




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 170 series 2022

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
LRMDS Supervisor
Public Schools District Supervisors
Public Elementary School Heads
Kindergarten Teachers
Division Kindergarten Coordinators
This Division

From : 
: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent *Jan. Ag. FT*

Subject : Seminar-Workshop on the Use of ICT in Facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS) for Kindergarten and Science Teachers

Date : April 18, 2022

1. Curriculum Implementation Division (CID) is accountable for ensuring the full implementation of the articulated basic education and the programs relative to the curriculum implementation. Thus, this Office will conduct a 3-Day Seminar-Workshop on the Use of ICT in Facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS) on May 4-5, 2022, 8:00 - 5:00 @ Bajamunde Farms Pension, Sunset Boulevard, Dawo, Dapitan City.

2. This activity aims to:

- a. discuss important concepts of digital trends that are applicable to teaching and learning in Science and kindergarten;
- b. utilize Information Communication Technology (ICT) in facilitating teaching learning process;
- c. write/prepare Learning Activity Sheets (LAS) appropriate to teaching process using the technology tools;

CID-K/SCI - 005



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Division of Dapitan City

RELEASED

NO 170 DATE April 18, 2022
TIME 1:45 BY [Signature]



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3. Enclosed are list of participants, training matrix and Technical Working Group (TWG) in Enclosure Nos. 1 -3 of this Memorandum.
4. All participants are required to bring the following:
 - a. laptop
 - b. extension cord, and
 - c. one modem internet per district.
 - d. Available kindergarten Self -Learning Modules (SLMs)
 - e. Kindergarten and Science MELCs and other references
5. The supplies, meals and snacks of the participants and other incidental expenses shall be charged against the HRTD funds subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as Travel Order.
7. Immediate and widest dissemination of this memorandum is desired.



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Enclosure No. 01 to DM No. 170, s. 2021

LIST OF PARTICIPANTS

No.	Name	School/Station/Office
Kindergarten		
1	Gazelle C.Sacal	Ma. Cristina ES
2	Almira O. Solatorio	Dapitan City Experimental ES
3	Sarah J.Eleccion	DapitanCity Central School (Regular)
4	Corona R. Paez	Capucan ES
5	Rhoda May S. Ruiz	Dapitan City Central School (Regular)
6	Jay AnnA.Ogarte	Owaon ES
7	Divina E.Quitoy	Antipolo ES
8	Melonie B. Calimpon	Sulangon Central School
9	Elsa A.Madriega	Larayan ES
10	Rueda M. Haictin	San Pedro IS
11	Lotis A. Malanog	Barcelona CS
12	Wilmar J. Catipay	Hilltop ES
13	Lyra E. Elumbaring	Ilaya ES
14	Joan R. Mabini	Ba-ao ES
15	Shelva L. Carpenteros	Oyan ES
16	Susan S.Vertucio	Aseniero ES
17	Ellen R.Murro	Sigayan ES
18	Fey Ann G. Diao	Opao ES
19	Mary Ann G. Gumalal	San Nicolas ES
20	Lynn Q. Amarille	Dampalan ES
21	Anisol M. Patangan	Bacong ES
22	Charie M.Daulong	StoNiño ES
23	Agnes M.Balucan	Canlucani ES
24	Orland Bendaño	Aliguay ES
25	VisitacionBalucan	Selinog IS
26	Sheena Grace C. Jumawan	Oro ES
27	Maricel P. Tuala	Baylimango CS
28	Beverly B. Andag	Carang ES
29	Charlyn C.Balucan	Tag-ulo ES
30	Nida A.Sangual	Kauswagan IS
Facilitators/Speakers		
31	Ivy Josefa V. Ferolino	Dapitan City Central School
32	Marose N.Jamarolin	Polo Elementary School
33	Dr. Jephone P.Yorong	SDO -CID
34	Ruby V.Paguntalan	PDO-II LRMS
35	Dr. Luna Luz B. Racho	SDO-CID



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SCIENCE		
No.	Name	School/Office/Station
36	RolaO Saguin	Dapitan CS - SSES
37	RuhdaC. Tejano	Dapitan CS - Reg.
38	Lea T. Dionaldo	Capucan ES
39	JulroE.Gahisan	Canlucani ES
40	Ruzel Margarita B. Acosta	Yabu ES
41	Estephen R. Alap-ap	Baylimango CS
42	Aileen A. Cagatan	Sinonoc ES
43	Erlyn C. Polinar	Napo ES
44	Mary Joy C.Jamilar	Banbanan ES
45	Jelga E. Gahisan	Sulangon CS
46	Blanca Mae M. Ballares	Liyang ES
47	Raquel M. Lagarnia	Antipolo ES
48	Kristine Mae G. Cagatan	Tamion ES
49	Conception G. Aca-ac	Oyan ES
50	Ivy Jane A.Hamoy	Barcelona CS
51	Riza E. Guinchoma	Potungan CS
52	Reychen Mark A. Agan	San Francisco ES
53	Milfe A. Recha	San Nicolas ES
54	Suzzy E. Capulong	Owaon ES
55	Jeannie Jhann C. Jumalon	Guimputlan IS
56	Amy C.Potente	Dapitan City NHS
57	Leanna Marie Olis	Ilaya NHS
58	Arnin B.Pangilinan	Barcelona NHS
59	Japheth C. Enriquez	Aseniero NHS
60	Jammy G.Patangan	Kauswagan IS
61	Arsenia E.Alingal	Oro NHS
62	Junvel T. Boligao	Sulangon NHS
63	Anelyn T.Cimafranca	Dapitan City NHS
64	Sunshine B. Sabanal	Potungan NHS
65	Melvin R. Cabasag	Aliguay IS
Facilitators /Speakers		
66	Edgardo P. Jamilar. Jr.	Dapitan City Experimental ES
67	Jocel E.Icao	Dapitan City NHS
68	Ronel L. Jamarolin	Dapitan City NHS
69	Jennie T. Navaja	Dapitan City NHS
70	Ann J. Agda	SDO-CID





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Enclosure No. 02 A to DM No. 170 series 2022

TRAINING MATRIX

May 4, 2022

TIME/DAY	Activities	
Day 1 (On-site)		
07:30 – 8:00	REGISTRATION /ATTENDANCE Attendance link – Ronel Jamarolin	
08:00 - 8:30	Opening Program Virtual Platform Johann Andrei A. Ladera	
	Group A – KINDERGARTEN	Group B-SCIENCE
08:30- 9:00	Online Pre-test Jocel E. Icao	Install and activate Microsoft Office 2019 Professional Plus Edgardo P. Jamilar, Jr. ONLINE PRE-TEST Jocel Icao
	Snack Break	
9:00 -10:00	Session 1: Photo Editing Through Adobe Photoshop Marose N. Jamarolin	Session 1: Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections Edgardo P. Jamilar, Jr.
10:00 – 10:15	Snack Break	
10:00 – 12:00	Workshop 1 Photo Editing Through Adobe Photoshop Marose N. Jamarolin	Session 2: Creating Bulk of Files (the fastest waylike Certificates, data like LRN, average and awards). Attached-using Microscope Excel to Word Mail Merge Edgardo P. Jamillar , Jr.
12:00-1:00	Lunch Break	
1:00- 2:30	Session 2 Online Teaching using Padlet and Workshop Doy Josefa F. Ferolino	Session 3: Microsoft Power Point <ul style="list-style-type: none"> • Screen Recording • Creating a Photo Slideshow with Background Music • Workshop Edgardo P. Jamillar , Jr.
3:20-4:30	Session 3: <ul style="list-style-type: none"> • Legal Basis (LAS) • Parts of the Learning Activity Sheets (LAS) EPS – Jephone P. Yorong	Session 4:Microsoft Power Point <ul style="list-style-type: none"> • Creating Lesson/Lecture with Video and Audio Narration • Workshop Edgardo P. Jamilar , Jr.
4:30-5:00	Closing Meeting	Session 4: Presentation and Critiquing of outputs EPS Ann J. Agda, HT Jenny Navaja



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Enclosure No. 02 A to DM No. 170 series 2022

TRAINING MATRIX

May 5, 2022

TIME/DAY	Activities	
Day 2 - Thursday		
07:30 - 8:00	ONLINE ATTENDANCE Attendance link - Ronel Jamarolin	
08:00 - 8:30	Management of Learning (MOL) Group A - KINDERGARTEN Group B-SCIENCE MANAGEMENT OF LEARNING (MOL)	
08:30- 9:00	<i>Session 4</i> Install and activate Microsoft Office 2019 Professional Plus Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections Edgardo P. Jamilar, Jr.	<i>Session 5:</i> <ul style="list-style-type: none"> • Legal Basis (LAS) • Parts of the Learning Activity Sheets (LAS) EPS - Ann J. Agda
Snack Break		
9:00 -10:00	Workshop 2: Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections Edgardo J. Jamillar, Jr.	<i>Session 6</i> <ul style="list-style-type: none"> • Identifying Least Learned Skills in Science in all grade Level (MELCs) • Preparation/development of Learning Activity Sheets(by Group) Jenny Navaja - Sec. Ann J. Agda - Elem.
10:00 - 10:15	Snack Break	
10:00 - 12:00	<i>Session 3:</i> Microsoft Power Point <ul style="list-style-type: none"> • Screen Recording • Creating a Photo Slideshow with Background Music Edgardo J. Jamillar, Jr.	<i>Session 7</i> Contextualization/Indigenization of Learning Activity sheets in all grade level Ann J. Agda - Elem.
12:00-1:00	Lunch Break	
1:00- 4:00	Workshop 3 <ul style="list-style-type: none"> • Screen Recording • Creating a Photo Slideshow with Background Music • Workshop Edgardo P. Jamillar, Jr.	<i>Session 8:</i> <ul style="list-style-type: none"> • Presentation and critiquing of outputs by Grade level Jenny Navaja - Sec. Ann J. Agda - Elem.
4:00 -5:00	Video Presentation	<i>Session 9:</i> Finalization of outputs for QA EPS - Ann J. Agda





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Enclosure No. 02 B to DM No. 170 series 2022

TRAINING MATRIX

May 5, 2022

TIME/DAY	Activities	
Day 2 - Thursday		
07:30 - 8:00	ONLINE ATTENDANCE Attendance link - Ronel Jamarolin	
08:00 - 8:30	Management of Learning (MOL) Group A - KINDERGARTEN Group B-SCIENCE MANAGEMENT OF LEARNING (MOL)	
08:30- 9:00	Session 4 Install and activate Microsoft Office 2019 Professional Plus Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections Edgardo P. Jamillar, Jr.	Session 5: <ul style="list-style-type: none"> • Legal Basis (LAS) • Parts of the Learning Activity Sheets (LAS) EPS - Ann J. Agda
Snack Break		
9:00 -10:00	Workshop 2: Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections Edgardo J. Jamillar, Jr.	Session 6 <ul style="list-style-type: none"> • Identifying Least Learned Skills in Science in all grade Level (MELCs) • Preparation/development of Learning Activity Sheets(by Group) Jenny Navaja - Sec. Ann J. Agda - Elem.
Snack Break		
10:00 - 10:15	Snack Break	
10:00 - 12:00	Session 3: Microsoft Power Point <ul style="list-style-type: none"> • Screen Recording • Creating a Photo Slideshow with Background Music Edgardo J. Jamillar, Jr.	Session 7 Contextualization/Indigenization of Learning Activity sheets in all grade level Ann J. Agda - Elem.
Lunch Break		
12:00-1:00	Lunch Break	
1:00- 4:00	Workshop 3 <ul style="list-style-type: none"> • Screen Recording • Creating a Photo Slideshow with Background Music • Workshop Edgardo P. Jamillar, Jr.	Session 8: <ul style="list-style-type: none"> • Presentation and critiquing of outputs by Grade level Jenny Navaja - Sec. Ann J. Agda - Elem.
4:00 -5:00	Video Presentation Critiquing of Video Outputs EPS Luna Luz B. Racho Edgardo P. Jamillar, Jr.	Session 9: Finalization of outputs for QA EPS - Ann J. Agda Session 10: <ul style="list-style-type: none"> • Creating Google Drive/Link for uploading of QA LAS, lessons/ lecture videos and photo slideshow Edgardo J. Jamillar, Jr. Jocel Icao





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Enclosure No. 02 C to DM No. 170 series 2022

TRAINING MATRIX

May 6, 2022

TIME/DAY	May 6, 2022/Day 3	
07:30 – 8:00	REGISTRATION /ATTENDANCE Attendance link – Ronel Jamarolin	
08:00 - 8:30	Management of Learning (MOL)	
	Group A – KINDERGARTEN	Group B-SCIENCE
08:30- 9:00	<i>Session 4:</i> Contextualization/Indigenization of Learning Activity sheets in all grade level EPS LUNA LUZ B. RACHO	Video Presentation (Created Outputs- slide show & lesson/lecture video)
	Snack Break	
9:00 -10:00	Workshop 4: Preparation of Locally-developed LAS Jephone P. Yorong Ruby Paguntalan	<i>Session 11:</i> Presentation/Demo Teaching utilizing the created lesson or lecture video with audio narration (Secondary)
10:00 – 10:15	Snack Break	
10:00 – 12:00		<i>Session 12:</i> Presentation/Demo Teaching utilizing the created lesson or lecture video with audio narration (Elementary)
12:00-1:00	Lunch Break	
1:00 - 2:00		
2:00- 4:00	Presentation/Demo Teaching utilizing the created lesson or lecture video with audio narration Dr. Jephone P. Yorong Edgardo P. Jamillar Jr. Wrap –Up EPS Luna Luz B. Racho	Open Forum Wrap-Up EPS Ann J. Agda
4:00 - -5:00	POST-TEST Closing Program Home Sweet Home	POST-TEST Closing Program Home Sweet Home



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Enclosure No. 03 of DM No. 170 series 2022

TECHNICAL WORKING COMMITTEE

COMMITTEES	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration Secretariat	Ronel Jamarolin (Online) Ruby Paguntalan (On-site)	Takes charge in the online /Onsite registration and attendance of the participants, Distribute the supplies to the participants
Certificates	Vicente Ramon V. Suarez Camille S. Gaburno	Prepares and print the Certificates of Participation, Recognition and Appearance
Monitoring and Evaluation/ QUAME/ TWG	Nueva A. Andag Johann Andrei A. Ladera	Take charge of the online monitoring and evaluation during the conduct and submit the findings to the focal person.
Venue /Sounds	Geordito T. Olario Nancy Tindero John Anton	Responsible for the venue re: 2 rooms for the participants
Documentation	Ivy Josefa V. Ferolino- Kindergarten Ruby Paguntalan -Kindergarten Ronel Jamarolin- Science	Take charge of the pictorials and narrative reports to be submitted to the chief and SDS.
Quality Assurance	Dr. Jephone P. Yorong Ann J. Agda Dr. Luna Luz B. Racho	Take charge of evaluation of the SLM, proof read and provision of technical assistance and consultation from the developers.



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