



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



April 26, 2021

Regional Memorandum

**CAPACITY BUILDING(CB) ON NAVIGATING COMPUTER PLATFORMS/
COMMUNICATIONS FOR LEARNING FACILITATORS (LFs) AND HRD SPECIALISTS**

To **Schools Division Superintendents**
 Functional Division Chiefs
 Regional Office Proper Personnel

1. Relative to the implementation of **Employees Reskilling Advocacy, Initiatives , Support for Excellence and Upskilling Program (E-RAISE-UP)** which strongly supports the Sulong Edukalidad program of the Department of Education, and in reference to the implemented NEAP recognized program entitled CB program on Navigating Computer Applications/Communication Platforms and Its Utilization for the Improvement of School Operations and Learning Management, this Office through the ICT Unit and in collaboration with the HRDD-NEAP R shall adapt and conduct the program known as Capacity Building on Navigating Communication Platforms for LFs on May 25-26, 2021 via google meet.
2. The activity aims the participants to:
 - a. gain an in-depth understanding of the online etiquettes and safety measures to protect their privacy and digital content from cyber-crimes and other online issues;
 - b. familiarize themselves with the use and features of different online conference/meeting/training platforms; and
 - c. utilize relevant technology tools in the effective delivery of roles and functions to support other functional divisions, sections, units and Schools Division Offices in the new normal.
3. The participants to this activity are certified NEAP learning facilitators, HRD SEPs and EPS II. They are advised to register using this link **<http://bit.ly/NavCom-LF>** on or before May 11, 2021, prior to the release of the Official list of attendees and training matrix of this activity.



"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

4. Expenses relative to the conduct of the training such as meals of the Regional facilitators and program management team on skeletal work force (SWF) reporting in the region shall be charged against regional funds/local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

hrrd/neap/apm

**CAPACITY BUILDING(CB) ON NAVIGATING COMPUTER PLATFORMS/
COMMUNICATIONS FOR LEARNING FACILITATORS(LFs) AND HRD SPECIALISTS**

PROGRAM MANAGEMENT TEAM

NO.	NAME	POSITION
1.	ALVIN P. METRILLO	EPS II / Chair
2.	MARK ANTHONY R. MALONZO	SEPS
3.	MARICRIS R. TADIOAN	EPS II
FACILITATORS		
1.	REY M. VALENZUELA	ITO 1
2.	JONALYN B. PATALITTAN	Technical Assistant
3.	JOSEPH C. DAMIAN	AA III
4.	MARK ANTHONY ESPIRITU	Teacher Detail

LIST OF LEARNING FACILITATORS

NO.	NAME	POSITION	SDO
1.	CRISTINA C. SALAZAR	OIC/EPS	SDO ANTIPOLLO CITY
2.	GAYLE J. MALIBIRAN	SCHOOL HEAD	SDO ANTIPOLLO CITY
3.	JEROME HILARIO	MT II	SDO ANTIPOLLO CITY
4.	MA. VICTORIA LORNA S. BUENAVENTURA	MT II	SDO ANTIPOLLO CITY
5.	MERVIN C TORTOZA	PRINCIPAL IV	SDO ANTIPOLLO CITY
6.	GEMMA C. DE TORRES	PRINCIPAL III	SDO BATANGAS CITY
7.	MENA M. DE TORRES	PRINCIPAL III	SDO BATANGAS CITY
8.	ROWENA ASI	PSDS	SDO BATANGAS CITY
9.	ELEAZAR C. MAGSINO	PRINCIPAL	SDO BATANGAS PROV.
10.	ERICKSON T. GUTIERREZ	PRINCIPAL II	SDO BATANGAS PROV.
11.	MOVITA O. CRUZAT	PRINCIPAL II	SDO BATANGAS PROV.
12.	MARY JANE M. GONZALES	PRINCIPAL IV	SDO BATANGAS PROV.
13.	NENITA A. ADAME	PSDS	SDO BATANGAS PROV.
14.	LESLIE V. DENOSTA	PRINCIPAL II	SDO BIÑAN CITY
15.	MICHAEL O. PANTALEON	SEPS	SDO CABUYAO CITY
16.	MARIA CRISTINA LIM	MT 1	SDO CABUYAO CITY
17.	RODEL E. SULSONA	ITO 1	SDO CALAMBA CITY
18.	GINA B. DULCE	PSDS	SDO CAVITE PROV.
19.	MAGDALENO R. LUBIGAN	PRINCIPAL IV	SDO CAVITE PROV.
20.	CHRISTIAN MESSEPHER A. HERNANDEZ	EPS II	SDO IMUS CITY
21.	CHRISTIAN S. BALINO	PRINCIPAL	SDO LAGUNA PROV.
22.	EVELYN P. NAVIA	PRINCIPAL III	SDO LAGUNA PROV.
23.	ERMA S.VALENZUELA	EPS	SDO LAGUNA PROV.
24.	MARK ANTHONY P. IDANG	PRINCIPAL I	SDO LAGUNA PROV.
25.	CHINITA A. TOLENTINO	PSDS	SDO LUCENA CITY
26.	PASCUAL C. LA ROSA JR.	SEPS	SDO LUCENA CITY
27.	JESSIE VASQUEZ	PRINCIPAL	SDO QUEZON

28.	REYNALDO NANONG	PRINCIPAL	SDO QUEZON
29.	SHARON VILLAVERDE	MT II	SDO QUEZON
30.	SHIELA B. PENANO	PSDS	SDO RIZAL PROV.
31.	MARLON S. MARQUEZ	EPS	SDO RIZAL PROV.
32.	AILEEN E. VOCAL	EPS	SDO RIZAL PROV.
33.	XANDRA LEE P. CERVITILLO	MT II	SDO RIZAL PROV.
34.	HENRY P. CONTEMPLACION	EPS	SDO SAN PABLO CITY
35.	CHERRILYN T. NABOR	EPS	SDO SANTA ROSA CITY
36.	MARIGEN N. LEOSALA	EPS	SDO SANTA ROSA CITY
37.	RONALDO V. RAMILO	EPS	SDO TANAUAN CITY
38.	MARY GRACE M. CABILI	PRINCIPAL I	SDO TAYABAS CITY

LIST OF HRD SPECIALISTS

NO.	NAME	DESIGNATION	DIVISION
1.	NOVA U. SILGUERA	EPS II	SDO ANTIPOLO CITY
2.	ARLENE L. TAYONA	SES	SDO ANTIPOLO CITY
3.	LUDIVERNA JOY G. REYES	EPS II	SDO BACOR CITY
4.	VERNEL E. DIANCO	SEPS	SDO BACOR CITY
5.	MARIA VINNAH DELGADO	EPS II	SDO BATANGAS CITY
6.	NIDA C. SANTOS	SEPS	SDO BATANGAS CITY
7.	LEONCIA B. MARAMOT	EPS II	SDO BATANGAS PROV.
8.	MARY JOY L. CABILES	SEPS	SDO BINAN CITY
9.	MICHAEL O. PANTALEON	SEPS	SDO CABUYAO CITY
10.	TOMAS BUENO DORADO	EPS II	SDO CABUYAO CITY
11.	PAMELA D. RODELAS	SEPS	SDO CALAMBA CITY
12.	JESTER C. NICODEMUS	SEPS	SDO CAVITE CITY
13.	JUSTIN VIC R. LAMPAS	EPS II	SDO CAVITE CITY
14.	RONALYN SALAZAR	SEPS	SDO CAVITE PROV.
15.	VANESSA R. BARCARSE	SEPS	SDO DASMARINAS CITY
16.	VIRGIE T. TACCAD	SEPS	SDO GENERAL TRIAS CITY
17.	MELANIE P. CRUZ	EPS II	SDO GENERAL TRIAS CITY
18.	RIZA C. GARCIA	SEPS	SDO IMUS CITY
19.	ENRICO GONZAGA ORTEGA	EPS II	SDO LAGUNA PROV.
20.	PAULINO SORIANO CASTRO	SEPS	SDO LAGUNA PROV.
21.	JOSEPH CHRISTIAN C. TAPIRE	EPS II	SDO LIPA CITY
22.	BARBARA JANE E. BARRON	EPS II	SDO LUCENA CITY
23.	ROLAN B. CATAPANG	SEPS	SDO LUCENA CITY
24.	BJORN JOSE F. FRANCISCO	EPS	SDO RIZAL PROV.
25.	MARITA L. GONZALES	SEPS	SDO RIZAL PROV.
26.	VICTORIA P. GABIANO	EPS II	SDO SAN PABLO CITY
27.	MARIA LUCIA AILEEN L. JUANEZA	SEPS	SDO SAN PABLO CITY
28.	JEANNE ELAINE T. SANGALANG	SEPS	SDO SANTA ROSA CITY
29.	VIVIAN L. PETRASANTA	SEPS	SDO TANAUAN CITY
30.	LUZVIMINDA E. SALUDARES	EPS II	SDO TAYABAS CITY

TRAINING MATRIX

ACTIVITY SCHEDULE			
CAPACITY BUILDING (CB) ON NAVIGATING COMPUTER PLATFORMS/COMMUNICATIONS FOR LEARNING FACILITATORS (LFS) AND HRD SPECIALISTS May 25-26, 2021/via Google Meet			
	TIME	ACTIVITY	PERSON IN CHARGE
DAY 1 (May 25, 2021)			
PRELIMINARIES	8:00 - 8:30	Introduction of the Activity	
		National Anthem	
		Prayer	Maricris R. Tadioan
		CALABARZON March	
		Acknowledgment of the Participants	Alvin P. Metrillo
		Welcome Message and Statement of Purpose	Luz E. Osmena
		Inspirational Message	RD Francis Cesar "Panchet" B. Bringas
		Protocols	Mark Anthony R. Malonzo
SESSION PROPER	8:30 - 9:30	Session 1: Extension Chrome for Google Meet	Jonalyn B. Pattalitan
	9:30 - 9:50	Coffee Break	
	9:50 - 12:00	Session 2: What Does Shape Mean?: Flowchart and Mural Applications	Joseph C. Damian
	12:00 - 1:00	Lunch Break	
	1:00 - 1:30	Ice Breaker	
	1:30 - 2:30	Exploring Canva: Graphic Design Platform	Mark Anthony Espiritu
	2:30 - 4:40	Forum/Workshop	
Closing	4:40 - 5:00	Reminders for Day 2	
DAY 2 (May 26, 2021)			
PRELIMINARIES	8:00 - 8:15	MOL	
SESSION PROPER	8:15-9:30	Creation of Webinar Setting Procedures	Rey M. Valenzuela
	9:30-9:50	Coffee Break	
	9:50-12:00	Utilization of Different Online Conference Platforms (Streamyard, Zoom, MS Teams)	Rey M. Valenzuela
	12:00-1:00	Lunch Break	
	1:00-3:00	Workshop	Participants
	3:00-3:45	Presentation of Outputs	Participants