- Linabo CS, Lalawan ES

Group G

District VIII (103 teachers)

- Sawaga ES, Malapgap ES, San Martin ES,
San Martin AIHS, MNHS Lalawan Annex,
Paiwaig ES, San Roque ES

District IX Teacher (129 teachers)

- Managok CS, Managok NHS, MNHS
Miglamín Annex, Maligaya ES, Dumayas ES,
Bagong Silang ES, Matangpatang ES,
Langasihan ES

Group H

District IX (24 teachers)

1. Lunokan ES, Miglamín ES

District X (160 teachers)



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Enclosure 2 of DM No. 252 s.2020

ACTIVITY MATRIX
CAPACITY BUILDING ON ONLINE LEARNING MODALITIES TO TEACHING AND
NON-TEACHING PERSONNEL
(A DIVISION-WIDE WEB ACTIVITY)
JULY 8 , 2020

TIME	ACTIVITY	PERSON IN-CHARGE
8:00 AM -9:00 AM	Online Opening Program <ul style="list-style-type: none">• Prayer• Acknowledgement of Participants• Message• Statement of Purpose (PSDS)• Online Norms (member of program management team)	Speakers Bureau Committee Member of each group
9:00 AM-10:00 AM	Learning Session 2 Digital Citizenship and Competencies of Online Facilitators <ul style="list-style-type: none">• GMRC ONLINE via Digital Citizenship	Selected speaker
10:00AM -11:00AM	Learning Session 3 The 7 Capital Sins of Power Point and Power up your Power Point	Selected speaker
11:00 AM- 12:00NN	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	Selected speaker
12:00 NN-1:00 PM	LUNCH	
1:00PM-3:00PM	Learning Session 6 Google Classroom	Selected speaker



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	<ul style="list-style-type: none">• Features of Google Classroom• Usage of Tools• Best Practices of Google Classroom	
3:00PM-3:30 PM	QUAME	M & E
3:00PM-4:00 PM	Online Closing Program <ul style="list-style-type: none">• Wrap Up• Agreements/Commitments• Challenge• Closing Prayer EPS-II (Program management team member)	Speakers Bureau Committee Member of each group



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Enclosure 3 of DM No. 252 s.2020

LIST OF COMMITTEE
CAPACITY BUILDING ON ONLINE LEARNING MODALITIES TO TEACHING AND
NON-TEACHING PERSONNEL OF THE DIVISION
(A DIVISION-WIDE WEB ACTIVITY)
July 8 , 2020

Committee	Function	In-charge
Division Executive Committee	Over-all in-charge of the Training	Chairman: Victoria V. Gazo Co-chairman: Sunny Ray F. Amit Lorenzo O. Capacio Ralph T. Quirog Ria K. Alcuizar
Overall Division Planning and Implementation Working Committee	Facilitate in planning and conduct of the activity	Chairman: Woodrow Wilson B. Merida
Overall Division Technical Working Committee	responsible for convening the group to produce specific deliverables, provides valuable input and technical assistance on the conduct of the activity	Chairman: Ria K. Alcuizar
Technical Working Committee	Provide Meeting ID to participants (Team Leaders) Navigate the session by accepting participants Operates the Power Point Presentation Collects the Presentation Create Google Drives for uploading Slides and Videos	Selected from the program management team of each group
Digital Certificate Committee	Generate Digital Certificate Online attendance Maintain Google Forms	Selected from the program management team of each group
Speakers Bureau Committee	In-charge of the Team Serve as Virtual Host Moderates the flow of the program	Selected from the program management team of each group



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