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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1121-0155

MEMORANDUM

11 November 2021

For: **Information and Communications Technology Service
National Educators Academy of the Philippines
Regional Directors** (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, XIII, NCR, CAR, CARAGA and MIMAROPA)
Minister of Basic, Higher & Technical Education, BARMM

Subject: **ONLINE CAPACITY-BUILDING COURSES FOR ICTS PERSONNEL AND ICT PERSONNEL IN THE FIELD OFFICES**

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), will again host a series of **Online Capacity-Building Courses (Technical and Essential Skills) for ICTS Personnel and ICT Personnel in the Field Offices**. This is in partnership with ActiveLearning, Inc. and Guthrie—Jensen Consultants, Inc.

These activities have the following goals:

User Experience

- To maintain good relations with clients
- To design meaningful experiences that matter to clients

Design Thinking

- To improve existing products and services and develop new ones

Project Management

- To learn about planning, management and delivery of projects

High Impact Management

- To implement project management processes and develop leadership skills
- To develop and use a balanced, adaptive and flexible management style
- To identify motivational factors and understand their importance to the peak performance of the people

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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- To organize people and to maximize their knowledge, skills and creativity
- To deliver optimum results through effective planning, monitoring and control
- To sustain peak performance and handle performance problems

The series will be conducted through Microsoft Teams/Zoom.

Selected permanent ICTS and NEAP personnel, Regional ICT personnel as well as Division IT Officers shall attend courses listed and scheduled in **Attachment A**, while the ActiveLearning Enrollment Form is in **Attachment B**. Other information not provided here shall be issued on a separate advisory.



Attendees must download and fill out the **ActiveLearning Enrollment Form** at <https://bit.ly/ActiveLearningEnrollmentForm>. Then, log on to <https://bit.ly/2021SkillsTrainingRegistration> and fill out the online form on or before **26 November 2021**.

Attendees must also prepare the following before attending their designated courses:

- A laptop or desktop PC that runs at least **Windows 10** and installed with **Microsoft Teams**, **Zoom** (<https://zoom.us/support/download>) and **AnyDesk** (<https://anydesk.com/en/downloads>)
- Stable internet connection

For other concerns, please contact Ms. Kathleen Aisa Bandiola or Mr. Hubert Cordial at (02) 8633-7264 (from 7:00 am to 4:30 pm) or via email icts.usd@deped.gov.ph cc: kathleen.bandiola@deped.gov.ph and hubert.cordial@deped.gov.ph or send private message via Microsoft Teams.

For appropriate action and immediate dissemination.



ALAIN DEL B. PASCUA
 Undersecretary



ATTACHMENT A

ONLINE TECHNICAL AND ESSENTIAL SKILLS TRAINING COURSES FOR ICTS PERSONNEL AND ICT PERSONNEL IN THE FIELD OFFICES Courses, Schedules and Attendees

BATCH 1 User Experience (UX) (by ActiveLearning)

No. of Attendees: 10	Duration: One (1) day	Date: 9 December 2021
Expected Attendee	Office/Region/Division	
Regional ICT Unit Personnel (Preferred) OR DITO	<i>Regions 1, 3, 5, 9, 10, CAR (1 pax per Office)</i>	
ADAS II, Encarnacion Escuadro, ISA II, Marvin Dela Cruz	<i>ICTS-USD (4 pax)</i>	

BATCH 2 Design Thinking (DT) (by ActiveLearning)

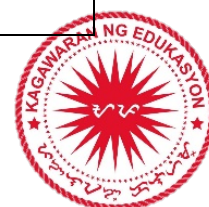
No. of Attendees: 10	Duration: One (1) day	Date: 10 December 2021
Expected Attendee	Office/Region/Division	
Regional ICT Unit Personnel (Preferred) OR DITO	<i>Regions 2, CALABARZON, 7, 8, 11, BARMM (1 pax per Office)</i>	
PDO II, Joseph Nathaniel Santiago, ADAS II	<i>ICTS-USD (4 pax)</i>	

BATCH 3 Project Management: Skills for Success (by ActiveLearning)

No. of Attendees: 10	Duration: Three (3) days	Date: 16 –18 December 2021
Expected Attendee	Office/Region/Division	
Regional ICT Unit Personnel (Preferred) OR DITO	<i>Regions MIMAROPA, 6, 12, Caraga, NCR</i>	
ISA II, PDO II, Encarnacion Escuadro, Joseph Nathaniel Santiago, Marvin Dela Cruz	<i>ICTS-USD (5 pax)</i>	

BATCH 4 High Impact Management (by Guthrie—Jensen)

No. of Attendees: 20 per Batch, 2 Batches	Duration Six (6) 4-hour sessions	
SESSION	BATCH 1	BATCH 2
	Date and Time	Date and Time
Session 1 – Introduction	<i>To be announced</i>	<i>To be announced</i>
Session 2 - Bridging from Session 1 to Session 2	<i>To be announced</i>	<i>To be announced</i>
Session 3 - Bridging from Session 2 to Session 3	<i>To be announced</i>	<i>To be announced</i>
Session 4 - Bridging from Session 3 to Session 4	<i>To be announced</i>	<i>To be announced</i>
Session 5 - Bridging from Session 4 to Session 5	<i>To be announced</i>	<i>To be announced</i>
Session 6 - Bridging from Session 5 to Session 6	<i>To be announced</i>	<i>To be announced</i>



BATCH 4.A

Expected Attendee	No. Of Participants	Office/Region/Division
Regional ICT Unit Personnel OR DITO	1	Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR, NCR, BARMM
ISA II, ADAS II,	3	ICTS – USD

BATCH 4.B

Expected Attendee	No. Of Participants	Office/Region/Division
Regional ICT Unit Personnel OR DITO	1	Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR, NCR, BARMM
NEAP Personnel	1	NEAP
USD Personnel	2	ICTS - USD



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ATTACHMENT B



ActiveLearning Course Enrollment form

Please fill up the following form completely. You will not be allowed to attend the course without submitting this form.

Course Information:			
Course of Interest ^		Course Dates ^	

Student Information:			
Please write your name the way you would like it to be written in your certificate			
First Name ^	M.I. ^	Last Name ^	Nickname ^
E-mail (Required) ^	Facebook E-mail ^		Organization ^
Job Title ^	Birthday ^		Mailstop/Department ^
Address ^		City ^	Zip ^
Office Telephone ^	Ext. ^	Mobile Number (Required) ^	Fax Number ^
Meal Restrictions ^			

Terms and Conditions:

- Seats are only reserved upon full payment and submission of this form. If payment is not received, you may not be permitted to attend the class.
- A suitably qualified substitute will be allowed to attend in the enrollee's place and this substitution can be made at any time prior to the course.
- Full refund shall be given for cancellations or reschedules made more than 14 days before the course starts.
- 50% refund shall be given for cancellations or reschedules made within 14 days before the course starts.
- No refund shall be given once the course starts.
- If ActiveLearning cancels the course for any reason, ActiveLearning will work with you to switch your confirmed registration to another schedule. If you're unable to identify a schedule, ActiveLearning will give you a full refund.

I have read and agree to the legal terms and conditions of the Training Services Agreement, a complete copy of which can be found by visiting www.activelearning.ph/training-services-agreement. I am enrolling knowing what the course pre-requisites are.

Signature over printed name

Date

DATA PRIVACY CONSENT

ActiveLearning knows that your privacy is very important to you, and in compliance with Republic Act 10173, better known as the Data Privacy Act of 2012, we would like you to read ActiveLearning's Privacy Policy.

Our policy is designed to help you to understand the types of information that we collect, how we process it, how we share it, and how we dispose of it. This privacy policy applies with all ActiveLearning's services that directly reference or link to this policy.

1. Types of Information we collect

a. Information you give to us

When you inquire about our services or purchase our services, we collect the information that you give to us. This may include your name, email address, contact numbers, course(s) to enroll, target date of training, and type of funding.

When you purchase our services, we collect the information that you give to us. This may include your name, email address, contact numbers, course(s) to enroll, target date of training, mailing address, job title/position, and your meal restrictions.

b. Information we collect when you participate in our services

When you participate in our services, we collect information on your experience and performance during the training.

2. How we use your information

We use the information that you give us and the information we collect to:

- Improve our services
- Investigate what other courses you may need
- Address any concerns you may have regarding the training
- Develop new courses tailored to your needs
- Prevent and investigate activities that are in violation with ActiveLearning's Training Services Agreement

3. How your information is shared

We sometimes share your information with trusted thirdparty partners outside of ActiveLearning's processes. We may also share your information to government agencies for legal purposes.

4. Your controls and choices

As stated in the Data Privacy Act of 2012, we offer you the choices regarding on how your information is used, and how it is shared. These choices may include updating, viewing, correcting, and deleting information you provided us or information we collected during your training. It may also include to opt-out of receiving notifications, promotions, offers, or advertising from us



5. Changes

ActiveLearning may update this privacy policy from time to time. The date of last update would be indicated below this page. If we make significant changes to the way we collect, share, process, or retain your personal information, we would notify you by sending you an email using the last email you provided us, or by posting the changes made on the services covered by this privacy policy.

6. Information Security

We have implemented physical, administrative, and technical security measures to keep your information from loss, theft, misuse, unauthorized access, or disclosure. In case of data breach, we are to follow the procedures as stated in the Data Privacy Act of 2012.

7. Contact Information

For questions, concerns or comments regarding this privacy policy, or any of our privacy practices, please contact us via email at info@activelearning.ph, via phone, you may call us at (02) 726-8128, or via mail at 2/F Home Studio Building, 63 Connecticut Street, Greenhills, San Juan, Philippines

CONSENT:

I hereby certify that I understand the foregoing and that I am giving my consent to allow ActiveLearning to process my Personal Information under the terms and conditions provided above.

Signature over printed name

Date _____