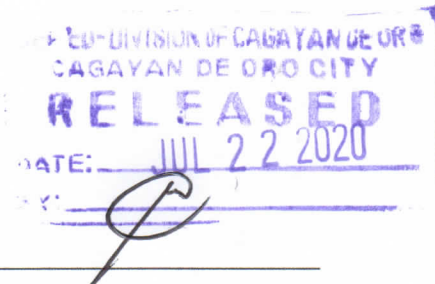




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



July 21, 2020

**DIVISION MEMORANDUM**

No. 331, 2020

To: All Education Program Supervisors  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Public Elementary and Secondary Teachers

**PHASE 1 ONLINE TRAINING ON THE UTILIZATION OF THE LEARNING MANAGEMENT SYSTEM (LMS)**

1. The field is hereby informed about phase 1 online training on the utilization of the learning management system, specifically the Google classroom, on July 28-31, 2020 (2:00 PM-4:00 PM). All public elementary and secondary school teachers are hereby directed to join in the said training via FB Page of DepEd Tayo Cagayan de Oro City.
2. The schedules and topics of the online training are reflected in the table below:

Day	Time	Topics	Facilitators	Moderator
Tuesday July 28, 2020	2:00-4:00PM	1. Overview of Google Classroom (Interface, Settings) 2. Creating a Google Classroom 3. Google Classroom Key panels-People (Adding students and collaborator)	Allan H Guibone and Patricio S. Sambaan, Jr	Joel D. Potane
Wednesday July 29, 2020	2:00-4:00PM	1. GCK Panel-Stream (Announcements, assignment) 2. GCK Panel-Classwork (Assignment-question, materials, reused post)	Patricio S. Sambaan, Jr and Roxanne H. Fuentes	Mark John T Gabule
Thursday July 30, 2020	2:00-4:00PM	1. GCK Panel-Classwork (Quiz Assignment thru Gforms)-	Roxanne H. Fuentes	James Roberto Z. Sijo
Friday July 31, 2020	2:00-4:00PM	GCK Panel-Grades (Scoring or grading; Gdrive ) And Dry Run Gclassroom (1 learner, 1 supervisor, 1 teacher)	Roxanne H. Fuentes Allan H. Guibone, Patricio S. Sambaan, Jr	Joel D. Potane Mark John Gabule James Roberto Z. Sijo

3. Enclosed is the list of **Te<sup>3</sup>ch-Class** Division Technical Working Group.
4. For your guidance and strict compliance.

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

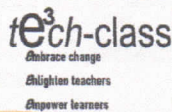
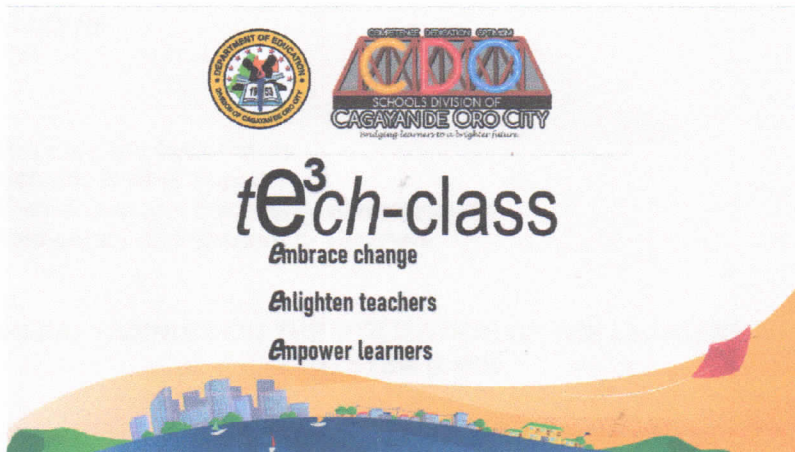


Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



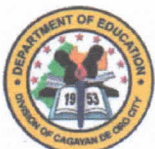
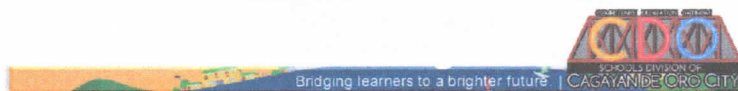
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Enclosure



Division TWG

1. James Roberto Z. Sijo
2. Joel D. Potane
3. Mark John T. Gabule
4. Roxanne H. Fuentes
5. Patricio S. Sambaan, Jr
6. Allan H. Guibone



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