

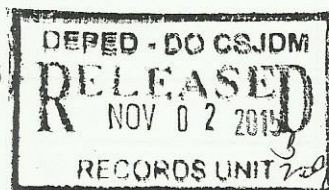


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE  
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November 2, 2015

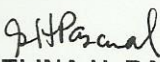


DIVISION MEMORANDUM  
No. 226 s. 2015

TO: Public School District Supervisors  
Public Elementary and Secondary School Heads

**DIVISION SEMINAR-WORKSHOP ON COMPUTER LITERACY  
AND ENTREPRENEURSHIP FOR EPP/TLE TEACHERS**

1. This is to announce the conduct of Division Seminar-Workshop on Computer Literacy and Entrepreneurship for EPP/TLE Teachers on November 7, 14 and 21, 2015 Saturdays, 8:00 AM to 5:00 PM at Muzon Harmony Hills High School.
2. The training-workshop aims to equip participants with skills in computer literacy and entrepreneurship in preparation for the K to 12 Curriculum, develop learning resource materials and pedagogy using the latest technology and utilize DepED programs such as DCP and DICP in the teaching-learning process.
3. Participants per each school include 3 teachers for Computer Literacy and 1 teacher for Entrepreneurship. Participants for Computer Literacy are required to bring laptop, Internet connection (broadband) and extension cord with outlet.
4. The lunch and snacks of the participants shall be charged to the Public Employment Service Office subject to the usual accounting and auditing rules and regulations.
5. In addition, participants will be given three (3) days service credit per DepED Order No. 53, s. 2003.
6. Attached are Enclosure No. 1 for the Training Matrix and Enclosure No. 2 for the Technical Working Committee and List of Topics and Resource Speakers.
7. Immediate and wide dissemination of this memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent @

osds/ictu/10.23.15



"Commitment Driven Performance by our Leaders, Character-Based Instruction for our Learners"



## TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3
7:00 am - 8:00 am	Registration	Registration	Registration
8:00 am - 9:30 am	Opening Program	Plenary	Parallel Session
9:30 am - 10:00 am	Health Break	Health Break	Health Break
10:00 am - 12:00 nn	Plenary	<b>Parallel Session</b> <ul style="list-style-type: none"> <li>• <b>Microsoft Office 2013 MS Word 2013</b> ZORAIDA N. ABELILLA Francisco Homes ES</li> <li>• <b>MS Exel 2013</b> JEMPSEY PEARL I. COLOT Sapang Palay Nat'l HS</li> <li>• <b>ADVANCE MS Excel - Macro</b> MICHAEL B. PAGARA Graceville ES</li> <li>• <b>Adobe Flash 5</b> ROSEMARIE D. ABECIA Marangal Nat'l HS</li> <li>• <b>Computer Hardware Servicing</b> AMBROCIO V. ROMERO JR. Paradise Farms Nat'l HS</li> </ul>	<b>Parallel Session</b> <ul style="list-style-type: none"> <li>• <b>Prezi</b> EMMANUEL I. ESPIRITU San Jose del Monte Nat'l HS</li> <li>• <b>MS Publisher 2013</b> ONASIS B. MANLAPAZ San Rafael (BBH) ES</li> <li>• <b>Photoshop for Beginners</b> KELLY M. DACUMOS Paradise Farms Community Sch.</li> <li>• <b>Microsoft Office 2013 MS Power Point 2013</b> OLIVER A. PADECIO Sapang Palay Nat'l ES</li> </ul>
12:00 nn - 1:00 pm	Lunch Break	Lunch Break	Lunch Break
1:00 pm - 2:30 pm	<b>Parallel Session</b> <ul style="list-style-type: none"> <li>• <b>Prezi</b> EMMANUEL I. ESPIRITU San Jose del Monte Nat'l HS</li> <li>• <b>MS Publisher 2013</b> ONASIS B. MANLAPAZ San Rafael (BBH) ES</li> <li>• <b>Photoshop for Beginners</b> KELLY M. DACUMOS Paradise Farms Community Sch.</li> </ul>	Cont. Parallel Session	Demonstration Teaching
2:30 pm - 3:00 pm	Health Break	Health Break	Health Break
3:00 pm - 5:00 pm	Cont. Parallel Session	Cont. Parallel Session	Closing Program



Enclosure No. 2 Division Memorandum No. 220, s. 2015

### TECHNICAL WORKING COMMITTEE

Chair	:	Emelita Villarama - SPNHS
Co-Chair	:	Emmanuel I. Espiritu - SJDMNHS
Registration	:	Riza A. Torregoza - TMES
Programs	:	Shirley B. Castillo - GGES
Sound System	:	Dondy Riel A. Garcia - MHS
Certificates	:	Marita B. Dela Cruz - PFCS
Refreshment	:	Luz S. Malaguiño - PES

### LIST OF TOPICS AND RESOURCE SPEAKERS

- TOPIC:** PREZI  
**SPEAKER:** Emmanuel I. Espiritu, San Jose del Monte National High School  
*Prezi is a cloud-based presentation software and storytelling tool for presenting ideas on a virtual canvas. The product employs a zooming user interface, which allow users to zone in and out of their presentation media, and allows user to display and navigate through information within a 2.5D or parallax 3D space on the Z-axis.*
- TOPIC:** MS PUBLISHER 2013  
**SPEAKER:** Onasis B. Manlapaz, San Rafael (BBH) Elementary School  
*Microsoft Publisher is an entry-level desktop publishing application from Microsoft, differing from Microsoft Work in that the emphasis is placed on page layout and design rather than text composition and proofing.*
- TOPIC:** PHOTOSHOP FOR BEGINNERS  
**SPEAKER:** Kelly M. Dacumos, Paradise Farms Community School  
*Photo editing or image editing or photo manipulation is a process of altering images, whether they are digital photographs, traditional or illustration. Adobe Photoshop is a raster graphics editor developed and published by Adobe System for Windows and OS X.*
- TOPIC:** MICROSOFT OFFICE 2013  
**SPEAKER:** Zoraida N. Abelilla, Francisco Homes Elementary School,  
Jempsey Pearl I. Colot and Oliver A. Padecio, Sapang Palay National High School  
*Microsoft Office is an office suite of applications, servers and services. Microsoft Word is a word processor application, Microsoft Excel is a spreadsheet program and Microsoft PowerPoint is a presentation program for Windows and OS X.*
- TOPIC:** ADVANCE MS EXCEL - MACRO  
**SPEAKER:** Michael B. Pagara, Graceville Elementary School  
*Macros in Excel are written in Excel VBA (Visual Basic for Applications). This is a version of Visual Basic (a prominent Microsoft Programming Language) developed specifically for use in Office-like applications.*
- TOPIC:** ADOBE FLASH 5  
**SPEAKER:** Rosemarie D. Abecia, Marangal National High School  
*Macros in Excel are written in Excel VBA (Visual Basic for Applications). This is a version of Visual Basic (a prominent Microsoft Programming Language) developed specifically for use in Office-like applications.*
- TOPIC:** COMPUTER HARDWARE SERVICING  
**SPEAKER:** Ambrocio V. Romero Jr., Paradise Farms National High School  
*Computer hardware servicing is a blanket term applied to the act of supporting and maintaining computer hardware. This includes diagnosing computer hardware issues, upgrading hardware on a computer and repairing computer hardware.*

