



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 1, 2020

Division Memorandum
No. 159 s. 2020

DIVISION WEBINAR WORKSHOP ON UTILIZATION OF MICROSOFT O365, GOOGLE SUITE FOR EDUCATION AND FB WORKPLACE TO SUPPORT ONLINE REMOTE LEARNING

To: Assistant School Division Superintendents
Division Chiefs
Elementary and Secondary School Heads
All others concerned

1. This is to announce the conduct of the Division Webinar Workshop On Utilization Of Microsoft O365, Google Suite For Education And Fb Workplace To Support Online Remote Learning to be held on September 21-25, 2020 via Online Platform to be announced.
2. The participants in this program are the District ICT Advisers, District ICT Council, District ICT Coordinators and School ICT Coordinators in the Division of Bulacan.
3. This training workshop aims to:
 - a. Prepare ICT coordinators in the implementation and utilization of online learning platforms as part of the blended learning modalities,
 - b. Familiarize ICT Coordinators in the Account Management Administration of Microsoft O365, Google Suite for Education, Facebook Workplace, and
 - c. Create an online learning environment wherein the learners, teachers, and other stakeholders will be able to launch dry-run or pilot testing of the abovementioned online learning platforms.
4. The Training Matrix/Programme of Activities is found in enclosure 1. Members of the Technical Work Committee are advised to coordinate with the OSDS-ITO-ICTS for details of their assigned tasks as stated in enclosure 2.
5. Wide dissemination and compliance with this Memorandum is highly desired.

NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-in-Charge
Office of the Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



Enclosures: as stated

(Enclosure No. 1 to Division Memorandum No. _____, s. 2020)

TRAINING MATRIX - DIVISION WEBINAR WORKSHOP ON UTILIZATION OF MICROSOFT O365, GOOGLE SUITE FOR EDUCATION AND FB WORKPLACE TO SUPPORT ONLINE REMOTE LEARNING

DAY 1 – Microsoft 365 Content Creation

Time	Activity	In-charge
8:00 – 8:30	Online Registration and Opening Program	Secretariat
8:30 – 9:00	<i>OUA-Memo_8130_Guidelines-on-the-Use-and-Administration-of-G-Suite-and-Microsoft-365-for-Education_2020_08_2020</i>	IT Officer
9:00 – 10:00	<i>Overview of Microsoft Outlook</i>	
10:00 – 10:15	Morning Tea	
10:15 – 11:15	<i>Overview of One Drive and Stream</i>	
11:15 – 12:00	Utilization of Sway, Flipgrid and OneNote	

DAY 2 – Content Curation with Microsoft 365 and Learning Management System

Time	Activity	In-charge
8:00 – 8:30	Online Registration and Opening Program	Secretariat
8:30 – 9:00	1 st Day Recap	
9:00 – 10:00	<i>Utilization of Microsoft Teams as LMS</i>	
10:00 – 10:15	Morning Tea	
10:15 – 11:15	Creating Teachers' and Learners' Portfolio Using OneNote/ClassNote	
11:15 – 12:00	<i>Curation of Learning Resources Using Wakelet</i>	

DAY 3 – Microsoft O365 Education Account Administration

Time	Activity	In-charge
8:00 – 8:30	Online Registration and Opening Program	Secretariat
8:30 – 9:00	2 nd Day Recap	
9:00 – 10:00	<i>Overview of Microsoft O365 Account</i>	
10:00 – 10:15	Morning Tea	
10:15 – 11:15	<i>Roles and Responsibility of ICT Coordinators</i>	
11:15 – 12:00	Microsoft O365 Account Management	

DAY 4 – Google Suite for Account Administration and Content Creation

Time	Activity	In-charge
8:00 – 8:30	Online Registration and Opening Program	Secretariat
8:30 – 9:00	3 rd Day Recap	
9:00 – 10:00	<i>Content Creation using Google Suite</i>	
10:00 – 10:15	Morning Tea	
10:15 – 11:15	<i>Utilization of Google Classroom as LMS</i>	
11:15 – 12:00	<i>Google Suite Account Management</i>	

DAY 5 – Remote Learning Presentation

Time	Activity	In-charge
8:00 – 8:30	Online Registration and Opening Program	Secretariat
8:30 – 9:00	4 th Day Recap	
9:00 – 10:00	<i>Content Creation using FB Workplace</i>	
10:00 – 10:15	Morning Tea	
10:15 – 11:15	FB Workplace Account Management	
11:15 – 12:00	<i>Closing Program</i>	



TECHNICAL WORKING COMMITTEE - DIVISION WEBINAR WORKSHOP ON UTILIZATION OF MICROSOFT O365, GOOGLE SUITE FOR EDUCATION AND FB WORKPLACE TO SUPPORT ONLINE REMOTE LEARNING

No.	SCHOOL	FULL NAME	POSITION
List of Speakers			
1	Microsoft	Clarissa Segismundo	Microsoft Philippines Education Programs Lead
2	Microsoft	Grace Cieleen Co	Microsoft Philippines Education Programs Manager
3	Microsoft	Jomar De Leon	Microsoft Philippines Education Programs Manager
4	Buting Senior High School, SDO-Pasig City	Cerina V. Galoy	Microsoft Innovative Expert Trainer
5	San Jose NHS, SDO Puerto Princesa City	Sara Jane C. Sarino	Microsoft Innovative Educator
6	Lolomboy NHS	Kathrine Jane D. Luna	District ICT Council Member
7	Calumpit NHS	Isagani M. Aguinaldo	District ICT Council Member
8	Vedasto R. Santiago HS	Elmar Legaspi	District ICT Council Member
9	Talbak HS	Gene Rome Golgota	School ICT Coordinator
10	Banga HS	Maria Ana P. Galang	Microsoft Innovative Educator
11	San Ildefonso NHS	Gloria Pumarada	District ICT Council Member
12	San Ildefonso NHS	Lotus I. De Castro	School ICT Coordinator
13	Palapala ES	Jonalyn Perez	School ICT Coordinator
14	Laura De Leon Halili HS	Mark Joven Ramos	School ICT Coordinator
15	Ramona S. Trillana HS	Lilian Barrientos	School ICT Coordinator
16	Balagtas NAHS	Keith Richard Hernandez	Head Teacher III
17	Balagtas NAHS	Liezel Armaine Amarille	Microsoft Innovative Educator
18	San Rafael NTS	Jose Jay Vasallo	Microsoft Innovative Educator
19	Felizardo C. Lipana NHS	Restituto Flores	School ICT Coordinator
20	OSDS - ICT Unit	Richard C. Biglete	Division Information Technology Officer I
Webinar Management Team			
1	Lolomboy NHS	Kathrine Jane D. Luna	Co-Organizer
2	Calumpit NHS	Isagani M. Aguinaldo	Facilitator
3	Palapala ES	Jonalyn S. Perez	Secretariat
4	Felizardo F. Lipana NHS	Restituto B. Flores	Moderator
5	OSDS - ICT Unit	Richard C. Biglete	Organizer

