



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

November 18, 2022

DIVISION MEMORANDUM

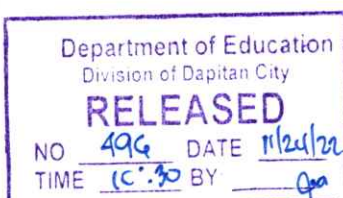
No. 496 s. 2022

Seminar Workshop on the use of ICT in Facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS) for Untrained MAPEH Teachers, Batch 2

To: All PDSs and PICDs
All Elementary and Secondary School Heads
All Selected MAPEH Teachers
This Division

1. Cognizant with the Professional Development Program for Teachers, this division in coordination with the National Educators Academy of the Philippines (NEAP) will hold a 3 day Seminar-Workshop on the use of ICT in facilitating Teaching and Learning Process cum Development of Learning Activity Sheets (LAS) for untrained MAPEH Teachers, Batch 2 (with CPD units). It will be held on December 7-9, 2022 @ 8:00 AM, at Aplaya Vida, Sunset Boulevard, Dawo, Dapitan City.
2. The said Seminar-Workshop aims to assist the participants "Utilize ICT in facilitating teaching-learning process" and "Develop Learning Activity Sheets (LAS) appropriate to teaching-learning process".
3. The participants of the said Seminar Workshop shall be recommended by the concerned school heads which list is found in enclosure 1. The Training Matrix is in enclosure 2.
4. All participants are advised to bring their own laptops, extension wire, wireless wifi connection (to ensure strong internet connectivity) to be used in the workshop.
5. Immediate dissemination of this memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Enclosure 1

List of Participants

Name Participants	School
Lawaan Elementary School	Grace N. Cagbabanua
Polo Elementary School	Nilda G. Recamara
Ma, Cristina Elementary School	Glenes H. Sapuan
Sulangon Central School	
Oyan Elementary School	Michelle B. Esmade
Ilaya Elementary School	Joemar S. Dagaya
Barcelona Central School	Beverly C. Acopio
San Nicolas Elementary School	Milfe A. Recha
Opao Elementary School	Emelona E. Sacal
Potungan Central School	Prince Garej G. Revil
Masidlakon Elementary School	Alyssa Mae C. Montefalcon
Sigayan Elementary School	Arjean M. Alpeche
Talisay Integrated School	Meleus Royce Domenic B. Azucenas
Sto. Niño Elementary School	Donavilla J. Ochavo
Sinonoc Elementary School	
Canlucani Elementary School	Julro E. Gahisan
Guimputlan Integrated School	
Aliguay Integrated School	
Selinog Integrated School	Mary Joy T. Bulay-og
Napo Elementary School	Erlyne C. Polinar
Tamion Elementary School	Evelyn B. Carbilida
Ma. Uray Elementary School	Lucita B. Apilan
Dampalan Elementary School	Marlon V. Daganasol
Sicayab Elementary School	Felix G. Solatorio
Kauswagan Integrated School	Liza P. Yap
Oro National High School	
Baylimango National High School	Lorreane P. Hayag
Aseniero National High School	Dia Dem A. Labadlabad
Sulangon National High School	Rosphell D. Cagatan
Ilaya National High School	Febra Lou B. Acoymo



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Enclosure 2

Seminar Workshop on the use of ICT in Facilitating Teaching and Learning Process
 Cum Development of Learning Activity Sheets (LAS) for Untrained MAPEH Teachers
 December 7-9, 2022, Batch 2

Time	No. of Hours	Day 1 December 7, 2022	Day 2 December 8, 2022	Day 3 December 9, 2022
8:00 – 9:30 AM	1 1/2	Registration of Participants -Secretariat-	Recapitulation Galaw Pilipinas -Host Group-	Galaw Pilipinas Preparation and Presentation of outputs
9:30 – 10:30 AM	1	Opening Program (Plenary)	Topic 3: Screen Recording Facilitator: Mr. Edgardo P. Jamilar, jr.	Facilitator: Dr. Minerva G. Paler
10:30 – 11:00 AM	1/2	Snack Break		
11:00 – 12:00 PM	1	Orientation Pretest	Topic 4: Creating a Photo Slideshow with background music Facilitator: Mr. Edgardo P. Jamilar	-do-
12:00 – 1:00 PM	1	Lunch Break		
1:00 – 3:00 PM	2	Topic 1: Converting and Editing PDF File into Microsoft Word Facilitator: Mr. Ronel L. Jamarolin	Topic 5: Creating a lesson video with audio narration. Facilitator: Mr. Edgardo P. Jamilar, Jr.	Critiquing and Feedbacking Facilitator: EPS Germanico C. Malacat
3:00 – 5:00 PM	2	Topic 2: Creating Bulk of files (the fastest way like Certificates, data like LRN, Average and Awards) Attached-using Microsoft Excel to Word Mail Merge Facilitator: Mr. Ronel L. Jamarolin	Topic 6: Development of Learning Activity Sheets (LAS) Legal basis and Parts of the Learning Activity Sheets Facilitator: Dr. Minerva G. Paler	Finalization of Outputs Closing Program