



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

2 DEC 2021

DIVISION MEMORANDUM

No. 642 s. 2021

**ADDENDUM AND CORRIGENDUM TO DM NO. 163 S. 2021 RE: G SUITE
TRAINING FOR SCHOOL HEADS AND TEACHERS**

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

1. In relation to Division Memorandum No. 163 S. 2021, re: G Suite Training for School Heads and Teachers, this office will reschedule the face-to-face training for school heads on December 13, 2021 at St. Jude Coop. Hotel and Event Center, Tayabas City.

2. Participants will be divided into four groups. Please see Enclosure 1 for grouping of participants. They are also advised to bring broadband router and extension wire if available. Please register on this link: <https://tinyurl.com/g-suite-registration> on or before December 11, 2021.

3. Below are the resource speakers and their group assignment.

Resource Speaker	Group Assignment
1. Kendrick Cabriga	Group 1
2. Maria Corazon Borbon	Group 2
3. Joan Kathleen Brizuela	Group 3
4. Ronan Thaddeus Delos Santos	Group 4

4. Updated technical working committee and terms of reference are stated in Enclosure 2.

5. Enclosed are DM 163 s. 2021 for reference. All other provisions in the memorandum remain in effect.

6. Immediate dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



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Encl.:
As stated

Reference:
Division Memorandum No. 163 S. 2021 G Suite Training for School Heads and Teachers

To be indicated in the Perpetual Index under the following subjects:
ICT Literacy
Training

Enclosure No. 1 – Grouping of Participants

	School	First Name	Last Name	Group Assignment
1	Alsam ES	Baby Lyn	Olandes	1
2	Buenaventura Alandy NHS	Mary Grace	Cabili	1
3	Busal ES	Adrian	Naynes	1
4	Dapdap IS	Cherry	Hugo	1
5	Domoit ES	Ingrid	Palad	1
6	East Palale ES	Corazon	Oabel	1
7	Eugenio Francia ES (Bukal ES)	Larvin	Labrada	1
8	F. E. Lopez ES	Girlie	Abaricia	1
9	Gibanga ES	Alona	Crisanto	2
10	Ilasan ES	Teresa	Andaya	2
11	Ipilan-Alitao ES	Roberta	Esmiller	2
12	Kalumpang ES	Waldymar	Pasacsac	2
13	Katigan Alupay ES	Arlene	Pagana	2
14	Lakawan ES	Natalia	Andaya	2
15	Lalo ES	Luz	Pacague	2
16	Lawigue ES	Rowena	Sabiduria	2
17	Luis Palad IHS	Gener	Delos Reyes	3
18	Malao-a/Calantas ES	Alita	Rodriguez	3
19	Masin ES	Roderick	Hugo	3
20	Mate ES	Jeffrey	Dimailig	3
21	North Palale ES	Wenefredo	Baylongo	3
22	Pandakake ES	Lorynel	De Sagun	3
23	Potol ES	Cecilia	Pingol	3
24	Rosario Quesada INHS	Michael	Safred	3
25	South Palale ES	Julieta	Labita	3



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26	Tayabas East CS	Joy	Go	4
27	Tayabas West CS I	Ronan	Ranillo	4
28	Tayabas West CS II	Lea	Cosico	4
29	Tayabas West CS III	Dennis	Labita	4
30	Tayabas West CS IV	Leah	Clado	4
31	Valencia ES	Aldwin	Capistrano	4
32	Wakas ES	Elpidia	Palayan	4
33	West Palale ES	Honesto	Caagbay	4
34	West Palale NHS	Evelyn	Palambiano	4



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Enclosure No. 2 – Updated Technical Working Committee and Terms of Reference

Over-all Chairpersons: OIC -SDS Gerlie M. Ilagan, CESO VI
OIC-ASDS Antonio Faustino Jr.

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Kendrick C. Cabriga	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-HRTD on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares Jean Rose Rabano	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR • Oversees the cleanliness, sanitation, and orderliness in the venue/s • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback.



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		<ul style="list-style-type: none"> Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Alelie A. Padillo	<ul style="list-style-type: none"> Ensures observance/compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event. Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Kendrick Cabriga Joan Kathleen Brizuela Maria Corazon Borbon Ronan Thaddeus Delos Santos	<ul style="list-style-type: none"> Lead/s the discussion of topics Facilitate/s workshop Attend/s engages in the debriefing sessions
Support Staff/s	Jhommel Saligumba	<ul style="list-style-type: none"> Take/s pictures from the opening until closing programs. Ensure/ s that registration meals and attendance sheets are properly and completely accomplished. Assists the session facilitators/s Ensure/ s that sound system and projectors are properly set up. Manage unexpected system glitches.
Certificate	Jerome Javin	<ul style="list-style-type: none"> Prepares Certificate of Participation and Appearance for the session speakers /facilitators, TWG members, and participants with complete attendance.



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Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 MAY 2021


DIVISION MEMORANDUM

No. 143. s. 2021

G SUITE TRAINING FOR SCHOOL HEADS AND TEACHERS

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

1. In support to Sulong Edukalidad Program and paperless transactions, this Office, through the Information and Communications Technology (ICT) Unit shall conduct G Suite Training to all School Heads on May 5, 2021 (Face to Face) at St. Jude Multipurpose Cooperative Hotel and Teachers on May 6, 2021 via Facebook Group Live.
2. This activity aims to empower school heads and teachers on using G Suite for Education Applications. Specifically, it aims to:
 - a. update participants on G Suite Applications;
 - b. submit outputs from the given applications;
 - c. show collaboration.
3. Attached are Enclosure 1 - Program of Activities, Enclosure 2 - List of Participants, and Enclosure 3 - Technical Working Committee with Terms of Reference.
4. Due to the strict implementation of General Community Quarantine (GCQ) on May 1-31, 2021, face to face training of all school heads on May 5, 2021 is indefinitely postponed. New schedule of face to face training will be posted on a separate memo.
5. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
OIC-Schools Division Superintendent

Encl.:
As stated

To be indicated in the Perpetual Index under the following subjects:
ICT Literacy
Training



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G SUITE TRAINING FOR SCHOOL HEADS AND TEACHERS

Enclosure 1a – PROGRAM OF ACTIVITIES (For School Heads) May 5, 2021

Time	Program/Topics
7:30 am 8:00 am	Technical Set Up
8:00 am 8:15 am	Opening Program
8:15 am 12:00 pm	ICT Updates, G Suite Account Signing, Google Docs, Slides, Drive Kendrick C. Cabriga IT Officer I
12:00 pm 1:00 pm	Lunch Break
1:00 pm 4:30 pm	Google Calendar, Meet, Forms, Sheet, Classroom, Maps Joan Kathleen T. Brizuela Education Program Specialist
4:30 pm 5:00 pm	Training Evaluation and Closing Program

Enclosure 1b – PROGRAM OF ACTIVITIES (For Teachers) May 6, 2021

Time	Program/Topics
7:30 am 8:00 am	Technical Set Up
8:00 am 8:15 am	Opening Program
8:15 am 12:00 pm	Goggle Docs and Slides – Maria Cecilia Pagana Google Sheet and Forms – Marlon Villa
12:00 pm 1:00 pm	Lunch Break
1:00 pm 4:30 pm	Goggle Drive and Calendar – Akeem Aron Valdeavilla Google Classroom and Meet – Karmela Veluz
4:30 pm 5:00 pm	Training Evaluation and Closing Program

Enclosure 2 – PARTICIPANTS (May 5, 2021)

	School	First Name	Last Name
1	Alsam ES	Baby Lyn	Olandes
2	Buenaventura Alandy NHS	Mary Grace	Cabili
3	Busal	Adrian	Naynes
4	Dapdap ES	Cherry	Hugo
5	Domoit ES	Ingrid	Palad
6	East Palale ES	Corazon	Oabel
7	Eugenio Francia ES (Bukal ES)	Larvin	Labrada
8	F. E. Lopez ES	Girlic	Abaricia
9	Gibanga ES	Alona	Crisanto
10	Ilasan ES	Teresa	Andaya



11	Ipilan-Alitao ES	Leonora	De Rama
12	Kalumpang ES	Waldymar	Pasacsac
13	Katigan Alupay ES	Arlene	Pagana
14	Lakawan ES	Natalia	Andaya
15	Lalo ES	Luz	Pacague
16	Lawigue ES	Rowena	Sabiduria
17	Luis Palad IHS	Gener	Delos Reyes
18	Malao-a/Calantas ES	Alita	Rodriguez
19	Masin ES	Roderick	Hugo
20	Mate ES	Jeffrey	Dimailig
21	North Palale ES	Wenefredo	Baylongo
22	Pandakake ES	Lorynel	De Sagun
23	Potol ES	Cecilia	Pingol
24	Rosario Quesada MNHS	Michael	Safred
25	South Palale ES	Julieta	Labita
26	Tayabas East CS	Joy	Go
27	Tayabas West CS I	Ronan	Ranillo
28	Tayabas West CS II	Lea	Cosico
29	Tayabas West CS III	Dennis	Labita
30	Tayabas West CS IV	Leah	Clado
31	Valencia ES	Aldwin	Capistrano
32	Wakas ES	Elpidia	Palayan
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Enclosure 3 – TECHNICAL WORKING COMMITTEE

Over-all Chairperson: SDS Gerlie M. Ilagan, CESO VI

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Kendrick C. Cabriga	<ul style="list-style-type: none">• Prepares Training Design and other Training Package requirements.• Coordinates with SEPS-HRTD on other activity requirements.• Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares	<ul style="list-style-type: none">• Manages the conduct of L&D.• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.• Monitors L&D activities.• Prepares and submits complete report (narrative report) to SGOD Chief• Leads the debriefing sessions.• Prepares memo/advisories.• Assists the proponent in the preparation of documentary requirements including but not limited to PR• Oversees the cleanliness, sanitation, and orderliness in the venue/s• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none">• Quality Assure the Activity Designs an L&D Package• Prepares evaluation tool and conduct QATAME and gather feedback.• Analyzes harvested feedback and recommended solutions



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		and forwards to concerned units/offices.
Medical/First Aid	Alelie A. Padillo	<ul style="list-style-type: none"> Ensures observance/compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event. Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Maria Cecilia Pagana Marlon Villa Akeem Aron Valdeavilla Karmela Veluz Joan Kathleen Brizuela Kendrick Cabriga	<ul style="list-style-type: none"> Lead/s the discussion of topics Facilitate/s workshop Attend/s engages in the debriefing sessions
Support Staff/s	John Kenylee Manalang Gino Abrigo	<ul style="list-style-type: none"> Take/s pictures from the opening until closing programs. Ensure/ s that registration meals and attendance sheets are properly and completely accomplished. Assists the session facilitators/s Ensure/ s that sound system and projectors are properly set up. Manage unexpected system glitches.
Certificate	Jerome Javin	<ul style="list-style-type: none"> Prepares Certificate of Participation and Appearance for the session speakers /facilitators, TWG members, and participants with complete attendance.

Moderator	Joan Kathleen Brizuela	<ul style="list-style-type: none">• Coordinates with the Program Proponent regarding the contents and flow of the activity• Host the Opening Program Preliminaries to include the following:<ul style="list-style-type: none">- Present Agenda outline- Discuss relevant session protocol.- Moderate Q&A sessionsClose out conference
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