



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Division of Cagayan de Oro  
Fr. William Masterson Avenue, Upper Balulang  
Cagayan de Oro City



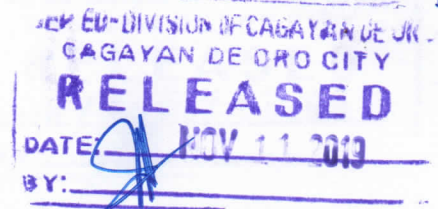
November 11, 2019

357

MEMORANDUM

TO : **ROSANNA Q. UBALDE**  
School Head  
Puerto NHS

**LEAH P. MANZANO**  
Project Development Officer-I



1. Attached is the letter from Balay Mindanao Foundation, Inc. , in partnership with PLAN International and Facebook Philippines on the conduct of "Trainer's Training on Digital Literacy, Cyber Safety Education on Online Sexual Exploitation".
2. Relative to this, the aforementioned personnel are hereby directed to attend the said training on **November 24-28, 2019** at N Hotel, Kauswagan, Cagayan de Oro City.
3. Compliance of this Memorandum is desired.

Enclosure: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subject

Trainer's Training on Digital Literacy, Cyber Safety Education  
On Online Sexual Exploitation

SGOD/ LPM

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



ANNEX B

Republic of the Philippines  
Department of Education

2019-11-8-90

**LOCATOR SLIP**

REGION:

BUREAU/DIVISION/SCHOOL: Division of Cagayan de Oro City

DATE OF FILING

November 8, 2019

NAME

Leah P. Manzano &amp; Rosanna G. Ubalde

PERMANENT  
STATION

SGOD

&amp; Puerto NHS

POSITION/  
DESIGNATION

PDO-1

&amp; School Head

PURPOSE

To attend the conduct of Trainers Training on digital literacy...

PLEASE CHECK

☒ Official Business☐ Official Time

DESTINATION

N-Hotel, Kauswagan, CDOC

DATE AND TIME  
OF EVENT/  
TRANSACTION/  
MEETING

November 24-28, 2019

Manzano  
MANZANO, LEAH P.Signature of Requesting  
Official/Employee

Date: 11/8/2019

Approved:

SRS CHERRY MAE L. LIMBAGO

Head of Office or his/her Authorized  
Representative

Date: \_\_\_\_\_





# Balay Mindanaw Foundation, Inc.

Kaangayan, Kalambuan, Kalina...sa Mindanaw, sa Pilipinas, sa Kalibutan

Rosanna Ubalde  
Leah Manzano

November 4, 2019

Dr. Cherry Mae L. Limbaco, CESO V  
Schools Division Superintendent  
DepEd Division of Cagayan de Oro City

CAGAYAN DE ORO CITY DIVISION

Received by:

Date: NOV 06 2019

Time: 4:57



**Subject:**

Invitation to attend the Training of Trainers on Digital Literacy, Cyber Safety Education on Online Sexual Exploitation | November 24-28 2019 | N Hotel, Kauswagan, Cagayan de Oro City

Dear Maam,

Greetings of Peace.

Balay Mindanaw, in partnership with PLAN International and Facebook Philippines, is happy to share with you that we are organizing a **"Trainer's Training on Digital Literacy, Cyber Safety Education on Online Sexual Exploitation"** scheduled on November 24-28 2019 at N Hotel, Kauswagan, Cagayan de Oro City.

Facebook has a training for their "We Think Digital" program and has been localized now called "DIGITAL TAYO", covering privacy, safety, security, digital discourse and managing digital thumbprint. It aims to bring digital literacy training to 1 million people in eight countries in the Asia Pacific region, including the Philippines.

Balay Mindanaw and PLAN International, being the partner organizations of facebook, has been implementing projects in various programs on good governance, peacebuilding, disaster preparedness, and human rights, particularly focus on the protection of women and children's rights against all forms of abuse and exploitation, specifically, trafficking in persons. Thus, this training invitation is made possible through the project called **"Collaborative Action Against Trafficking"**.

In this regard, we are pleased to invite (2) two participants from DepEd CDO to attend this training of trainers, we further request that the identification of trainees should be those who have undergone trainings on Human Trafficking and who will help in digital literacy roll-out sessions in the schools and communities.

Below is the schedule and the learning modules:

**November 24:** Travel Dates, Arrival and Opening Program

**November 25:**

- **What Is the Internet?** An explanation of the internet and social media, how they work, and the importance of digital citizenship.
- **Your Digital Footprint:** All you need to know about safety and security online and managing your digital footprint.

**Helping Build Empowered Sustainable Resilient and Peaceful Communities. Helping Build Peace. Together**

Door 2, Balay Mindanaw Peace Center, 53-A, 12th Street Zone 2, Upper Bulua, 9000 Cagayan de Oro City, Philippines

Telefax (08822) 735-946, 738-376 | bmf@balaymindanaw.org

website: www.balaymindanaw.org



# Balay Mindanaw Foundation, Inc.

*Kaangayan, Kalambuan, Kalinau...sa Mindanaw, sa Pilipinas, sa Kalibutan*

- **Be a Critical Thinker:** Helping you to discern different types of information and develop critical thinking and empathy when communicating online

## **November 26:**

- **You as a Digital Citizen:** Insights into digital discourse and the differences between interacting online versus offline, your rights and responsibilities, as well as internet concepts like netiquette, being a creator, copyright and plagiarism.

## **November 27:**

- **Cyber Safety Education on OSEC:** Overview of Child Online Protection and Online Sexual Exploitation and Abuse
- **Closing Program**

## **November 28(morning): Action Planning for Roll out activities; Departure**

Balay Mindanaw, PLAN International and Facebook will cover the full meals and accommodation for the participants starting November 25-27 (since November 24 and 28 are travel dates). **Logistical notes will be forwarded to those confirmed participants. Attached to this letter is a confirmation slip, which we hope to collect on or before November 11 2019.**

**Ms Flor Petilo**, our Program Staff, with mobile number 0967-664-4649 will coordinate with your office on this matter.

Thank you very much for your kind attention to this invitation.

Very truly yours,

SABRINA G. BALAIS  
Team Leader

Noted by,

  
CHARLITO Z. MANLUPIG  
President and CEO





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*Kaangayan, Kalambuan, Kalinaw...sa Mindanaw, sa Pilipinas, sa Kalibutan*

**Training of Trainers on Digital Literacy, Cyber Safety Education on Online Sexual Exploitation**  
November 24-28 2019 | N Hotel, Kauswagan, Cagayan de Oro City

## CONFIRMATION SLIP

Barangay/ Organization/ Agency				
Participant/s:	Name/s	Designation	E-mail address	Contact number

**Please tick:**

☐ Yes, I/WE will ATTEND.

☐ No, I/WE cannot ATTEND.

Kindly return this **Confirmation form on or before November 11, 2019.**

**Thank you.**

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**Please tick:**

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