



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0150
MEMORANDUM
21 May 2021

For: **Regional Directors**
BARMM Education Minister
Schools Division Superintendents
School Heads
All Others Concerned

Subject: **MI-TECHTALK WEBINAR/TRAINING SESSIONS ON**
MICROSOFT 365 TOOLS FOR TEACHERS AND STUDENTS
(JUNE 2021)

The Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech Unit) will conduct webinar sessions for public and private school teachers and learners on utilizing productivity tools and to learn tips and tricks of MS Excel, such as preparing school forms and mail merge for certificates, the creation of digital portfolios, and professional branding. In addition, the requirements and processes in preparing for Virtual Graduation will be demonstrated using Microsoft Teams.

The training sessions will be conducted every Saturday on **June 5, 12, 19, and 26 at 9:00A.M. to 4:00P.M.** Kindly refer to Annex A for the detailed schedule and specific topics to be covered.

This activity offers an open registration for interested participants. The sessions will be aired on the following social media accounts:

<https://www.facebook.com/depededtech> (Facebook)
<https://www.youtube.com/c/DepEdPhilippines/> (Youtube)
<https://www.youtube.com/c/EducationalTechnologyUnit/> (Youtube)

Certificates of Participation will be provided to the participants through the DepEd Professional Development-Learning Management System (PD-LMS). Participants with complete attendance (all four Saturdays) shall receive a Certificate of Recognition (National Certificate.) The sessions will be recorded and participants have an option to attend these asynchronously.



Office of the Undersecretary for Administration (OUA)

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

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For question and concerns on the above-mentioned subject, kindly contact Mr. Mark Anthony F. Jamisal, Educational Technology Specialist, through email at markanthony.jamisal@deped.gov.ph.

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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Annex A

SCHEDULE OF MI-TECHTALK WEBINAR/TRAINING SESSIONS ON MICROSOFT 365 TOOLS FOR TEACHERS AND STUDENTS (JUNE 2021)

DATE	TOPICS	HOSTS	SPEAKERS/GUESTS
June 5 (Saturday) 9:00AM-12:00NN	TECHTALKS Topic: Digitizing Authentic Assessments	Microsoft PH Team	TBA
June 5 (Saturday) 1:00PM-2:30PM	Essential Skills for Educators using EXCEL (ESEE)	Jonel Edward Cabela Rubilyn C. Pastrano	John Erwin Magno President and CEO, Line Learning and Development Solutions
June 5 (Saturday) 2:30PM-3:00 PM	MEA HOTLINE Q & A		Imelda DC. Reyes Senior IT Trainer, Line Learning and Development Solutions
June 5 (Saturday) 3:00PM-3:15PM	MEA REPORT Tracking of Trainings (TOT)		Robin Charles O. Ramos Teacher II Senior High School in Digos SDO Digos City Region XI
June 5 (Saturday) 3:15 PM-4:00PM	MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap -Up		Jonel Edward T. Cabela Teacher II Talisay Senior High School SDO Batangas Province
June 12 (Saturday) 9:00AM-12:00NN	TECHTALKS Topic: Moving UP with MS Teams for Virtual Graduation Setting up MS Teams for Moving Up Demonstrate Pre-recorded graduation ceremonies or Live Online Graduations	CARLYN C. CORPUZ Teacher I Montevista National High School-Junior high School District of Montevista, Davao de Oro Division, Region XI Allan S. Madino Master Teacher I Tagdangua Elementary School Pantukan North District Davao de Oro Division Region XI	Region XI Ricardo Guinto IT Officer, DepEd Region XI Andy P. Cabodoc, EdD Education Program Supervisor, Division of Davao de Oro, Region XI Salve A. Daquiado Teacher II Lorenzo S. Sarmiento Sr. NHS District of Mawab, Davao de Oro Division, Region XI



			<p>Richard H. Arellano Teacher I Nabunturan National Comprehensive High School - Integrated Senior High School Region XI</p> <p>Anthony Pol P. Fulache Vice President for Academic Affairs/ Dean of College Maco de Oro College District of Maco, Davao de Oro Division, Region XI</p> <p>Michael Eric L. Dandan Teacher III Atty. Orlando S. Rimando National High School District of Maco, Davao de Oro Division, Region XI</p>
<p>June 12 (Saturday) 1:00PM- 2:30PM</p>	<p>MEA HACK Topic: MS Excel Tips and Tricks Digital Certificate using Mail Merge</p>	<p>ALVIN LOUIE E. REYES</p>	<p>Ma. Remalyne G. Cruz EdTech Specialist / Master Teacher I Northville 15 Integrated School SDO Angeles City, Region III</p>
<p>June 12 (Saturday) 2:30PM-3:00 PM</p>	<p>MEA HOTLINE Q & A</p>		<p>Noel S. Manarang Master Teacher I Rafael L. Lazatin Memorial High School SDO Angeles City, Region III</p> <p>Neliza Abigail M. Escalante Teacher I Visayan Village Central Elementary School SDO Tagum City, Region XI</p>
<p>June 12 (Saturday) 3:00PM- 3:15PM</p>	<p>MEA REPORT Tracking of Trainings (TOT)</p>		<p>Randy A. Rosales OIC-Assistant Principal II Malabnias Integrated School SDO Angeles City, Region III</p>



DATE	TOPICS	HOSTS	SPEAKERS/GUESTS
June 12 (Saturday) 3:15 PM– 4:00PM	MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap -Up		Alvin Louie E. Reyes Teacher III Francisco G. Nepomuceno Memorial High School SDO Angeles City, Region III
June 19 (Saturday) 9:00AM- 12:00NN	TECHTALKS Topic: Job Winning Credential	Microsoft PH Team	TBA
June 19 (Saturday) 1:00PM- 2:30PM	MEA HACK Topic: Creating your Professional Portfolio LinkedIn/Wakelet/MS Sway Aligned with KRA	Jonel Edward Cabela Rubilyn C. Pastrano	LinkedIN Mark Anthony Jamisal Teacher II Antipolo City Senior High School SDO Antipolo City Wakelet Michael Morella Master Teacher I Pinagbuhatan High School SDO Pasig City MS Sway Dr. Rosemarie D. Abecia Teacher III Marangal National High School SDO San Jose Del Monte Bulacan Region III
June 19 (Saturday) 2:30PM-3:00 PM	MEA HOTLINE Q & A	Jonel Edward Cabela Ma. Remalyn Cruz	LinkedIN Mark Anthony Jamisal Teacher II Antipolo City Senior High School SDO Antipolo City Wakelet Michael Morella Master Teacher I Pinagbuhatan High School SDO Pasig City MS Sway Dr. Rosemarie D. Abecia Teacher III Marangal National High School SDO San Jose Del Monte Bulacan Region III



DATE	TOPICS	HOSTS	SPEAKERS/GUESTS
June 19 (Saturday) 3:00PM- 3:15PM	MEA REPORT Tracking of Trainings (TOT)		Dr. Rubilyn C. Pastrano Science and Technology Education Center SDO Lapu-Lapu City Region VII
June 19 (Saturday) 3:15 PM- 4:00PM	MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap -Up		Aracelie A. Torrefranca Teacher III Eugenio V. Amores Memorial High School SDO Bohol Region VII
June 26 (Saturday) 9:00AM- 12:00NN	TECHTALKS Topic: Digitizing School Events	Microsoft PH Team	TBA
June 26 (Saturday) 1:00PM- 2:30PM	MEA HACK Topic: Preserve End of School Year Traditions Online Flipgrid App for Students Voice/ Teachers Voice Recognition of Mi-TechTalk Participants	Aprellene B. Marquez Glenah A. Taguibao	Salvador E. Manansala Teacher II Amado T. Reyes Elementary School SDO Mandaluyong Neil Arvin Bautista Teacher III Rajal Centro Elementary School SDO Nueva Ecija FLIPGRID Jonel Edward T. Cabela Teacher II Talisay Senior High School SDO Batangas Province
June 26 (Saturday) 2:30PM-3:00 PM	MEA HOTLINE Q & A		Ricardo Cabugao IT Officer SDO Santiago City Earl Aaron O. Villanoza Teacher I Patul National High School SDO Santiago City
June 26 (Saturday) 3:00PM- 3:15PM	MEA REPORT Tracking of Trainings (TOT)		Christian Roy N. Melad Regional IT Officer DepEd Region 2



DATE	TOPICS	HOSTS	SPEAKERS/GUESTS
<p>June 26 (Saturday) 3:15 PM– 4:00PM</p>	<p>MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap -Up</p>		<p>Ariel Delos Santos Teacher II Las Piñas City National Senior High School CAA Campus SDO Las Piñas</p>



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