



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 2, 2020

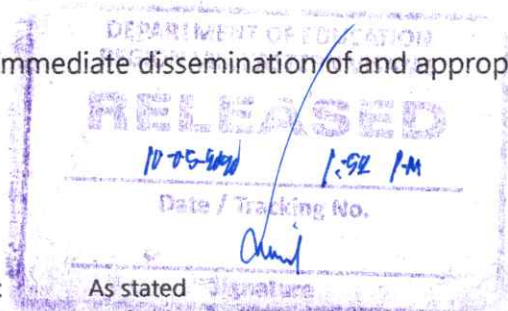
**REGIONAL MEMORANDUM**

No. **516**, 2020

**WEBISHOP ON UTILIZING THE ZOOM PLATFORM FOR PROFESSIONAL  
LEARNING AND DEVELOPMENT INTERVENTIONS**

To: Schools Division Superintendents  
All Others Concerned

1. This office, through the Human Resource Development Division, shall conduct a webinar and workshop (webishop) on Utilizing the Zoom Platform for Professional Learning and Development Interventions on October 7-9, 2020.
2. The objectives of this activity is to enhance the knowledge, skills, and attitudes (KSAs) of teaching-related personnel in managing virtual professional learning and development programs.
3. Attached are the list of participants and the activity matrix. The participants shall accomplish the online registration through the link [bit.ly/WebishopReg](https://bit.ly/WebishopReg) on or before October 5, 2020.
4. Honoraria of the resource speakers shall be charged to MOOE, subject to usual accounting and auditing rules and procedures.
5. Immediate dissemination of and appropriate action on this Memorandum are desired.



  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

Enclosure: As stated  
References: Professional L&D Programs in the New Normal  
To be indicated in the Perpetual Index under the following subjects:

TEACHING-RELATED PERSONNEL      WEBISHOP      ZOOM PLATFORM

HRDD-CDPA



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**LIST OF PARTICIPANTS**

Division/Office	Participants	No of Participants
SDO	HRD SEPS/EPS II and IT Expert	39
RO	FTAD personnel	2
	CLMD personnel	3
	QAD personnel	3
	Administrative Division	3
	Finance personnel	3
	HRDD personnel	5
	ESDD personnel	2
	PPRD personnel	2
<b>Total</b>		<b>62</b>

**WEBISHOP ON UTILIZING THE ZOOM PLATFORM FOR PROFESSIONAL LEARNING AND DEVELOPMENT INTERVENTIONS**

October 7-9, 2020 via Zoom Platform

**Activity Matrix**

Time/Day	Day 1	Day 2	Day 3
9:00AM-9:30AM	Opening Program	MOL	MOL
9:30AM-10:30AM	Module 1: ZOOM 101	Module 4: Customizing Zoom Account	Demonstration Hosting (Group 1)
10:30AM-10:45AM	Health Break		
10:45AM-11:45AM	Module 2: Key Features of ZOOM Interface	Module 5: Tools for Augmentation	Demonstration Hosting (Group 2)
11:30AM-1:00PM	Lunch Break		
1:00PM-3:00PM	Module 3: Best Practices in Zoom Hosting	Breakout Sessions: Preparation for the Demonstration Hosting	Co-hosting in a Plenary Session  Closing Program
	<b>Ms. Ryvet P. Cruz</b> <i>Resource Person</i>	<b>Mr. Emmanuel A. Zarate</b> <i>Resource Person</i>	<b>Ms. Ryvet P. Cruz</b> <b>Mr. Emmanuel A. Zarate</b> <i>Resource Persons</i>

Prepared by:

  
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Noted by:

  
**HARVIE D. VILLAMOR EdD**  
HRDD Chief