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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0063
MEMORANDUM
04 March 2021

For: **Regional Directors**
Minister, Basic, Higher, and Technical Education, BARMM
Schools Division Superintendents
School Heads and Teachers

Subject: **VIRTUAL IN-SERVICE TRAINING FOR**
PUBLIC SCHOOL TEACHERS (MARCH 2021)

In line with the DepEd Order No. 012, s. 2021 (Amendment to DepEd Order No. 030 s. 2020), the Information and Communications Technology Service – Educational Technology Unit (ICTS – EdTech) will conduct a virtual In-Service Training (INSET) for teachers on 15-19 March 2021. This five-day session aims to further expand the participants’ skills and knowledge on different digital teaching materials, systems and approaches that are useful in delivering quality instruction. Kindly refer to the attached Training Matrix and schedule of activities (Annex A).

The said activity shall be streamed live through the Official YouTube Channel of the DepEd EdTech Unit at www.youtube.com/c/educationaltechnologyunit . The virtual INSET will also use the DepEd Professional Development Learning Management System (PD-LMS) to assess the participants and shall follow the “No Output, No Certificate” policy.

For questions and concerns on the above-mentioned subject, kindly contact Mr. Mark Anthony C. Sy, Head of the EdTech Unit, through email at edtech@deped.gov.ph .

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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[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)]

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**ANNEX A: VIRTUAL IN-SERVICE TRAINING (INSET) FOR
PUBLIC SCHOOL TEACHERS (MARCH 2021)**

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
	March 15, 2021	March 16, 2021	March 17, 2021	March 18, 2021	March 19, 2021
8:45 - 9:00 a.m.	Preliminary Activity	MOL	MOL	MOL	MOL
		*Nationalistic Song	*Nationalistic Song	*Nationalistic Song	*Nationalistic Song
		*prayer	*prayer	*prayer	*prayer
		*energizer	*energizer	*energizer	*energizer
		*insight sharing	*insight sharing	*insight sharing	*insight sharing
9:00 -10:30 a.m.	DepEd TV Report Salvador Manansala I DepEd LMS Report Mark Anthony Papa DepEd Commons Report Aprellene B. Marquez DepEd OERs Sherwin G. Lomeda	Effective Utilization of Multimedia Materials: DepEd TV Speaker: Joy G. Salazar	Google Workspace for Education Fundamentals Speaker: Rowena A. Reyes	Interactive Instructional Materials Speaker: Ariel A. Delos Santos	Digital Poetry: A Collaborative Performance Project Speaker: Aprellene B. Marquez
10:30 a.m. – 12:00 nn	Google Certification Rowena A. Reyes Microsoft Education Mark Anthony Jamisal DepEd ETUlay Mark Anthony Jamisal ETU Future Programs Mark Anthony C. Sy	Video editing techniques in producing quality video lesson Speaker: Neil Arvin Bautista	Poster Design in Adobe Photoshop Speaker: Glenn Huraño	ManyChat: Delivering Online-Offline learning (McDoo) Speaker: Earl Aaron O. Villanoza	Technology Integration and Instructional Materials Development/Preparation in English Language Speaker: Maria May Sevilla

12:00 - 1:00 p.m.	LUNCH				
1:00 - 2:30 p.m.	Effective Delivery of Synchronous/ Asynchronous Teaching Speaker: Mark Anthony C. Sy	A New Normal: The Critical Role of Assessment in Online Learning Speaker: Salvador Manansala I	Overview of R.A. 10173, The Data Privacy Act of 2012 Speaker: Glenah A. Taguibao	ETUlay-Breakthrough in Teaching Speaker: Mark Anthony Jamisal	Hour of Code (Programming for Women) Speaker: Rubilyn Pastrano
2:30 - 4:00 p.m.		OER Readiness Review Criteria Speaker: Minerva Grace O. Silvestre	Solving People Puzzle Speaker: Sherwin G. Lomeda	Mobile Apps in Education Speaker: Sara Jane C. Sarino	Creating Interactive Materials Using Scratch Animation Speaker: Glenny Laping
4:00 - 4:30 p.m.	Reflection/ Wrap Up				

Masters of Ceremony: John Jefferson Sevilla and Maria May Sevilla

VIRTUAL TEAMS

COMMITTEE	TERMS OF REFERENCE
<p>TECHNICAL TEAM Jann Wilbur Gale Glenn Huraño Mark Anthony Papa Raymond B. Casama Sherwin Lomeda</p>	<ul style="list-style-type: none"> ➤ In-charge of online and other communication platforms. ➤ Assure the smooth flow, transition, switching and broadcasting from one facilitator/speaker to another ➤ Oversee the total delivery of online INSET ➤ Record the training proper ➤ In-charge to moderate chat box
<p>DOCUMENTATION TEAM Joy Salazar Aprellene Marquez Ken Lenard Abanilla Juan Paulo Vico Arvin Fuster</p>	<ul style="list-style-type: none"> ➤ Prepare and submit narrative report
<p>CERTIFICATE and ATTENDANCE TEAM Concerman Robie</p>	<ul style="list-style-type: none"> ➤ Prepare online attendance sheet and distribute e-certificate
<p>FOOD Joy Salazar</p>	<ul style="list-style-type: none"> ➤ In-charge of training refreshments
<p>SOCIAL MEDIA Rainier Garcia De Jesus - Poster Neil Arvin Bautista- Teaser</p>	<ul style="list-style-type: none"> ➤ Prepare program teaser and poster
<p>QATAME Mark Anthony Jamisal</p>	<ul style="list-style-type: none"> ➤ In-charge of session monitoring and evaluation, and capture the results using appropriate technology