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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 DEC 2020

DIVISION MEMORANDUM  
No. 336 s. 2020

**DISTRIBUTION OF ROBOTICS KITS CUM TEACHER'S TRAINING  
ON ROBOTICS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with the objectives of the Department of Education to enhance and strengthen the delivery of the curriculum through integration of innovation and technology in the classroom, this office is pleased to inform the field of the distribution of Robotics Kits to the recipient schools and the conduct of two-day Teacher's Training on Robotics for select teachers from the recipient schools on December 15 -16, 2020 at Buenaventura Alandy Memorial National High School, Science Bldg. from 8:00 AM to 5:00 PM.
2. This activity aims to provide support to schools in enhancing the integration of innovation and technology in the classroom through the distribution of Robotics Kits. It also intends to capacitate teachers on the basic parts and functions of a robot, robot assembly, execution of commands and remote control of robot using mobile device through actual assembly and line testing.
3. Attached are the list of participants, training matrix, technical working group and distribution list for your reference.
4. Participants are advised to observe minimum health protocol which include wearing of mask and face shield and observance of physical distancing throughout the activity.
5. Materials needed during the training are laptop and cell phone. Batteries for the robot shall be provided to the participants by the division office which will be charged against local fund.



Brgy. PotoI, Tayabas City



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6. Each participant will be charged four hundred pesos per day (Php 400.00/day) to cover the meal expenses chargeable against local fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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**Enclosure 1****LIST OF SCHOOL HEADS TO ATTEND THE DISTRIBUTION OF ROBOTICS  
KIT ON DECEMBER 15, 2020**

- |  |
|--|
| 1. Dr. Gener C. De Los Reyes – Luis Dalad Integrated High School |
| 2. Evelyn R. Palambiano – West Palale NHS                        |
| 3. Michael M. Safred – Rosario Quesada MNHS                      |
| 4. Cherry C. Hugo – Dapdap Integrated School                     |
| 5. Grace M. Cabili – Buenaventura NHS                            |
| 6. Dr. Joy B. Go – Tayabas East Central School                   |
| 7. Ronan R. Ranillo – Tayabas West Central School I              |



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**Enclosure 2**

<b>DISTRIBUTION OF ROBOTICS KIT CUM TEACHER'S TRAINING ON ROBOTICS</b> <b>December 15-16, 2020 8:00 AM – 5:00 PM</b> <b>Buenaventura Alandy Memorial National High School</b>	
<b>LIST OF PARTICIPANTS</b>	
NAME OF PARTICIPANTS	NAME OF SCHOOL
1. Elizabeth M. Aquino	Luis Palad Integrated High School
2. Reymann F. Zubieta	Luis Palad Integrated High School
3. Jericka C. Quinto	Luis Palad Integrated High School
4. Senen L. Salubayba	Luis Palad Integrated High School
5. Gerardo A. Laguardor	Luis Palad Integrated High School
6. Richilyn S. Pagana	Luis Palad Integrated High School
7. Margaret E. Calvendra	Luis Palad Integrated High School
8. Abegail P. Vito	Luis Palad Integrated High School
9. Jojo J. Oabel	Luis Palad Integrated High School
10. Ma. Cecille P. Pagana	Luis Palad Integrated High School
11. Wendel R. Mayor	Luis Palad Integrated High School
12. Mikko Rodillas	Luis Palad Integrated High School
13. Kimberly R. Linsasagin	Luis Palad Integrated High School
14. Babylyn E. Melendres	Luis Palad Integrated High School
15. Wendel R. Javin	Luis Palad Integrated High School
16. Marlon P. Villa	Luis Palad Integrated High School
17. Joe Victoria B. Daelo	Luis Palad Integrated High School
18. Charlene A. Javin	Luis Palad Integrated High School
19. Reymart P. Villapena	West Palale National High School
20. Jeric M. Mirandilla	West Palale National High School
21. Jerwin A. Talisic	West Palale National High School
22. Ronan Thaddeus D. De los Santos	Rosario Quesada Memorial NHS
23. Mildred P. Anoso	Rosario Quesada Memorial NHS
24. Jeanne Pauline J. Oabel	Rosario Quesada Memorial NHS
25. Jean Rose S. Gonzaga	Dapdap Integrated School
26. Arlene Q. Polintan	Dapdap Integrated School
27. Jasmin P. Flores	Dapdap Integrated School
28. Myra G. Flores	Buenaventura Alandy National High School
29. Michael Leonard D. Lubiano	Buenaventura Alandy National High School
30. Joana Marie T. Javier	Buenaventura Alandy National High School

31. Charmnge J. Alvarez	Buenaventura Alandy National High School
32. Maria Paula C. Talavera	Buenaventura Alandy National High School
33. Jeric L. Cabriga	Tayabas East Central School
34. Ivy D. Isagunde	Tayabas East Central School
35. Jay T. Cablesuelas	Tayabas East Central School
36. Christine V. Cabuyao	Tayabas West Central School I
37. Fitz James J. Lavadia	Tayabas West Central School I
38. Lorena Q. Sabio	Tayabas West Central School I



**Enclosure 3**

**TRAINING MATRIX**

<b>DAY 1 December 15, 2020</b>		<b>DAY 2 December 16, 2020</b>	
8:00 - 8:30	Registration of participants	8:00 - 9:00	Management of Learning
8:30 - 9:45	Opening Program Distribution of the Robotics Kit	9:00 - 10:00	<b>Robotics Programming 1</b> <b>Topic:</b> a. Motion , Lights and Sounds of a Robot
9:45 - 10:00	<b>HEALTH BREAK</b>	10:00 -10:15	<b>HEALTH BREAK</b>
10:00 - 12:00	<b>Introduction to Robotics</b> <b>Topics:</b> a. Robotics b. Basic Parts of a Robot c. Input and Output Devices of a Robot d. Functions of Every Part of a Robot	10:15 - 12:00	<b>Robotics Programming 1</b> <b>Topics:</b> b. Line -Following Robot c. Obstacle Detection and Avoidance Robot
12:00 - 1:00	<b>LUNCH BREAK</b>	12:00 - 1:00	<b>LUNCH BREAK</b>
1:00 - 4:00	<b>Introduction to Robotics Programming</b> <b>Topics:</b> a. Mobile Programming Apps b. PC-based Programming software c. Basics of Robotics Programming	1:00 - 3:30	<b>Robotics Programming Part 2</b> <b>Topics:</b> a. Advanced Obstacle Avoidance Robot b. Line-following and Obstacle Avoidance Robot
4:00 - 5:00	<b>Organization of Robotics Enthusiast Group and Action Planning</b>	3:30 - 5:00	<b>CLOSING PROGRAM</b>

**Trainer:**

**Mr. Cristopher B. Tingcang**

CREOTEC Philippines Inc. - Assistant Manager

- Managed R&D Team for projects on Learning Product Development for Robotics, Mathematics and other subjects
- Trained teachers and coaches for local robotics competition
- Coached Team Philippines for international robotics competition



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**Enclosure 4**

**TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE**

**Over all Chairperson:** Aniano M. Ogayon,,CESO V  
**Co- Chairpersons:** Maylani L. Galicia  
Imelda C. Raymundo  
Dr. Edwin R. Rodriguez

<b>Committee</b>	<b>Person/s In Charge</b>	<b>Terms of Reference</b>
Program Preparation	Georgia P. Talabong	Plan on the conduct of the program Prepare Training Design and Division memorandum. Coordinate with the school heads for the list of participants , trainor from Creotic Philippines , top management on the conduct of the activity and the school head of the training venue. Prepare communication letter to the LGU on the conduct of the distribution of the kits Identify the TWG of the activity
Registration and Attendance	Generosa F. Zubieta Nicole May R. Lagar Fideliza Lucas	Prepare and consolidate pre-registration of target participants Monitor and prepare the actual list of participants
Technical	Ermelo A. Escobinas Maria Elizabeth S. Pastrana	Supervise the preparation and maintenance of the venue, provision of sound system and LCD projector, program, transferring of robotics kits from the Supply Office to the training venue. Document receipt of equipment
Documentation	Jeanette M. Buera Edna E. Eclavea	Document the distribution and training activities Prepare and submit complete report (narrative report)
QAME	Maria Corazon A. Borbon Marife R. Lagar	Prepare evaluation tool Conduct M&E and gather feedback Submit M & E report
Certificate	Jerome Javin	Prepare the E-Certificate
Support Staff	Joselito C. Racelis Caremelo S. Salazar	Assist on the cleanliness of the facility during the training.
Health Staff	Aleli Alcoreza Dra. Jedd Aguilar	Monitor the health status of the participants



**Enclosure 5**

**DISTRIBUTION LIST OF ROBOTICS KIT**

ITEM	QUANTITIES	RECIPIENT SCHOOLS	NO. OF PIECES
Entry-level educational robot (mBot)	38	Tayabas West CS I Tayabas East Central School West Palale NHS Dapdap IS RQMNHS Buenaventura Alandy NHS Luis Palad Integrated School (JHS and SHS)	3 3 3 3 3 5 18
Starter Smart Links Competition Add-On Kit	5	Luis Palad Integrated High School Buenaventura Alandy NHS Tayabas West Central School Tayabs East Central School	2 1 1 1
Smart Links Competition Upgrade for City Guardian with Smart Camera	1	Luis Palad Integrated High School	1
Acer Predator laptop (15, I 7, RAM 16 GB, DDR 4, 1 TB Hard Drive, SSD 128 GB – 256 GB)	2	Luis Palad Integrated High School Division use for Science Activities ( c/o EPS Science )	1 1