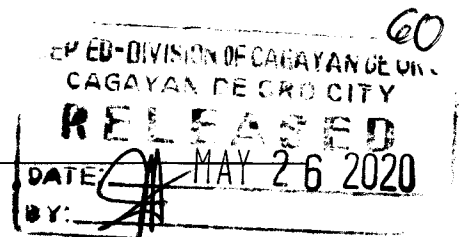




Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent




May 22, 2020

**Memorandum To**

James Roberto Z. Sijo - IT Officer I  
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Al Stephen R. Lagumen - Teacher III, Indahag Elementary School  
Arlene N. Pasol - Teacher III, Lumbia Central School  
Manolita C. Salagunting - Teacher II, Carmen National High School  
Rosemary Grace J. Balayo - Teacher II, Bulua National High School  
Arian M. Edullantes - Teacher II, Gusa Regional Science High School X  
Melanie N. Lopez - Teacher II, Lumbia National High School  
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Maricris E. Delos Santos - Teacher I, Kauswagan National High School  
Ronilo L. Bongga - Teacher I, Cagayan De Oro National High School Shs  
Aisah A. Alauya - Teacher I, Balulang Elementary School  
Maryville M. Paquibot -Teacher I, Mambuaya Elementary School

1. In consonance with the Regional Memorandum No. 205, s. 2020, you are hereby directed to join the **Technology Empowerment for Education, Employment, Entrepreneurship & Economic Development (TECH4ED)** on May 26-28, 2020, 2-4PM via Google Meet.
2. All participants are advised to use a laptop with strong internet connection and get acquainted with the use of google meet. The google meet code will be sent to your official Deped email.
3. For your guidance and compliance.

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

OSDS-ICT/jsijo



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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20-41513



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

**DepED-X**  
Cagayan de Oro City

Office of the Regional Director

May 22, 2020

3029  
MAY 22 2020  
**RELEASED**

REGIONAL MEMORANDUM  
No. 205, s. 2020

**TECHNOLOGY EMPOWERMENT FOR EDUCATION, EMPLOYMENT,  
ENTREPRENEURSHIP, AND ECONOMIC DEVELOPMENT (TECH4ED)**

To: Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) Region X Information Communications Technology Unit (ICTU), in coordination with the Department of Information and Communications Technology (DICT), is mandated to plan, develop, and promote the national ICT development agenda. One of the main thrusts is to provide an inclusive and thriving ICT environment focused on developing the countryside.
2. One of the projects under countryside development is Technology Empowerment for Education, Employment, Entrepreneurship, and Economic Development (Tech4ED), which is aimed at providing and developing innovative ICT-enabled services and content for the socio-economic development of communities.
3. In line with the current challenges faced by the country on the Coronavirus Disease (COVID-19) pandemic, the DICT office will be conducting a webinar aimed at helping ICT coordinators in different public schools toward a digital learning setup on May 26-28, 2:00-4:00 p.m. via Google Meet.
4. The schedules are as follows:
  - a. May 26 – Productivity tools and online teaching essentials;
  - b. May 27 – Graphic design with Canva and exploring free and open source educational tools for teachers; and
  - c. May 28 – Basic troubleshooting and cybersecurity for teachers: online privacy, safety, and security.
5. The Schools Division Offices (SDOs) are requested to submit 17 pax, with the information technology officer, through this link <https://bit.ly/DICTWebinar>.




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Web site : http://deped10.com



6. Attached is the letter of DICT for reference.

7. For immediate action.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: DM-PHRODFO-2020-00147

CLMD/elson



21 May 2020

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director  
Department of Education- Regional Office 10  
Masterson Avenue, Zone 1, Upper Bulalang  
Cagayan de Oro City

**Thru: Raymund Antolo**  
Chief of Human Resource

**Mala Epra Magnaong**  
Chief of Curriculum

**Elson Jamero**  
IT Officer

Dear **Dr. Bayocot**,

Greetings!

The Department of Information and Communications Technology (DICT) is mandated as the primary policy, planning, coordinating, implementing, and administrative entity of the Executive branch of the government that will plan, develop, and promote the national ICT development agenda. One of our main thrusts is to provide an inclusive and thriving ICT environment focused on developing the countryside.

One of our projects under countryside development is **Technology Empowerment for Education, Employment, Entrepreneurship & Economic Development (Tech4ED)** which aims to provide and develop innovative ICT-enabled services and content for the socio-economic development of communities.

In light of the current challenge faced by our country on the Coronavirus disease (COVID-19) pandemic, our office will be conducting webinar **aimed at helping our teachers in different public schools, state universities, and colleges to transition towards a digital learning setup**, next week May 26-28, 2020, 2-4PM via Google Meet.

This will be the schedule:

- May 26 – Productivity tools and online teaching essentials;
- May 27 – Graphic design with Canva and exploring free and open source educational tools for teachers; and
- May 28 – Basic troubleshooting, and cybersecurity for teachers: online privacy, safety, and security.

We will be in correspondence with your good office for your confirmation. Should you have any queries about the online training, feel free to contact the Tech4ED Focal Person via email, [jess.batoon@dict.gov.ph](mailto:jess.batoon@dict.gov.ph).

We look forward to your positive response.

Sincerely yours,

**EVAMAY C. DELA ROSA, MSIT, ITIL**  
OIC, Office of the Regional Director



## **Digital Literacy Training for Teachers** **Training Outline:**

### **Day 1**

#### **Productivity Tools and Online Teaching Essentials**

##### **Productivity Tools**

- Mail Merge
- Functions, and Relative and Absolute References

##### **Online Teaching Essentials using GSuites**

- Track Important Schedules and Deadlines (Calendar)
- Collaborate on Documents Online (Docs, Sheets, Slides)
- Keep Files And Data Together in a Single Online Repository (Drive)
- Create Polls, Quizzes, Surveys (Forms)
- Create Simple Websites Collaboratively (Sites)
- Conduct Virtual Trainings, Meetings, and Classes (Hangouts, Meet, Classroom)

### **Day 2**

#### **Graphic design using Canva and Exploring Free and Open Source Educational Tools for Teachers**

##### **Canva for Education**

- Everyone will be able to create an account
- Learn about how Search works
- Learn about Layouts
- Learn about Text options
- Learn about Backgrounds options
- Learn how to upload your own images into your Canva design
- Create an infographic

Bonus: Steps creating a classroom in Canva (with the use school email) and steps in collaborating G-classroom in canva.

##### **Free and Open Source Educational Tools for Teachers**

###### **A. Introduction to text-to-speech**

- Balabolka
- Word Talk
- Text2Speech

###### **B. Exploring Free Photos for Educational Use**

- Public Domain Pictures
- Free Images
- 4 Free Photos

###### **C. Exploring Screen Mirroring Apps**



### Day 3

#### **Basic Troubleshooting, and Cybersecurity for Teachers: online privacy, safety, and security**

##### **Basic Troubleshooting:**

- Problem: Power button will not start computer
- Problem: An application is running slowly
- Problem: An application is frozen
- Problem: All programs on the computer run slowly
- Problem: The computer is frozen
- Problem: The mouse or keyboard has stopped working
- Problem: The Monitor won't display and Speakers has stop working
- Problem: PC keeps disconnecting from WiFi
- Problem: Printer is not printing certain lines
- Fix Common Projector Issues

##### **Cybersecurity for Teachers**

- Maintain Privacy of your Students while doing Remote Learning
- Creating Strong and Storing Passwords
- E-learning Cybersecurity Risks

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