



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

**Office of the Schools Division  
Superintendent**

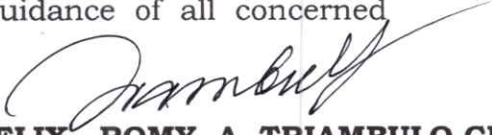
October 25, 2022

**DIVISION MEMORANDUM**  
NO. 439 series 2022

**TO :** OIC, Assistant Schools Division Superintendent  
Chiefs (CID and SGOD)  
Education Program Supervisors  
Elementary and Secondary School Heads  
Teachers  
All Others Concerned

**DIVISION PLANNING CONFERENCE IN THE CONDUCT OF DIVISION  
BUILDING CAPACITY FOR ICT'S USE IN FACILITATING TEACHING AND  
LEARNING PROCESS CUM DEVELOPMENT OF LEARNING ACTIVITY  
SHEETS (LAS) -BATCH 2**

1. In line with the conduct of Division Building Capacity for ICT's Use in Facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS), there will be a Planning Meeting to all facilitators and speakers on November 10, 2022 , 1:00 PM @ SDO-Conference Hall , Dawo Dapitan City.
2. The following are the agenda of the meeting:
  - a. Preparation of session guide, power points and other needed materials of the speakers
  - b. Assigning of topics and other tasks
  - c. Other matters
3. Attached herewith are the Approved Activity Proposal and List of Participants in Enclosure No. 01.
4. For the information and guidance of all concerned

  
**FELIX ROMY A. TRIAMBULO CESO V**  
Schools Division Superintendent *Mh. Agor*



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**RELEASED**

NO 439 DATE 10/26/22  
TIME 4:17 BY [Signature]



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Enclosure No. 01 of DM No. 439 s. 2022

**LIST OF PARTICIPANTS**

No.	Name	Position	School
1	Belen R. Talic	PICD/Principal 3	Baylimango Central School
2	Marose N. Naonao	Teacher-3	Polo Elementary School
3	Dr. Jephone S. Yorong	EPS-LRMD	SDO-CID
4	Josefa Ivy F. Ferolino	Teacher -3	Dapitan City Central School
5	Ruby Paguntalan	PDO-LRMD	SDO-CID
6	Ronell Jamarolin	T-3	Dapitan City NHS
7	Edgardo J. Jamilar Jr.	DCEES	DCEES
8	Helen T. Calaguian	Dapitan City SpEd Center	Dapitan City SpEd Center
9	Jocel Icao	Teacher 3	DCNHS
10	Ann J. Agda	EPS-Science	SDO-CID
11	Luna Luz B. Racho	EPS -Kindergarten	SDO-CID



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## ACTIVITY PROPOSAL

**I. Project Title** : Division Building Capacity for ICT's Use in Facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS)

**II. Proposed Date** : October 26-28, 2022

**III. Venue** : To be determined later

**IV. Objectives:** The activity aims to:

1. utilize ICT in facilitating teaching and learning process;
2. train teachers Information Communication Technology (ICT) in facilitating teaching learning process;
3. prepare /develop Learning Activity Sheets (LAS) appropriate to the teaching learning process.

### V. Background and Rationale

The DepEd implemented the Deped Computerization Program (DCP) through DepEd Order No. 78, s. 2010 otherwise known as the " Guidelines on the Implementation of the DepEd Computerization " geared towards the transformation of education system. This policy supports the importance of enhanced basic education services through improved quality teaching and learning using ICT integration in the classroom instruction.

The DepEd Computerization Program seeks to provide public schools with appropriate technologies that would enhance the teaching -learning process and meet the challenges of the 21<sup>st</sup> century . Other policies such as Deped No. 50 s. 2009 re: DepEd Internet Connectivity Project) and DepEd Order No. 95 s. 2010 re: Computer Usage Code -of Conduct Contract reinforce the DepEd Computerization



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Program (DCP) . These policies support the provision of Internet access and the proper use of internet in enhancing quality teaching and learning.

Relative to the implementation of new normal for the incoming School Year 2020-2021, the development of Learning Activity Sheets (LAS) shall be based on the Most Essential Learning Competencies (MELC) issued by the Central Office (DCP). The LAS shall be utilized by learners during the home learning sessions. Learning activities should support course outcomes and all course outcomes need to be supported by learning activities.

In this connection, the DepEd Dapitan City Division, through the Curriculum Implementation Division (CID) , will conduct the **“Seminar-Workshop on the Capacity-Building for Information Communication Technology (ICT) Use in Facilitating Teaching and Learning Process cum Development of Learning Sheets (LAS)** held on October 26-28, 2022. Venue will be determined later.

**VI. Participants and Workforce:**

Participants to this activity are kindergarten /Mother Tongue and Science teachers, , trainers and support staffs

Science	35
Kindergarten	35
Speakers/Facilitators/	10
Total	80



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**VII. Budgetary Requirements**

Item	Quantity	Unit	Description	Estimated Cost	Total Cost
<b>A. Meals and Snacks</b>					
1	80	pax	Lunch and AM and PM snacks for three (3) days. Three main course, soup, fruits/desserts, drinks with morning and afternoon snacks. Flowing coffee and dispenser. Inclusive of the rental of two(2) venue and sound system, accommodate 40 persons per venue observing IATF protocols.	600.00	P 144,000.00
<b>SUB-TOTAL</b>					<b>P144,000.00</b>
Item	Quantity	Unit	Description	Estimated Cost	Total Cost
<b>B. SUPPLIES</b>					
1	20	reams	Multi-purpose bond paper (8.5x13)	P 210.00	P 4,200
2	80	piece	Expanded Envelope (Long)	17.50	1,400.00
3	80	piece	Ballpen ( black)	10.50	840.00
4	10	piece	Sign Pen .5 (black)	35.00	350.00
5	70	pack	Notebook (30 leaves)	15.00	1,050.00
6	20	piece	Photopaper A4	54.00	1,080.00
7	2	piece	Storage Mega box (30 liters)	980.00	1,960.00
8	2	boxes	Pentel pen ( broad black)	600.00	1,200.00
9	6	Bot.	Multi-purpose Glue (130 grams)	60.00	360.00
10	4	pieces	Scissor ( big)	50.00	200.00
					<b>P 12, 640.00</b>
11	2	pieces	Tarpaulin inclusive of lay-out cost ( 4x6)	980.00	<b>P 1,960.00</b>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					
<b>GRAND TOTAL</b>					<b>P 158,600.00</b>



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**VIII. ACTIVITY IMPLEMENTATION PLAN**

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Submission of Activity Proposal	September 8 , 2022	<b>Dr. Luna Luz B. Racho</b> Education Program Supervisor -I Kindergarten <b>Ann J. Agda</b> Education Program Supervisor -I Science
Issuance of Division Memorandum Re: Orientation....	September 13, 2022	SDS Felix Romy A. Triambulo, CESO VI Schools Division Superintendent
Planning Conference with the Working Committees and Facilitators/Resource Speakers	September 15, 2022	<b>Dr. Luna Luz B. Racho</b> Education Program Supervisor Kindergarten  <b>Ms. Ann J. Agda</b> Education Program Supervisor Science
Preparation of Materials, power points and Presentations	September 19-23,, 2022	Education Program Supervisors- Kindergarten Resource Speakers/Facilitators
Holding the Seminar-Workshops	September 26-28, 2022	Education Program Supervisors , Facilitators/Resource Speakers and participants/support staff



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**IX. TRAINING MATRIX**

**TRAINING MATRIX**

TIME/DAY	ACTIVITIES	INCHARGE
Day 1	October 26, 2022	
07:30 – 8:00	REGISTRATION /ATTENDANCE Marose N. Naonao	
08:00 - 8:30	Opening Program Johann Andrie A. Ladera	
	Group A (Kindergarten /MT)	Group B- (Science)
08:30- 9:00	Online Pretest	
	<b>S N A C K</b>	<b>B R E A K</b>
9:00 -10:00	Session 1: Developing Instructional Material Using Canva  <b>(Marose N. Jamarolin)</b>	Install and activate Microsoft Office 2019 Professional Plus Online Pretest  <b>Edgardo J. Jamillar, Jr.</b>
10:00 – 11:00	Workshop :  Preparation of Instructional Materials Using Canva <b>(Marose N. Jamarolin)</b>	<i>Session 1:</i> Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections
11:00-12:00		Session 2: Creating Bulk of files (the fastest waylike Certificates , data like , LRN, average and awards ) Attached- using Microcope Excel to Word Mail Merge. Edgardo J. Jamillar Jr.
12:00-1:00	<b>LUNCH</b>	<b>BREAK</b>
1:00- 2:00	Online Teaching Using Padlet <b>(Ivy Josefa F. Ferolino)</b>	Session 3: Microsoft Powerpoint • Creating Lesson/Lecture with Video and Audio Narration Workshop Edgardo P. Jamillar Jr.



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3:00-4:00	Session 3 Development of LAS Parts of the Learning Activity Sheets <b>(Dr. Jephone S. Yorong)</b>	Session 4: Presentation and Critiquing of Outputs EPS
4:30-5:00	Open Forum/Wrap-Up	Open Forum/ Wrap-Up

**TRAINING MATRIX**  
 October 27, 2022

TIME/DAY	ACTIVITIES	INCHARGE
Day 2	October 27, 2022	
07:30 – 8:00	REGISTRATION /ATTENDANCE Marose N. Naonao	
08:00 - 8:30	Management of Learning (MOL) Selected District	
	<b>Group A (Kindergarten /MT)</b>	<b>Group B- (Science)</b>
8:30 – 9:00	<i>Session 4:</i> Converting and Editing PDF file into Microsoft Word without Using any Software/Applications and Internet Connections <i>Edgardo J. Jamillar</i>	<i>Session 5:</i>  Legal Basis and Parts of LAS  EPS Ann J. Agda
9:00 – 10:00	Session 5  Creating a video/Lecture with video and Audio Narration <i>Edgardo J. Jamillar</i>	Session 6:  Identifying Least Learned Skills Science in all Grade Level (MELCs) Jenny Navaja (Sec) & Ann J. Agda (Elem.)
11:00 – 12:00	<b>Workshop:</b>  Creating a video/Lecture with video and Audio Narration  <i>Edgardo J. Jamillar</i>	Session 7:  Contextualization/Indigenization of Learning Activity Sheets (by group)  <i>Ann J. Agda</i>



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12:00-1:00	Lunch Break	
1:00- 2:00	Creating a Photo slideshow with Background Music and Workshop <i>Edgardo J. Jamillar</i>	<b>Session 8:</b>  Presentation and Critiquing of Outputs by Grade level Jenny Navaja (Sec) & Ann J. Agda (Elem.)
3:00-4:00		<b>Session 9:</b> Creating Google Drive/Link for uploading of QA LAS, lessons/lecture videos and photo slideshow  Edgardo J. Jamillar Jr.
		Finalization of Outputs for QA EPS Ann J. Agda
4:30-5:00	Open Forum / Staff Meeting	

TIME/DAY	ACTIVITIES	INCHARGE
Day 3	October 27, 2022	
07:30 – 8:00	REGISTRATION /ATTENDANCE Marose N. Naonao	
08:00 - 8:30	Management of Learning (MOL) Selected District	
8:30 – 9:00	<b>Group A (Kindergarten /MT)</b> Contextualization/Indigenization of Learning Activity Sheets (by group) <b>Luna Luz B. Racho</b>	<b>Group B- (Science)</b>  Video Presentation (Created Outputs -Slideshow & Lesson/Lecture Video with Audio Narration) <i>(Secondary)</i>
	Preparation of Locally-Develop videos and LAS  Video Presentation	
9:00 – 12:00		



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	Luna Luz B. Racho Edgardo J. Jamillar & Luna Luz B. Racho	(Created Outputs -Slideshow & Lesson/Lecture Video with Audio Narration (Elementary))
12:00 – 1:00	Lunch	
1:00 – 3:30	Continuation	
3:30 – 4:30	Presentation of Outputs Demo Teaching Utilizing lesson or lecture Video with audio narration Ma. Perga A. Cadiente Edgardo P. Jamillar, Jr. Luna Luz B. Racho Lindo O. Adasa Jr.	Open Forum-Up  Wrap  Post Test
4:30-5:00	Wrap-Up /Closing Program	

### X.WORKING COMMITTEE

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration/ Secretariat	Marose N. Jamarolin	Takes charge in the registration of participants, reproduction of hand-outs, certificates and other forms.
Procurement of Supplies/Snacks/	Mr. Nathaniel A. Mendiola	Responsible in the procurement of supplies, materials, meals and snacks
Program and Invitation	Luna Luz B. Racho	Prepare the program and invite and introduce speakers/guests. Ensure the smooth flow of the activities as the masters of



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		ceremony.
Certificates	Luna Luz B. Racho	Prepares and print certificates indicating the actual number of hours there in and let signatories sign the same Distribute certificates during the closing program.
Documentation/ICT	Sheena Grace C. Jumawan	Prepare and submit documentary, pictorial, an narrative reports to the SDS Office .
QUATAME	Dr. Nueva Acas Andag Mr. Johann Andrie Ladera	Conduct Quality Assurance
Finance	Mrs. Olga P. Miranda	Processes documents for the payment of obligations and sources out funds for the training.

Prepared by:

**LUNA LUZ B. RACHO, EdD**  
 Education Program Supervisor  
 Kindergarten

**ANN J. AGDA**  
 Education Program Supervisor  
 Science

Recommending Approval:

**ELLA GRACE M. TAGUPA, EdD.**  
 Chief Education Supervisor, CIID

Approved:

**FELIX ROMY A. TRIAMBULO, CESO V**  
 Schools Division Superintendent



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