



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

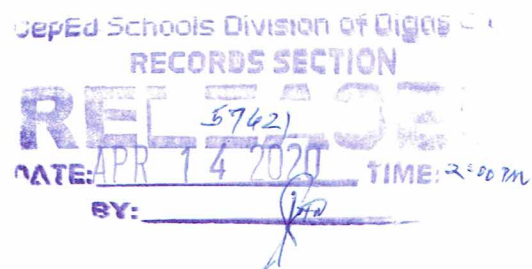
DIVISION MEMORANDUM
No. 238 s. 2020

April 13, 2020

TRAINING OF TRAINERS ON ONLINE CONDUCT OF TRAININGS/ACTIVITIES

- To: ASDS
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
SGOD Personnel
1. Online training refers to education and skill development that takes place over the Internet. It may also be referred to as e-learning, and typically refers to specific job training rather than general education. It is the art of knowledge transfer through the internet, from anywhere in the globe to targeted audiences who choose to learn a particular subject.
 2. To continue the delivery of services of professional development among the personnel during this crisis, this Office will conduct Training of Trainers on Online Conduct of Trainings/Activities using the Microsoft Teams and other online platforms on April 15, 2020 (Wednesday)-Online Tutorial at 8:30am-11:30am and on April 17, 2020 (Friday)-Dry-run at 8:30am-11:30am.
 3. Attached is a copy of the Indicative Program of Activities for your reference.
 4. For your information and guidance.

CRISTY C. EPE
Schools Division Superintendent



Encls: As stated
Reference:

To be indicated in the Perpetual Index under the following subjects: Online Training
RBD: Training of Trainers on Online Conduct of Trainings/Activities
April 13, 2020



Indicative Program of Activities
 April 15, 2020- **ONLINE TUTORIAL**
 8:30am-11:30am

Time	Activity	Output	Facilitator
8:00-8:30	Preliminaries	To set the mood of the participants	HRD
8:30-11:30	Online Tutorial -Microsoft Teams -Exploring its features -Other online platforms	-Hands-on manipulation based from the online tutorial -To prepare a sample topic/activity using the platforms	Mr. Stephen Pascual Mr. Xavier Fuentes

Indicative Program of Activities
 April 17, 2020- **DRY-RUN**
 8:30am-11:30am

Time	Activity	Output	Facilitator
8:00-8:30	Preliminaries	To set the mood of the participants	HRD
8:30-11:30	Online Training	-Simulation	Program Holder/s