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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OJA MEMO 00-0421-0136**  
**MEMORANDUM**  
28 April 2021

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

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

The Office of the Undersecretary for Administration (OJA) through the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech) will conduct webinar sessions for public and private school teachers and learners on utilizing productivity tools and skills in the classroom.

These sessions aim to encourage curiosity, boost confidence, connect in-class experiences to real-world concepts, and prepare today's learners for a promising future using Microsoft Education tools.

These sessions will be conducted **every Saturday, on May 01, 08, 15, 22, and 29, 2021**. Kindly refer to *Annex A* for the detailed schedule and specific topics.

There will be an open registration for this series of trainings and the sessions will be aired on the following social media accounts:

1. <https://www.facebook.com/depdedtech> (Facebook)
2. <https://www.facebook.com/DepartmentOfEducation.PH> (Facebook)
3. <https://www.youtube.com/c/EducationalTechnologyUnit> (YouTube)

Certificates of Participation will be provided through the DepEd Professional Development-Learning Management System (PD-LMS.) Participants with complete attendance (all five Saturdays) shall receive Certificates of Recognition (National Certificates.)



**Office of the Undersecretary for Administration (OJA)**

[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)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

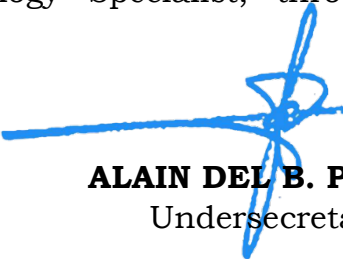


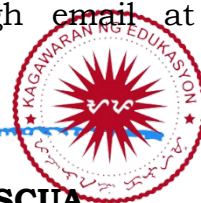
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For questions and concerns on the above subject, kindly contact Mr. Mark Anthony F. Jamisal, Educational Technology Specialist, through email at [markanthony.jamisal@deped.gov.ph](mailto:markanthony.jamisal@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Annex A**

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

<b>DATE</b>	<b>TOPICS</b>	<b>HOSTS</b>	<b>SPEAKERS/GUESTS</b>
<b>May 1, 2021 (Saturday)</b> 9:00AM- 12:00NN	Getting Started with Wakelet  Wakelet Spaces		<b>James Davis</b> Wakelet Community Head  <b>Michael D. Morella</b> SDO Pasig, NCR
<b>May 8, 2021 (Saturday)</b> 1:00PM- 2:30PM	<b>MEA HACK</b> Topic: <b>Microsoft Word 365/ MS Word 2019</b>  <b>How to manage documents?</b> -Navigate within documents -Format documents -Save and Share documents -Inspect documents for issues  <b>How to insert and format text, paragraphs, and sections?</b> -Insert text and paragraphs -Format text paragraphs -Create and configure document sections	<b>Jonel Edward T. Cabela</b> Teacher II SDO of Batangas Province Region IV-A CALABARZON  <b>Rubilyn C. Pastrano</b> EdTech Specialist Master Teacher I SDO Lapu-Lapu City Region III	<b>Eufer L. Passion</b> Senior IT Trainer Line Learning and Development Solutions
<b>May 8, 2021 (Saturday)</b> 2:30PM- 3:00 PM	<b>MEA HOTLINE</b> Q & A		<b>Marlon B. Marvilla</b> Teacher III City of Meycauayan Vocational Senior High School SDO City of Meycauayan Region III  <b>Marieneth E. Alejandro</b> Teacher II Knights of Columbus Elementary School SDO Antipolo Region IV-A CALABARZON
<b>May 8, 2021 (Saturday)</b> 3:00PM- 3:15PM	<b>MEA REPORT</b> Tracking of Trainings (TOT)		<b>Adrian P. Tamayo</b> Master Teacher I SDO Angeles City Region III



<p><b>May 8, 2021</b> (Saturday) 3:15 PM- 4:00PM</p>	<p><b>MEA QUIZ</b> Awarding of Certificate of Participation thru DepEd LMS <b>Note:</b> If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) <b>Wrap -Up</b></p>		<p><b>Noel S. Reganit</b> Project Development Officer II SDO Angeles City Region III</p>
<p><b>May 15, 2021</b> (Saturday) 1:00PM- 2:30PM</p>	<p><b>MEA HACK</b> Topic: <b>Microsoft Word 365/ MS Word 2019</b> <b>How to manage tables and lists?</b> -Create Tables -Modify Tables -Create and Modify lists <b>How to create and manage references?</b> -Create and manage reference elements. -Create and manage reference tables.</p>	<p><b>Jonel Edward T. Cabela</b> Teacher II SDO of Batangas Province Region IV-A CALABARZON  <b>Irene P. Lopez</b> Board Member Science and Mathematics Educators for Development-Global (SMED-Global)</p>	<p><b>Jency Rodina</b> Teacher II Pandayan Elementary School SDO City of Meycauayan Region III</p>
<p><b>May 15, 2021</b> (Saturday) 2:30PM- 3:00PM</p>	<p><b>MEA HOTLINE</b> Q &amp; A</p>		<p><b>Hazel Angelyn E. Tesoro</b> Teacher III Baras Senior High School SDO Rizal Region IV-A CALABARZON  <b>Henry V. Nerizon, Jr.</b> Teacher III SDO Bohol Region VII</p>
<p><b>May 15, 2021</b> (Saturday) 3:00PM- 3:15PM</p>	<p><b>MEA REPORT</b> Tracking of Trainings (TOT)</p>		<p><b>Mara Karla S. Macalan</b> Master Teacher I OIC, Office of the School Head Ugac Elementary School SDO Tuguegarao City Region II</p>
<p><b>May 15, 2021</b> (Saturday) 3:15PM- 4:00PM</p>	<p><b>MEA QUIZ</b> Awarding of Certificate of Participation thru DepEd LMS <b>Note:</b> If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) <b>Wrap -up</b></p>		<p><b>Michael B. Regudo</b> Teacher I Rosa L. Susano Novaliches Elementary School SDO Quezon City NCR</p>



<p><b>May 22, 2021</b> (Saturday) 1:00P.M- 2:30P.M.</p>	<p><b>MEA HACK</b> Topic: <b>Microsoft Word 365/ MS Word 2019</b></p> <p><b>How to insert and format graphic elements?</b></p> <p>-Insert illustrations and text boxes -Format illustrations and text boxes. -Add text to graphic elements -Modify graphic elements</p>	<p><b>Jonel Edward T. Cabela</b> Teacher II SDO of Batangas Province Region IV-A CALABARZON</p> <p><b>Irene P. Lopez</b> Board Member Science and Mathematics Educators for Development-Global (SMED-Global)</p>	<p><b>Mae Lahnee V. Bernardo</b> Master Teacher I Calvario Elementary School SDO City of Meycauyan Region III</p>
<p><b>May 22, 2021</b> (Saturday) 2:30PM- 3:00PM</p>	<p><b>MEA HOTLINE</b> Q &amp; A</p>		<p><b>Daniel Timbal</b> Community Engagement and Extension In-charge San Pedro College SDO Davao City Region XI</p> <p><b>Dr. Rosemarie D. Abecia</b> Teacher III Marangal National High School SDO San Jose del Monte Region III</p>
<p><b>May 22, 2021</b> (Saturday) 3:00PM- 3:15PM</p>	<p><b>MEA REPORT</b> Tracking of Trainings ((TOT)</p>		<p><b>Aldwin M. Costales</b> Master Teacher II Tuguegarao North Central School SDO Tuguegarao City Region II</p>
<p><b>May 22, 2021</b> (Saturday) 3:15PM- 4:00PM</p>	<p><b>MEA QUIZ</b> Awarding of Certificate of Participation thru DepEd LMS</p> <p><b>Note:</b> If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate)</p> <p><b>Wrap -up</b></p>		<p><b>Jose Alvin P. Tagara</b> Teacher III Rizal High School SDO Pasig City NCR</p>
<p><b>May 29, 2021</b> (Saturday) 1:00PM- 2:30PM</p>	<p><b>MEA HACK</b> Topic: <b>Microsoft Word 365/ MS Word 2019</b></p> <p><b>How to manage document collaboration?</b></p>	<p><b>Jonel Edward T. Cabela</b> Teacher II SDO of Batangas Province Region IV-A CALABARZON</p> <p><b>Lanilo A. Macalla</b> Principal I</p>	<p><b>Imelda D. Reyes</b> Line Learning and Development Solutions</p>



		Camire Elementary School SDO of Leyte Region VIII	
<b>May 29, 2021</b> (Saturday) 2:30PM- 3:00PM	<b>MEA HOTLINE</b> Q & A		<b>Michael David John E. Abello</b> EdTech Coordinator Sacred Heart School- Ateneo de Cebu Cebu City, Region VII  <b>Leonardo E. Bruno, Jr.</b> Teacher II Timoteo Paez Elementary School SDO Pasay City NCR
<b>May 29, 2021</b> (Saturday) 3:00PM- 3:15PM	<b>MEA REPORT</b> Tracking of Trainings (TOT)		<b>Cecilia D. Mendoza</b> Teacher II Malhacan Integrated School SDO Meycauayan Region III
<b>May 29, 2021</b> (Saturday) 3:15PM- 4:00PM	<b>MEA QUIZ</b> Awarding of Certificate of Participation thru DepEd LMS <b>Note:</b> If they finish the 4 Saturdays they will receive Certificate of Recognition (National Certificate) <b>Wrap -up</b>		<b>Jaycel Lagundi</b> SPED Teacher I Tuguegarao East Central School SDO Tuguegarao Region II

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