



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 025 s. 2021

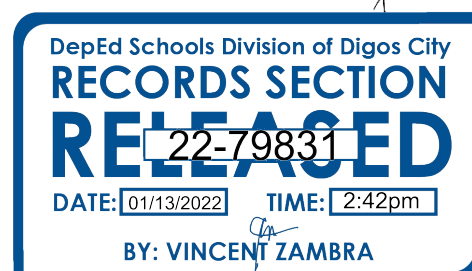
January 3, 2022

**Division Training-Workshop for Additional Development Team
Members in the Digitization of Modules**

To CID Chief
Education Program Supervisors
Public School District Supervisors
Division LR Team
Division ICTO
Elementary and Secondary School Heads

1. Relative to the needs of the digitized learning activity sheets/self-learning modules for quarters 3 and 4, this office informs the field on the conduct of Division Training-Workshop for Additional Development Team Members in the Digitization of Modules on January 14-15, 2022 at Ramon Magsaysay Elementary School.
2. Attached is the list of participants and training matrix of this activity. Participants must bring their own laptop and extension wires during the workshop.
3. Pursuant to Deped Order 53, s. 2003, the identified teachers shall be granted with service credits for their services rendered during the summer vacation, weekends or holidays and COC for non-teaching personnel.
4. All expenses incurred in the accomplishment of the above tasks shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

CRISTY C. EPE
Schools Division Superintendent



LIST OF PARTICIPANTS

SENIOR HIGH SCHOOL IN DIGOS CITY

English Subjects:

1. Ma. Clarissa D. Berso
2. Quindeliza B. Liwanan
3. Julie Cris S. Corpuz
4. Maria Mildred P.Tiong

Research Subjects:

1. Dr. Moises R. Perral
2. Dr. Leilani T. Señires
3. Dr. Elias G. Cuevas

Filipino Subjects:

1. Gina Fe J. Nazareno
2. Airen C. Amisola
3. Lalaine S. Young
4. Glorisel G. Ramirez

Mathematics Subjects:

1. Mary Cris F. Sampaga
2. Mildred T. Mirabueno
3. Ana Marie L. Cabigas

Science Subjects:

1. Sheena N. Roxas
2. Admiral A. Biongan
3. Miraluz L. Siase
4. Demrose A. Parisan
5. Maria Philinda P. Trondillo

Social Sciences Subjects:

1. Sheryl G. Aposaga
2. Maritess S. Manceras
3. Hilda R. Gura
4. Dave Markneil L. Saturnino

Information Technology Subjects:

1. Rhea O. Padilla
2. Prince Kenneth Bangay

Business Accountancy Subjects:

1. Yasir A. Asarak
2. Ermelyn A. Remonde
3. Kristine Abrasaldo

PE Subjects:

1. Dave Kevin P. Cabrillos
2. Sherill C. Tago
3. Sheryl M. Dinoy

TVL Subjects:

Bread & Pastry Production Subjects:

1. Karen R. Tiempo
2. Eden Grace D. Jamila

Food and Beverage Services Subjects:

1. Dave Kevin P. Cabrillos
2. Dave Markneil L. Saturnino

Hairdressing Subjects:

1. Bryan S. Matugas

ELEMENTARY AND JUNIOR HIGH SCHOOL

Edukasyon sa Pagpapakatao

Cagang, Sarah	DiCNHS
Bantuas,	DiCNHS
Taruc, Zaira	DiCNHS
Binag, Risa	DiCNHS
Caminade, Iris	Binaton ES

Filipino

Edilio Salazar	DiCNHS
Amie Jumalin	Balabag NHS

MAPEH

Chique Jaime	Dawis NHS
Jaime Crispino	Dawis NHS
Donna Marie Adona	Dawis NHS
Jecebel Ancheta	Dawis NHS
Mary Grace LascuNa	Dawis NHS
Arnel Gelves	Dawis NHS
Jinky Conat	Dawis NHS

English

Myper Faith Endar	DiCNHS
Christy Rosauo	DiCNHS
Jacille Eran	DiCNHS



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**Division Training-Workshop for Additional Development Team
Members in the Digitization of Modules**
January 14-15

Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/ Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
Day 1 (January 14, 2022)						
8:00-9:00a.m.	To conduct the prefatory activities To present the rationale of the activity	Opening Program	N/A	Rationale of the Activity	<ul style="list-style-type: none">• Master of Ceremony/• TWG	Laptop, internet Connectivity
9:00-10:30 am	To discuss and orient the participants on the Advance Microsoft Word Formatting	Session # 1 Introduction Advance Microsoft Word Formatting with Demonstration	N/A	<ul style="list-style-type: none">• Advanced Microsoft Word Formatting Features	<ul style="list-style-type: none">• Cyril Espanol	Laptop, internet Connectivity
10:30 - 12:00 am	To capacitate the participants in using the Advance Microsoft Word Formatting Features in the New SLM Template	Session #2 Workshop on the use of Advance Microsoft Features	Fillable Activity Sheets	<ul style="list-style-type: none">• Advanced Microsoft Word Formatting Features	<ul style="list-style-type: none">• Cyril Espanol	Laptop, internet Connectivity



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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1:00-2:30 pm	To demonstrate the standard formats in packaging the SLMs for Conversion	Session # Demonstration of SLM packaging using the correct template/format		• SLM Packaging and Conversion	• Cyril Espanol	
2:30-4:30 pm	To conduct hands-on packaging of SLMs using the correct template	Session #4 Hands-on Packaging /Workshop on packaging of SLMs	Converted SLMs with Correct Packaging	• SLM packaging and Conversion	• Cyril Espanol	
4:30-5:00 Pm	Submission of Workshop output				• TWG	
Day 2 (January 15, 2022)						
8:00-8:30 am	To conduct the prefatory activities <ul style="list-style-type: none"> • Orientation and walkthrough of day 2 of the activity; • Giving of Assignment/SLMs for Packaging and Conversion 	- Morning prefatory activities			• TWG	Laptop, internet Connectivity
8;30-12:00 nn	<ul style="list-style-type: none"> • To conduct hands-on Packaging and Conversion of SLMs into Digital Formats • 2.1 text field 2.2 dropdown 2.3 list 2.4 check box 2.5 radio button 2.6 image Requirements: 1. Microsoft Office 365 or MS Office 2016 and higher note: installation of the following software before the training 	- Workshop on SLM Packaging and Conversion	Converted SLMs with Correct Packaging	Conversion and Packaging of SLMs	• Melvy Espanol	Laptop, internet Connectivity
1:00-4:00 p.m.	<ul style="list-style-type: none"> • To conduct hands-on Packaging and Conversion of SLMs into Digital Formats 	- Workshop on SLM Packaging and conversion	Converted SLMs with Correct Packaging	• Conversion and Packaging of SLMs	• Melvy Espanol	
4:00-5:00	<ul style="list-style-type: none"> • Submission of Daily Output 					



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