DIVISION MEMORANDUM   **October 15, 2020**

No. **492** , s. 2020

GOOGLE SUITE (G SUITE) FOR EDUCATION ENABLEMENT
VIRTUAL TRAINING PROGRAM FOR DEPED

To: CID Chief
        SGOD Chief
        Public Schools District Supervisors
        Education program Supervisors
        Public School Heads
        SDO Unit/Section Heads
        School HRD Coordinators
        Public School Teachers

1. This is in reference to the OUA Memo 00-1020-0156 dated October 14, 2020 signed by Alain Del B. Pascua, Undersecretary, re: GSuite for Education Enablement Virtual Training Program for DepEd.

2. The employee-applicants are invited to read Administrative Notes #1 on qualifications and mechanics/requirements to follow if found qualified.

3. Attached is a copy of the details of the said activity for ready reference.

4. For information and guidance.

CRISTY C. EPE
Schools Division Superintendent

10/15/2020

OUA MEMO 00-1020-0156
MEMORANDUM
14 October 2020

For: **Regional Directors**
         Schools Division Superintendents
         Public School Heads
         Regional and Division Information Technology Officers
         All Others Concerned

Subject: **GOOGLE SUITE (G SUITE) FOR**
         EDUCATION ENABLEMENT VIRTUAL
         TRAINING PROGRAM FOR DEPED

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) and in partnership with the National Educators Academy (NEAP) and Google Philippines, will conduct **Training of Trainers (TOT)** on Google Suite under the program **"GSuite For Education Enablement Virtual Training Program for DepEd"**.

This program aims to:

1. Increase opportunities for critical thinking, collaboration, creativity, and communication;
2. Build confidence to apply learnings in using GSuite for Education apps to everyday functions;
3. Successfully integrate a wider range of GSuite for Education tools and other technologies to transform their teaching practice;
4. Develop and improve skills as a trainer to help and create impact to other educators in using technology in the classroom;
5. Build confidence to effectively use the Admin Console; and
6. Establish a pool of Trainers, Google Certified Educators (GCEs), and Google Certified Trainers (GCTs).

Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Scan this QR Code to view
Videos and Magazines
of Major Programs

The courses offered have Fifty (50) slots each, unless otherwise stated:

- GCE Level 1 with Basic GSuite Training and certification voucher;
- GCE Level 2 training with certification voucher;
- Admin Console Training with certification voucher; and
- GCT training with a certification voucher (30 slots only).

Further, additional **certification vouchers only** by level as follows:

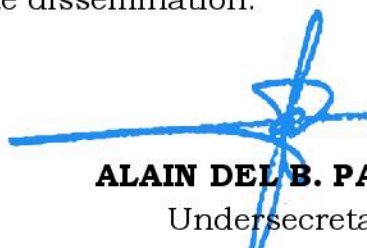| GCE Level 1 - 3,828	GCE Level 2 - 477

DepEd employee-applicants from the Central Office and Field Offices are invited to read **Administrative Notes #1** on qualifications and mechanics to follow, if found qualified. Kindly refer to **Administrative Notes #2** for schedules, attendees, and other details.

Applicants with complete requirements will be screened by personnel from ICTS-USD, NEAP, and Google Philippines and will have a chance to attend the virtual training or receive a Google Certification voucher, or both. **Unused vouchers will expire in seven (7) days or good up to October 31, 2020 only, whichever comes first.**

Other information and details of the **TOT for Google Admin Console Training** and certification vouchers not provided in this Memorandum will be issued in a separate **advisory**.

For all future correspondence and queries, please contact **Ms. Catherine Fuller, Technical Assistant II** thru her **Workplace chat** or email at **icts.usd@deped.gov.ph** cc: **catherine.fuller@deped.gov.ph** .

For appropriate action and immediate dissemination.

ALAIN DEL B. PASCUA
Undersecretary

OUAD00-1020-0158
To authenticate this document,
please scan the QR Code

GSUITE FOR EDUCATION ENABLEMENT VIRTUAL TRAINING PROGRAM FOR DEPED
QUALIFICATIONS AND MECHANICS

QUALIFICATIONS

GCE Level 1
1. DepEd permanent employee for the at least two (2) years and at least salary grade 15 and above;
2. Must have a working official DepEd email and stable internet connection;
3. Must have working knowledge of GSuite applications.

GCE Level 2
1. Must meet qualifications nos. 1 and 2 of GCE Level 1;
2. Must be a GCE Level 1 passer;
3. Must be an Educator/ Classroom teacher with advanced working knowledge of GSuite for Education Apps;
4. Applicants occupying Non-Teaching positions need not apply.

GCT
1. Must meet GCE Level 2 qualification no. 1;
2. Must have advanced working knowledge of GSuite apps;
3. If teaching or teaching-related, must be a GCE Level 2 passer;
4. If non-teaching, must be GCE Level 1 passer.

On becoming a **future Certified NEAP Learning Facilitator**, selected **GCT** participants **must be willing** to undergo the LF Training (future activity), while **GCE Level 1** participants are **encouraged** to do the same.

MECHANICS

1. Accomplish the appropriate Survey link based on your current plantilla position:
   a. **For GCE Level 1 Applicants**
      - Non-Teaching: **http://bit.ly/DepEdGoogleCertNTL1**
      - Teaching & Related: **http://bit.ly/DepEdGoogleCertTeachL1**
   b. **For GCE Level 2 Applicants**
      - Teaching & Related: **http://bit.ly/DepEdGoogleCertTeachL2**
   c. **For GCT**
      - Non-Teaching: **http://bit.ly/DepEdGCTNT**
      - Teaching & Related: **http://bit.ly/DepEdGCTTeaching**

2. All applicants with complete requirements will be screened by personnel from ICTS-USD, NEAP, and Google Philippines.
3. Deadline for submission of the endorsement letter and accomplished service obligation via email to **icts.usd@deped.gov.ph** is as follows:
   a. If TOT Participants: **Noon of October 16, 2020;** and
   b. Taking the Certification Exam only: **Noon of October 19, 2020**.
   c. Failure to do so will forfeit your slot.

4. ICT Service will release the **official roster of participants via email on or before 20 October 2020**. However, participants would have been advised before that.

GSUITE FOR EDUCATION ENABLEMENT VIRTUAL TRAINING PROGRAM FOR DEPED
COURSE SCHEDULES, PARTICIPANTS, AND TOPICS

BATCH 1 GCE Level 1 w/ Basic GSuite Training & Certification voucher

Expected Attendees	Total No. of Pax	Office/Region/Division
Non-Teaching	8	Central Office
	16	1, 5, 6, 7, 8, 13, NCR and CAR (2 pax per region)
	9	2, 3, 4A, 4B, 9, 10, 11, 12 & BARMM – (1 pax per region)
Teaching & Related	17	All Regions, 1 pax per region

Basic G Suite and GCE Level 1 Topics	Date and Time
• Communication Tools • Storage and High-Velocity Collaboration • Collecting and Analyzing Data	**DAY 1 (AM)** **Oct. 21, 2020** 8:00 a.m.–12:00 NN
• GSuite and transversal competencies (4 C's - collaboration, creativity, communication, critical thinking) • Navigating GSuite tools • GSuite 101: Gmail, Keep, Contacts, Calendar, Hangouts, Drive, Docs	**DAY 1 (PM)** **Oct. 21, 2020** 1:00–4:00 p.m.
• Differentiated instruction using Google Classroom and Google Forms • Digital resume and digital portfolio using Google Sites • More use cases for Google Forms: sample assessments • GSuite Tools for Engagement : Slides, Sheets, YouTube	**DAY 2** **Oct. 22, 2020** 1:00–4:00 p.m.
• Google community • EXAM	**DAY 3** **Oct. 23, 2020** 1:00–4:00 p.m.

BATCH 2 GCE Level 2 Training and Certification Voucher

Expected Attendees	Total No. of Pax	Office/Region/Division
Teaching and Teaching- Related	5	Central Office
	12	1, 7 and 8 (4 pax per region)
	15	5, 6, CAR, NCR and 13 (3 pax per region)
	18	2, 3, 4A, 4B, 9, 10, 11, 12 and BARMM (2 pax per region)

GSUITE FOR EDUCATION ENABLEMENT VIRTUAL TRAINING PROGRAM FOR DEPED
COURSE SCHEDULES, PARTICIPANTS, AND TOPICS

GCE Level 2 Topics	Date and Time
• Digital Integration through Google's resources like Google Arts & Culture and Google Scholar • Advanced Gmail insights • Collaboration through Hangouts, Drive, and Calendar • Google My Maps, Google Earth, Google Expedition	**DAY 1** **Oct. 21, 2020** 8:00 a.m.–12:00 NN
• Enhancing collaboration with Docs and slides • Class management with Groups and Classroom • Assessments in forms • Unleashing creativity with Drawings • Data analysis with Sheets • Boost class interest through Sites and Youtube	**DAY 2** **Oct. 22, 2020** 8:00 a.m.–12:00 NN
• Blogger • EXAM	**DAY 3** **Oct. 23, 2020** 8:00 a.m.–12:00 NN

BATCH 4 Google Certified Trainers

No. of Attendees: 30	Date and Time: To Be Announced	
Expected Attendees	**Total No. of Pax**	**Office/Region/Division**
Non-Teaching	15	All Regions, 2 pax per Office
Teaching & Related	15	All Regions, 1 pax per Office

BATCH 5 Admin Console Training with Certification voucher*

No. of Attendees: 50	Duration 4 hrs.	Information shall be issued in a separate advisory