



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

September 29, 2022

**REGIONAL MEMORANDUM**

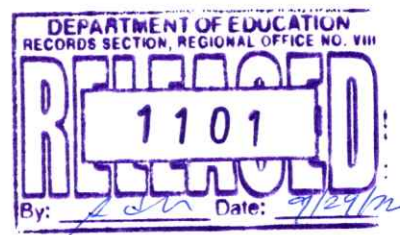
No. **1101**, s. 2022

**UPDATES ON THE CONDUCT OF THE TRAINING ENTITLED "MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES"**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Human Resource Development Division, informs the field that the conduct of the training entitled **Maximizing the Utilization of ICT in the Delivery of DepEd Services**, shall be rescheduled from October 4-7, 2022 to **October 11-14, 2022**.
2. Attached are the course description and the updated activity matrix with the learning facilitator of each session.
3. All other provisions stipulated in RM No. 980, s. 2022 shall remain in force and in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



Enclosure: As stated  
Reference: RM No. 980, s. 2022

To be indicated in the Perpetual Index under the following subjects:

ICT                      NON-TEACHING PERSONNEL                      PROFESSIONAL DEVELOPMENT

HRDD-CDPA



Enclosure 1 of RM 1101, s. 2022

## MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES

October 11-14, 2022

Madison Park Hotel, San Jose, Tacloban City

<i>Session Title</i>		<i>Subtopics/ Content</i>	<i>Resource Person</i>
<b>Day 0 (October 11)</b>			
Plenary Session:	Leveling of Expectation	<ul style="list-style-type: none"> <li>• Rapid Competency Assessment</li> <li>• Leveling of Expectation</li> <li>• Program Delivery Norms</li> <li>• Program Overview</li> </ul>	<b>CLARK DAVE P. ARANTE</b> EPS II, HRDD
<b>Day 1 (October 12)</b>			
Session 1	Class A: Word Basics	<ul style="list-style-type: none"> <li>• Proper Encoding</li> <li>• MS Word Interface</li> <li>• Essential Shortcut Keys</li> </ul>	<b>PRINCESS JESSICA A. PONTILLAS</b> Teacher II, Leyte
	Class B: Online Platform	<ul style="list-style-type: none"> <li>• MS Teams (Using the resource package session entitled "Harnessing Professional Productivity thru MS Teams")</li> </ul>	<b>LANILO A. MACALLA</b> Principal II, Leyte
Session 2	Class A: Slide Deck Preparation	<ul style="list-style-type: none"> <li>• MS PowerPoint (using the resource package session entitled "The Power of Slide Deck")</li> </ul>	<b>RIZI MAE J. CODAL</b> SEPS, Maasin City
	Class B: Advance Session on Spreadsheet App	<ul style="list-style-type: none"> <li>• Creating Pivot Tables</li> <li>• Utilizing VLOOKUP Formula</li> <li>• Making Drop-down lists</li> <li>• Creating a Dashboard</li> </ul>	<b>CLARK DAVE P. ARANTE</b> EPS II, HRDD
<b>Day 2 (October 13)</b>			
Session 3	Class A: Essential Online Office Apps	<ul style="list-style-type: none"> <li>• Online Forms</li> <li>• Online Document Apps</li> <li>• Online Spreadsheet Apps</li> </ul>	<b>RODERICK R. CABATO</b> ICTO, Samar
	Class B: Publisher	<ul style="list-style-type: none"> <li>• Publisher (Using the resource package session entitled "e-Publish Mo")</li> </ul>	<b>CLARK DAVE P. ARANTE</b> EPS II, HRDD
Session 4	Class A: Introduction to Spreadsheet App	<ul style="list-style-type: none"> <li>• MS Excel Interface</li> <li>• Essential Formulas</li> <li>• Creating Graphs and Charts</li> </ul>	<b>NOEL L. TAMBIS</b> T-III, Leyte
	Class B: Online Office Apps	<ul style="list-style-type: none"> <li>• MS Sway</li> <li>• MS Forms</li> </ul>	<b>GINO SAM T. TAÑALA</b> Teacher III, Leyte
<b>Day 3 (October 14)</b>			
Plenary Session	Data Organizer Apps	<ul style="list-style-type: none"> <li>• Google Keep vs One Note</li> <li>• Google Calendar vs Office Calendar</li> <li>• Google Drive vs One Drive</li> <li>• Instapaper</li> </ul>	<b>RODERICK R. CABATO</b> ICTO, Samar
	Post Assessment	<ul style="list-style-type: none"> <li>• Rapid Competency Assessment</li> <li>• End of Program Evaluation</li> </ul>	<b>HRDD Staff</b>

Enclosure 2 of RM 1101, s. 2022

**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES**

October 11-14, 2022

Madison Park Hotel, San Jose, Tacloban City

**Activity Matrix**

Time/Day	Day 0	Day 1	Day2	Day3
8:30AM -9:00AM	Travel Time	Opening Program	Management of Learning	Management of Learning
9:00AM -12:00NN		Session 1 – Class A: <b>Word Basics</b> PRINCESS JESSICA A. PONTILLAS T-II, Leyte  Session 1 – Class B: <b>Online Platform</b> LANILO A. MACALLA Principal II, Leyte	Session 3 – Class A: <b>Essential Online Apps</b> RODERICK R. CABATO ICTO, Samar  Session 3 – Class B: <b>Publisher</b> CLARK DAVE P. ARANTE EPS II, HRDD	Plenary Session: <b>Data Organizer App</b>  RODERICK R. CABATO ICTO, Samar
12:00NN-1:00PM	<b>LUNCH</b>			
1:00PM-2:30PM	Arrival of Participants and Registration	Session 2 – Class A: <b>Slide Deck Preparation</b> RIZI MAE J. CODAL SEPS, Maasin City	Session 4 – Class A: <b>Introduction to Spreadsheet App</b> NOEL L. TAMBIS T-III, Leyte	<i>Submission of Day 3 Output</i>  Closing Program
2:30PM -4:00PM	Preliminary Plenary Session: <b>Leveling of Expectations</b> CLARK DAVE P. ARANTE EPS II, HRDD	Session 2 – Class B: <b>Advance Spreadsheet App</b> CLARK DAVE P. ARANTE EPS II, HRDD	Session 4 – Class B: <b>Online Office Apps</b> GINO SAM T. TAÑALA T-III, Leyte	Home Bound
4:00PM -5:00PM		<i>Submission of Day 1 Outputs</i>	<i>Submission of Day 2 Outputs</i>	
Class Managers	Class A – Rogelio O. Ticoy, Jr.		Class B – Rasheil R. Labita	

Prepared by:

  
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Noted by:

  
**ALEJANDRA B. LAGUMBAY PhD**  
 HRDD Chief