11 September 2023

Unnumbered Memorandum

PARTICIPATION IN THE WORKSHOP ON THE DEVELOPMENT OF POLICY   GUIDELINES ON THE SAFE USE OF TECHNOLOGY IN TEACHING AND LEARNING

To   **Schools Division Supereintendents**
(Sto. Tomas City and Cavite Province)

1. In reference to Memrandum DM-CT-2023-246 entitled "Workshop on the Development of Policy Guidelines on the Safe Use of Technology in Teaching and Learning" on September 18-20, 2023 and Spetember 25-27, 2023 within National Capital Region, this Office is sending the following official participants:

ACTIVITY AND DATE	NAME OF PARTICIPANTS	POSITION	SDO
Workshop on the Refinement of Policy Guidelines on the Safe Use of Technology in Teaching and Learning **September 18-20, 2023**	Bernadita H. Bencito	Education Program Supervisor	Cavite Province
Workshop on the Finalization of Policy Guidelines on the Safe use of Technology in Teaching and Learning **September 25-27, 2023**	Roy N. Rea	Education Program Supervisor	Sto. Tomas City

2. The workshop aims to develop policy guidelines on the safe use of technology in teaching and learning in order to promote a safe and supportive learning

enviroment that harness the potential of technology to enhance learning outcomes, while also ensuring that learners and educators are protected from potential risks and harms associated with its use.

3. Participants are advised to bring their laptop and expected to arrive at the venue before each workshop commences at 8:00 AM on Day 1.

4. The board and lodging shall be charged against the 2023 BEC funds, while the travelling expenses shall be charged against BEC travel funds downloaded to each region, subject to the usual government accounting and auditing rules and regulation.

5. For inquiries and other concerns, please contact the EdTech Team through email at bld.od@deped.gov.ph copy furnishes bld.tld@deped.gov.ph and virgilio.guevarra@deped.gov.ph

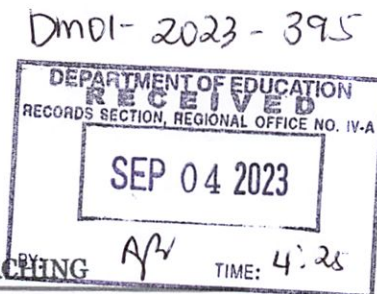6. Immediate and widest dissemination of this Memorandum is enjoined.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Cc: 02/ROC05

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023- 246

TO	:	**REGIONAL DIRECTORS** **MINISTER, MINISTRY OF BASIC EDUCATION, HIGHER,** **AND TECHNICAL EDUCATION**
FROM	:	**GINA O. GONONG** Undersecretary for Curriculum and Teaching
SUBJECT	:	**WORKSHOP ON THE DEVELOPMENT OF POLICY** **GUIDELINES ON THE SAFE USE OF TECHNOLOGY IN** **TEACHING AND LEARNING**
Date	:	August 17, 2023

In line with the MATATAG agenda in optimizing the use of technology and accelerating the integration of ICT in teaching and learning, the Bureau of Learning Delivery (BLD) will spearhead the conduct of workshops for education technology.

The following are the details of each workshop:

Activity	Date	Venue
Workshop on the Development of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 5-8, 2023	within NCR
Workshop on the Refinement of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 18-20, 2023	
Workshop on the Finalization of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 25-27, 2023	

The workshops aim to develop policy guidelines on the safe use of technology in teaching and learning in order to promote a safe and supportive learning environment that harnesses the potential of technology to enhance learning outcomes, while also ensuring that learners and educators are protected from potential risks and harms associated with its use.

The participants from each region shall be composed of supervisors or school head-writers, specialists, and/or Information Technology Officer. The Regional and Division Offices are highly encouraged to fully support the participants to this activity. Participants are requested to register at *https://tinyurl.com/PolicyTechSafe* on or before August 30, 2023.

Participants are expected to arrive at the venue before each workshop commences at 8:00 AM on Day 1. The first meal is breakfast of Day 1 and the last meal is PM snacks on the last day of each activity. Participants are advised to bring their laptop. Compensatory Time-Off (CTO) is requested to be granted to the participants in lieu of the day/s of the workshop that will fall on holidays in accordance with the CSC and DBM Joint Circular No. 2. s. 2004.

Below are the enclosures:

- Enclosure 1.1 – 1.3 - Number of Participants Per Region
- Enclosure 2.1 – 2.3 - Program of Activities
- Enclosure 3 - Criteria for the Selection of Participants

The board and lodging shall be charged against the 2023 BEC funds, while the travelling expenses shall be charged against BEC travel funds downloaded to each region, subject to the usual government accounting and auditing rules and regulations.

For inquiries and other concerns, please contact the EdTech Team through email at bld.od@deped.gov.ph copy furnished bld.tld@deped.gov.ph.

For immediate dissemination and compliance.

Copy furnished:

REVSEE A. ESCOBEDO
Undersecretary for Operations

List of Participants
Workshop on the Development of Policy on the Safe Use of Technology in Teaching and Learning
September 05-08, 2023

Region	Number of Participants
I	1
II	1
III	1
IV CALABARZON	1
IV MIMAROPA	1
V	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	1
NCR	4
CARAGA	1

List of Participants
Workshop on the Refinement of Policy on the Safe Use of Technology
in Teaching and Learning
September 18-20, 2023

Region	Number of Participants
I	2
II	2
III	1
IV CALABARZON	1
IV MIMAROPA	1
V	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	1
NCR	1
CARAGA	1

(Note: Each region is requested to send another set of participant in the refinement workshop)

Enclosure 1.3

List of Participants
Workshop on the Finalization of Policy on the Safe Use of Technology
in Teaching and Learning
September 25-27, 2023

Region	Number of Participants
I	1
II	1
III	1
IV CALABARZON	2
IV MIMAROPA	2
V	2
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	2
NCR	1
CARAGA	1

Enclosure 3

Criteria for the Selection of Writers

Selected participants are expected to:

- Possess adequate knowledge on the activity;

- Have an excellent writing skills and adept with the usage of technology;

- Have an excellent track record in producing quality outputs;

- Have no other participation in other activities on the days of the workshop that requires them to excuse themselves from completing the required days of the workshop;

- Participate actively and provide inputs during the workshop; and

- Be able to strictly meet deadlines; and physical, mentally, and emotionally fit

Enclosure 3

Indicative Program of Activities

Workshop on the Development of Policy Guidelines on the Safe Use of Technology in Teaching and Learning
September 5-8, 2023

TIME	DAY 1	DAY 2	DAY 3	DAY 4
6:00 – 7:45		BREAKFAST		
7:45 - 8:00	Registration	MANAGEMENT OF LEARNING		
8:00 -10:00	Opening Program	*Break Out Session*	Plenary 3	*Plenary Session 4:*
10:00 – 12:00	*Plenary Session 1:* Policy Development Planning Service	Workshop 1: Drafting of the Policy *By Section*	Presentation of Draft Output and Giving of Feedback	Presentation of Draft Output and Giving of Feedback
12:00 – 1:00	*Health Break - Lunch*			
1:00 – 2:00	*Plenary Session 2:* Teaching Beyond Borders: Exploring Technology Safety for Diverse Learners" Q and A Session	*Break Out Session*	*Break Out Session*	Finalization of draft output
2:00 – 3:00				
3:00		Workshop 1: Drafting of the Policy *By Section*	Workshop 2: Cross-Review and Incorporation of Feedback on Policy *By Section*	Submission of Output
–				
5:00	Presentation of the proposed content outline *Specialist*			Closing Program
6:00 – 8:00	*Dinner*			
Officers-of the Day	*TLD Specialist*	*TLD Specialist*	*TLD Specialist*	*TLD Specialist*