



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

DIVISION MEMORANDUM
No. 159, s. 2020

May 18, 2020

**WEBINAR: USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
PART 1-B**

TO : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
All Others Concerned

1. The Schools Division of Pampanga through the Office of the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) and in collaboration with the Office of the Schools Division Superintendent-Information Communication Technology (OSDS-ICT) is committed to prepare our personnel in transitioning to the new normal in the educational system brought about by the current health crisis.
2. In view of this, the SGOD-HRDS and OSDS-ICT will be hosting a Webinar entitled: *Use of Information and Communication Technology (ICT) Part 1-B* via *Google Meet* on May 26, 2020 at 10:00 a.m.-4:00 p.m.
3. The participants to the said activity are the following:
 - o Schools Division Superintendent
 - o Assistant Schools Division Superintendents
 - o Chief Education Supervisors
 - o Education Program Supervisors
 - o Public Schools District Supervisors
 - o Unit Heads
 - o Senior Education Program Specialists
 - o Education Program Specialists II
 - o Planning Officer
 - o Engineers
 - o Legal Officer
 - o Legal Assistant
 - o Project Development Officers
 - o Librarian



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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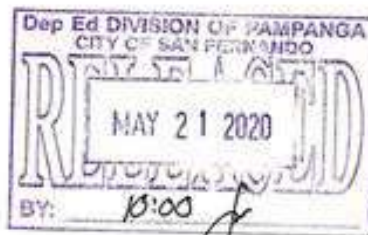


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4. Enclosed are the activity matrix and list of management team for your guidance and ready reference.
5. The identified participants are requested to register through the Google form using DepEd e-mail account, access at <http://deped.in/regsdopampanga>. Participants are advised to use their laptops or desktop computers for the said webinar as some activities require hands-on and outputs.
6. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD, at email address: jayson.santos001@deped.gov.ph and Mr. John Paul B. Pallasigui, ITO I, OSDS-ICT at john.pallasigui@deped.gov.ph, DepEd Schools Division of Pampanga, High School Blvd., Barangay Lourdes, City of San Fernando, Pampanga
7. For immediate dissemination.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 159, s. 2020

WEBINAR MANAGEMENT TEAM

ACTIVITY FOCAL PERSONS : ARCELI S. LOPEZ, PhD
Chief Education Supervisor, SGOD

HRDS : JAYSON M. SANTOS
Senior Education Program Specialist, SGOD-

Members : JOHN PAUL B. PALLASIGUI
Information Technology Officer I, OSDS-ICTU

SMM&E : KRISTIN MARIE U. SANTOS
Education Program Specialist II, SGOD-HRDS

: MICHELLE D. MEJIA
Senior Education Program Specialist, SGOD-

: DIVISION CORE TEAM MEMBERS



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Enclosure No. 2 to Division Memorandum No. 159, s. 2020

ACTIVITY MATRIX

TIME	No. OF MINUTES	ACTIVITY	PERSON-IN-CHARGE
10:00-10:20	20	Preliminaries	Moderator
10:20-11:00	40	New Normal in the Educational System	ASDS Leonardo C. Canlas, EdD, CESE
11:00-11:30	30	CSC Rules and Employees Work Arrangement	JB B. Manalang, AO V
11:30-12:00	30	Responsible Use of Social Media	ASDS Rowena T. Quiambao, CESE
12:00-1:00		Lunch Break	
1:00-1:30	30	Unit Heads' Updates	Celia R. Lacanlale, PhD CID Chief Arceli S. Lopez, PhD SGOD Chief JB B. Manalang
1:30-2:00	30	How to share resources using Google Drive/ Shared Drive	Algie Juridico MT-I, Jose Escaler MS
2:00-2:30	30	Collaborative Writing for Official Communication Using Google Docs	Jonny S. Viray MT-I, Masantol HS
2:30-3:00	30	Creating and Sharing Google Forms	Jeffrey Dela Cruz MT-I, Eastern Porac HS
3:00-3:30	30	Consolidation of Responses from Google Forms using Google Sheets	Jeffrey Dela Cruz
3:30-4:00	30	Conducting Meeting and Presenting using Google Meet	Jonathan O. Abubo T-II, Becuran HS



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