



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
Jesus St., Pulungbala, Angeles City

Tel. No. (045)322-5722; 888-0582



RELEASED

AUG 23 2016

August 23, 2016


DIVISION MEMORANDUM
No. 246 s. 2016

By _____
DepED Angeles City
Division of City Schools

DIVISION OFFICE PERSONNEL PRODUCTIVITY TOOLS TRAINING

TO: CID and SGOD Chiefs
All Education Program Supervisors and Public Schools Division Supervisors
All Senior Education Program Specialists and Education Program Specialists
PDO (DRRM and LRMDs) and Librarian II
Planning Officer, Unit Head Concerned

1. A *Division Office Personnel Productivity Tools Training* will be conducted on August 30, 2016 at the SDO Library Hub, Function Room at 8:30AM.
2. The Training aims to:
 - a. orient and equip Division Personnel with skills in applying current ICT based productivity applications and tools;
 - b. orient Division Personnel on:
 - the existing Guidelines on the use of DepEd Email
 - Guidelines on the Proper Use of Computer and Network Facilities in all DepEd Administrative Offices and Schools and a
 - proposed Division Policy on Electronic Communications Process;
 - c. teach the participants to create a collaborative and unified filing/archiving system for internal reporting using DepEd provided applications and tools such as DepEd google drive and the likes.
3. All participants are advised to bring laptops and pocket wifi devices, set up their DepEd emails ahead, download google chrome as browser.
4. The Training is free and participants are advised to bring food. Snacks during training is allowed.
5. Noel S. Reganit, PDO II-LRMDs, Avenier V. Mendoza, ITO I, and Edgardo D. Cortez MT I will be helping out as facilitators and trainers.
6. List of Participants and Training Matrix are herewith attached.
7. Wide dissemination of the contents of this Memorandum is earnestly desired.


LYN V. LANSANGAN
Chief, School Governance and Operations Division
Officer-in-charge

MATRIX

Date and Time	Topic	Tools
8:30-9:00	Opening Program	Google Classroom/ Drive
9:00-9:30	Introduction and Setting Up Tools	Deped Account Google Classroom Internet Connection
9:30-9:45	Expectation Settings a. Training Rules b. Objectives/Rationale c. Matrix Introduction	Classroom Google slides Google Doc
9:45-10:00	K W L	Google Forms
10:00-10:30	BREAK	
10:30-12:00	GOOGLE APPS OVERVIEW	Google Slides Google Chrome
12:00-1:00	LUNCH	
1:00-2:30	DEPED EMAIL AND DEPED GOOGLE APP/Gmail a. DepEd Memo 227 s2012 Guidelines on the Use of DepEd Email Service b. DO 85, s. 2012 - Policy on the Establishment Of DepEd Email Service c. DepEd Order 95 s2010 Guidelines on the Proper Use of Computer and Network Facilities in All Deped Administrative Offices and Schools d. Division Email Policy e. Computer Usage Code of Conduct Contract	Google Drive Google Slide Gmail Youtube
2:30-5:00	Google Drive (Workshop Part) -online drive -desktop/offline drive Google forms Google slides Google docs Googles sheets Google Hangout Google Calendar Google Chrome	

I. **PARTICIPANTS:** The training will be attended by the following;

CID Chief	SGOD Chief
<i>Victoriana P. Bondoc</i>	<i>Lyn V. Lansangan</i>
Education Program Supervisors	Public Schools District Supervisors
<i>Ramil D. Dacanay</i>	<i>Anastacia Nimfa P. Aquino</i>
<i>Rochella C. David</i>	<i>Josephine G. Figueroa</i>
<i>Lourdes G. Dela Cruz</i>	<i>Remedios M. Flores</i>
<i>Gemima A. Estrabillo</i>	<i>Roger Nuqui</i>
<i>Ma. Esperanza S. Malang</i>	<i>Leonida K. Quinto</i>
<i>Emerito C. Nicdao</i>	<i>Orlene S. Santos</i>
<i>Edgardo S. Nunag</i>	<i>Amando C. Yutuc</i>
<i>Reynaldo C. Cabrera</i>	<i>Cezar Hernandez</i>
<i>Rita P. Bundalian</i>	<i>Anna Merla Magtoto</i>
<i>Emily f. Sarmiento</i>	<i>Wilvenilo Calma</i>
<i>Edgar Manabat</i>	<i>Agnes Manabat</i>
Senior Education Program Specialists	Education Program Specialists
<i>Glenn P. Sarmiento</i>	<i>Elizabeth David</i>
<i>Marjorie Lacson</i>	<i>Arceli Garcia</i>
<i>Ma. Leonora Vinoya</i>	<i>Aiza Lugtu</i>
PDO DRRM	Planning Officer
<i>Cristina Sarmiento</i>	<i>Marilou Castro</i>
Unit Heads	
<i>Armin Tayag</i>	<i>Ronald Balatbat</i>
<i>Edna Canlas</i>	<i>Gay Pangilinan</i>
<i>Arnel Guevarra</i>	<i>Dennis Bautista (Librarian)</i>