Advisory No. **092** s. 2024
April 11, 2024
In Compliance with DepEd Order (DO) No. 8 s. 2013
this advisory is issued not for endorsement per DO 28 s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public
(Visit *www.deped.gov.ph*)

INCLUSIVE ONLINE DESIGN TRAINING ON DOCUMENT ACCESSIBILITY

Adaptive Technology for Rehabilitation, Integration, and Empowerment of the Visually Impaired, Inc. (ATRIEV) offers their CPD-accredited training program on Inclusive Online Design Training on June 21-22, 2024.

Attached are more information relevant to the program offered.

For inquiries and concern contact:

Mobile Nos.: 09236164376/09175026591
Telephone No.: (632) 7587 2042
Email: atriev.it.center@atriev.org

Dissemination of this advisory is desired.

DepED
MATATAG
BAGONG PILIPINAS

Address: Potol, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: https://depedtayabas.ph

Adaptive Technology for Rehabilitation, Integration, and Empowerment of Visually Impaired, Inc.

ATRIEV

"Creating Vision Beyond Sight"

Program for Inclusive Design Online Training Focusing on Document Accessibility

June 21 to 22, 2024

Day 0

Time	Description/Activities	Methodology	Evaluation Period	Person-in-Charge
	Preliminaries Registration & Pre-Evaluation (prior to the training/pre-requisite to participation)	Google form	Registration & Pre-Evaluation Completed Before the Training Started/Prerequisites for attendance	• Maricris Balcueva • Jaelene Cristel Mina

Day 1

Time	Description/Activity	Methodology	Evaluation Period	Person-in-Charge
08:00 am - 08:30 am	• Log In of Participants • Opening Program with Training Orientation • Checking of attendance • Doxology • National anthem • Opening remarks • Leveling of expectations • Course overview •	• Doxology video with sign language interpretation • National Anthem video with sign language interpretation • Zoom poll and reactions for expectations. • PowerPoint presentation on the course overview		• Carol Catacutan-Sam • Mr. Antonio Llanes, Jr. Executive Director, ATRIEV (Welcome Remarks)

| 08:30 am - 09:15 am | Introduction of the training team and the first resource speaker Course pretest | Google Form | Pretest results | • Nerikka Escario (Resource Speaker/CPD Program Manager)
• Jaelene Cristel Mina (Alternate Resource Speaker)
• Joshua Christian Regala (Alternate Resource Speaker)
• Rachele Mae Quirimit (Alternate Resource Speaker)
• Gerard Perry Novela (Alternate Resource Speaker)
• Ebenchito Pabia (Moderator)
• Jhon Kennit Figueroa (Moderator)
• Maricris Balcueva (Moderator) |
| 09:15 am - 10:00 am | Lesson 1: Overview of Document Accessibility
• Document accessibility defined
• Types of disabilities that are impacted by | • Lecture
• PowerPoint presentation | Active participation through chat and reactions | • Nerikka Escario (Resource Speaker/CPD Program Manager)
• Jaelene Cristel Mina (Alternate |

	internet and computer use • Principles of Web Accessibility Guidelines			Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
10:00 am - 10:15 am	Bio break			• Carol Catacutan-Sam
10:15 am - 11:00 am	Lesson 2: Overview on the Laws and Policies that support Inclusive Design for learning. • National and International Standards	• Lecture • PowerPoint presentation	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala

				(Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:00 am - 11:45 am	Lesson 3: Accessibility Checker • Elements of an accessible document • Manual accessibility check • Microsoft's Built-in Accessibility Checker and Assistant	• Lecture • PowerPoint Presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker)

				• Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:45 am - 12:00 pm	• Question and Answer	• Discussion	Active participation through chat or speech	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
12:00 pm - 01:00 pm	Lunch break			• Carol Catacutan-Sam
01:00 pm - 01:30 pm	Introduction to Afternoon Session • Icebreaker • Review of the first three lessons • Introduction of the next resource speaker	• Video of the dance icebreaker • PowerPoint presentation		• Jaelene Cristel Mina
01:30 pm - 03:00 pm	Lesson 4: Images • Alternative text defined • Rules of writing alternative text for images • Process of adding alternative text to relevant images • Using AI tools to generate Alt Text	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate

				Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
03:00 pm - 03:15 pm	Bio Break			• Carol Catacutan-Sam
03:15 pm - 04:15 pm	Lesson 5: Hyperlinks • Hyperlinks defined • Use of hyperlinks • Process of adding meaningful hyperlinks	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
04:15 pm - 04:45 pm	• Question and Answer	• Discussion Demonstration	Active participation through chat or speech	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)

| 04:45 pm - 05:00 pm | • Recap on the day 1 session
• Reminders about the day 2 session | • Lecture
• PowerPoint presentation | | • Carol Catacutan-Sam |

Day 2

Time	Description/Activity	Methodology	Evaluation Period	Person-in-Charge
08:00 am - 08:45 am	• Checking of attendance • Doxology • Review on the previous lessons • Overview of the upcoming lessons • Introduction of the first resource speaker	• Doxology video with sign language interpretation • Lecture • PowerPoint presentation		• Carol Catacutan-Sam
08:45 am - 10:00 am	Lesson 6: Color Contrast • Color contrast defined • Manual and automatic checking of color contrast	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate

				Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
10:00 am - 10:15 am	Bio break			• Carol Catacutan-Sam
10:15 am - 11:45 am	Lesson 7: Language • Principles of Plain Language • Readability Score Microsoft Built-in Readability Test	• Lecture • PowerPoint presentation Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:45 am - 12:00 pm	Question and Answer	Discussion	Active participation through chat or	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)

Time	Topic/Activity	Methodology	Assessment	Resource Person
12:00 pm - 01:00 pm	Lunch break			• Carol Catacutan-Sam
01:00 pm - 01:30 pm	• Introduction to Afternoon Session • Icebreaker • Review of the first 2 lessons • Introduction of the next resource speaker	• Video of the dance icebreaker • PowerPoint presentation		• Jaelene Cristel Mina
01:30 pm - 02:00 pm	Lesson 8: Heading Structures • Use of headings • Proper hierarchy of headings • Navigation using headings	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
02:00 pm - 03:00 pm	Lesson 9: Tables • Importance of an accessible table • Process of making an accessible table	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)

03:00 pm - 03:15 pm	Bio break			• Carol Catacutan-Sam
03:15 pm - 03:40 pm	Lesson 10: Converting a Word Document into an Accessible PDF • Importance of Accessible PDF • Process of converting a Word document to accessible PDF using Microsoft Word	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reaction	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
03:40 pm - 04:20 pm	Hands-on Activity: Making 3-5 pages DepEd learning material accessible and converting it into an accessible PDF	Hands-on application	An accessible PDF with the following elements:	• Nerikka Escario (Resource Speaker/CPD

ATRIEV

				• Images with alternative text • Meaningful Hyperlinks • Good color contrast • Readable font size • Sufficient line spacing • Proper Heading structure • No found issues in the built-in accessibility checker	Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
04:20 pm - 04:40 pm	Course post-test	• Google Form	Post-test results		• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian

				Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
04:40 pm - 05:00 pm	• Question and Answer • Closing		Active participation through chat and speech	• Carol Catacutan-Sam

Joane Lorica-Damaso:
Teacher, Store owner, Masseuse, Mother and Totally Blind

" **A**TRIEV showed me how life is meaningful despite the challenges we have. After several trainings I have attended I could say that I am now ready to face the world with full of confidence, competence and skills."

— *Joane Lorica-Damaso, Blind from Albay*

The computer skills she learned from ATRIEV in 2007, equipped her with the skills to complete her college course in B.S. Education. However, rather than pursuing her teaching career, she chose to work as a masseuse because it provides a more consistent income. During that time, her massage earnings were sufficient to support not only her family, but also her master's degree.

But this was all prior to the pandemic.

The once stable career was lost at an instant. Blind masseurs were the most affected by the pandemic due to physical restrictions.

Fortunately, even in the midst of the pandemic, ATRIEV was still able to offer its training programs online. Joane, and hundreds of blind massuers, learned to use their smartphones with assistive technology to start their own business and sell their products and services online. ATRIEV, through its partners, also provided financial capital assistance to help them jump start their business. Through ATRIEV's Digital Business Basics training, persons with disabilities found ways to earn and helped them tide over the pandemic.

Joane's story is just one of many ATRIEV beneficiaries' success stories. ATRIEV is an I.T. Center for the Blind that teaches both persons with disabilities and those who work for or with people with disabilities how to use technology to advance their education, careers, and businesses. It is the first NGO focused on assistive technology, and its training programs have benefited hundreds of thousands of people in the Philippines, both with and without disabilities.

Help us help more visually-impaired people reach their dreams by sharing your time, talent and treasure with us. We would like to hear from you. You can reach us at:

✉ inquiry@atriev.org

📞 +632 7587-2042

📱 +63977-705-9766 /
+63923-616-4376

f facebook.com/atrievofficial

▶ YouTube youtube.com/atrievofficial

🌐 www.atriev.org

📍 Room 604, Culmat Building, 1270-1330 E. Rodriquez Sr. Avenue, Barangay Mariana, Quezon City 1102, Metro Manila

---

Blindness poses an insurmountable barrier when it comes to independent mobility, communication and other activities of daily living. But these barriers were overcome by the people from ...

ATRIEV
I.T. Center for the Blind

"Creating Vision Beyond Sight"

Using the same computer that you use, but with a software that translates computer visuals to speech, ATRIEV has provided I.T. training to hundreds of persons with visual impairment and with other disabilities to help them adapt in schools and find jobs.

Training for Persons with Disabilities

✓ For beginners in technology, we have PC Operations and Android Accessibility that introduces participants to the use of these devices.

✓ Teaches Youth with Disabilities on how to use online tools:
- Use of Google Workspace for school or for work
- Use of online Microsoft 365 for school or for work
- Conversion of inaccessible documents and other content into accessible format

✓ For learners with disabilities under the age of 13 , they can learn how to use assistive technology with the help of their parent or guardian by enrolling in our Parent-Child Team Learning.

✓ For those who want to engage in business, the Digital Business Basics training teaches business start-ups to the use of technology up to sales and marketing online and offline.

✓ For our job-related trainings, we have skills development as virtual assistants, transcriptionists, content creators, and web designers.

Training of Workers for Persons with Disability

✓ Teachers, community-based rehab workers, social workers, etc. can create a more inclusive environment for persons with disabilities through:
- Inclusive Design Training – teaches how to make online and offline content accessible
- How to Conduct Accessible Online Training – teaches how to make online facilitation accessible
- Video Creation Training – how to create accessible videos including captioning and audio description

✓ For those interested in online tools, we have Google Workspace, and Microsoft 365.

✓ For our ICT-related trainings, we have basic ICT for both Android and Windows. We also provide basic Excel and PowerPoint training.

Services

✓ Disability Sensitivity Training - Provides basic do's and don'ts in interacting with persons with disabilities

✓ Web Accessibility Audit - Team of ATRIEV accessibility experts will check your website for errors and recommend solutions.

✓ Website Accessibility Audit and Remediation - ATRIEV's accessibility experts will audit your website and work with your IT team to correct or remediate the website's inaccessible features.

✓ Transcription Services - Provides intelligent verbatim transcription of audio to text.

Milestones

❖ Accredited On August 3, 2022,by the Professional Regulations Commission (PRC) as the Continuing Professional Development (CPD) Provider for Professional Teachers with Accreditation No. is PTR-2022-383

❖ Conducted the first Computer Systems Servicing (CSS) National Competency Assessment for nine (9) visually impaired people and one (1) person with ADHD by The Technical Education and Skills Development Authority (TESDA) CAMANAVA District, , at the Emmanuel John Institute of Science and Technology (EJIST) Caloocan on August 8, 2022

❖ Has TESDA-certified visually-impaired trainers

❖ Created "Digital Literacy Training: the first manual for trainers in teaching Microsoft productivity tools to the blind in partnership with Microsoft and Ateneo de Manila University

❖ Dubbed "Hack a Site, Hack a Sight", ATRIEV, in partnership with Microsoft and Ateneo de Manila University held a hackathon to promote web accessibility for all

❖ Created 8 instructional videos entitled "ATRIEV Tech Talk" on using technology both in Windows and Android platforms

❖ Created a disability sensitivity video in partnership with Vera Files

❖ Consultant of World Bank Office Manila from 2006 to 2009 for its "Accessible Information for Disabled Persons Project" for all Knowledge for Development Centers (KDCs) nationwide

❖ Received the "Kabalikat Award" for Institutions conferred by TESDA in 2001