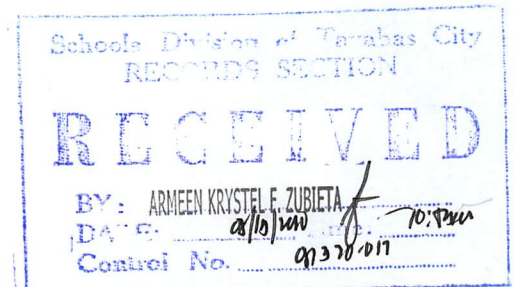




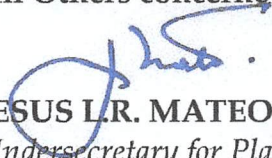
Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-00254



TO : All Regional Directors
All Schools Division Superintendents
All Others concerned

FROM :  **JESUS L.R. MATEO**
Undersecretary for Planning and Human Resource and
Organizational Development

SUBJECT : **Digital Literacy Workshop for the Personal Financial
Management Program Trainers**

DATE : August 10, 2020

In line with the Department of Education's (DepEd) efforts to expand the scope of employee welfare to respond to the needs of our teaching and non-teaching personnel, the Employee Welfare Division (EWD) of the Bureau of Human Resource and Organizational Development (BHROD) developed the **PERSONAL FINANCIAL MANAGEMENT PROGRAM (PFM)**, a program that aims to address the financial wellness of DepEd employees.

Since 2018, the EWD, in partnership with the Bangko Sentral ng Pilipinas and the BPI Foundation, has conducted several National Training of Trainers (NTOT) for the implementation of this program. However, due the current situation, the use of digital tools must be utilized in the conduct of these trainings. In this regard, the EWD, in partnership with the BPI Foundation, will be conducting a webinar on *Digital Literacy* that aims to help our PFM trainers transition from face-to-face seminar to digital platforms.

The three-day webinar will be divided into four batches and will be conducted through Google Meet.

BATCH	DATE	PARTICIPANTS (Please refer to Annex A for the names)
1	September 2-4, 2020	NCR, Regions 4A, 4A, 5, 6, 7, 8, 11, CARAGA

[EWD/2020/MCLatosa]
DM-PHRODFO-2020-00254

2	September 9-11, 2020	Regions 1, 2, CAR, 4A, 7, 12
3	September 16-18, 2020	Regions 3, 4B, 5, 12
4	September 23-25, 2020	Regions 8, 10, 11

The identified PFM trainers (*Annex A*) who will be participating in this workshop are requested to secure the necessary authority to participate in the three (3) day session from their respective head of office and register online on or before August 24, 2020 through the link <https://bit.ly/2Cj5Fyo>. The webinar link will be emailed to the participants a day before their scheduled training.

To ensure that no classes are disrupted, only a selected number of school principals were invited to attend the said workshop. Consequently, School Division Superintendents (SDS) are requested to secure appropriate augmentation for the school principals who will be attending the said workshop online.

For clarifications and other concerns, please contact **Ms. Marge Latosa** through mobile number 0908-3159960 or email at margery.latosa@deped.gov.ph.

For your proper action.

ANNEX A
LIST OF PARTICIPANTS

BATCH 1 September 2-4, 2020		
1	Balaqui, Rebecca	NCR
2	Bruan, Ludevina	
3	Buñag, Mary Antonette	
4	Cruz, Lamberto	
5	Malabanan, Angelyn	
6	Perez, Bernadette	
7	Yu, Cryzl	
8	Bautista, Karina	Region 4A
9	Castro, Paulino	
10	G Galicia, Maylani	
11	Gaton, Nadina	
12	Malonzo, Mark Anthony	
13	Nama, Viermalyn	Region 4B
14	Momo, Nila	
15	Teñoso, Eric	
16	Zabalo, Nelson Jr	
17	Saculo, Evangeline	Region 5
18	PERFORM Trainer	
19	PERFORM Trainer	
20	PERFORM Trainer	
21	PERFORM Trainer	
22	PERFORM Trainer	
23	PERFORM Trainer	Region 6
24	Geroso, Ma. Teresa	
25	Gulmatico, Gilda	
26	Torres, Ivy Joy	Region 7
27	Ayuda, Maria Loreen	
28	Bendaño, Jonald	
29	Lalamonan, Rosalin	Region 8
30	Aguirre, Alvin	
31	Caballero, Myrna	
32	Leonardo Cordova	
33	Maltos, Maureen Charisse	
34	Morano, Estrellita	Region 11
35	Canda, Danilo	
36	Colmenares, Florifes	
37	Ebrado, Marlon	
38	Francisquete, Maria Genevieve	
39	Quiroy, Nila	
40	Taguiran, Gay	CARAGA
41	Antigua, Sweet Loueljie	
42	Bolotaolo, Rexan	
43	Calumpang, Rowena	
44	dela Rita, Meriam	
45	Odtojan, Mary Christine	
46	Villareal, Marlyne	
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BATCH 2 September 9-11, 2020		
1	Bautista, Kathleen May M.	Region 1
2	Abrigo, Noli	
3	Bonao, Dinah C.	
4	Bonao, Ronie D.	
5	Estrada, Jonathan R.	
6	Gacutan, John Marvin M.	
7	Gamata, Joefrey A.	
8	Giron, Christian A.	
9	Guieb, Willy U.	
10	Nuesca, Aiden L.	
11	Sunga, Johnson P.	
12	Talamayan, Valerie G.	
13	Balique, Haydee	Region 2
14	Imbag, Elimundo	
15	Pagaduan, Roman Jr.	
16	Valdez, Holden Kirby M.	
17	Alimondo, Jocelyn	CAR
18	Asencio, Rhoda	
19	Atiwag, Neva Jane	
20	Balantin, Petra Jovelyn	
21	Ducusin, Brenda	
22	Gabol, Emmanuela M.	
23	Gonzalo, Nick Carter Jr.	
24	Kilakil, Ching	
25	Licyag, Imelda	
26	Lingbawan, Brendalee	
27	Tolbe, Marilyn	
28	Valdez, Marjory	Region 4A
29	Abogado, Alfonso L.	
30	Arciaga, Jeremiah Oliver P.	
31	Barcarse, Vanessa R.	
32	Bautista, Timothy A.	
33	Cabiles, Mary Joy L.	
34	Cabotaje, Shem Verlee O.	
35	Contemprato, Rogin O.	
36	Devilla, Luningning E.	
37	Gutierrez, Erickson T.	
38	Malonzo, Mark Anthony R.	
39	Velasco, Rey Patrick V.	
40	Yason, Henrich A.	Region 7
41	Didiquin, Juana	
42	Mendez, Dave	
43	Susvilla, Apple Maye	
44	Yosores, Jury	Region 12
45	Alvarado, May Jane	
46	Delima, Maria Jeanette	
47	Mondragon, Grace Patrice	
48	Sanchez, Ma. Lourdes	
49	Valeroso, Norman	
50	Villa, Cheryl	

ANNEX A
LIST OF PARTICIPANTS

BATCH 3 September 16-18, 2020		
1		Region 4B
2	Arellano, Eleazar	
3	Arenio, Maritess	
4	Berano, Hipolito	
5	Diaz, Arlene	
6	Dilay, Mary Rose	
7	Dimansana, Florinda	
8	Fiedacan, John Erwin	
9	Magculang, Romualdo	
10	Murcia, Felisima	
11	Paigao, Allan	
12	Bamba, Loreta Michelle W.	Region 3
13	Cagadas, Ruby M.	
14	Dacanay, Ramil S.	
15	Eusebio, Marco Rhonel M.	
16	Linsao, Noel L.	
17	Prieto, Shiela B.	
18	Ramos, Marilene G.	
19	Razon, Alpha Joy T.	
20	Santos, Kristin Marie U.	
21	Sario, Homer P.	
22	Serrano, Edgardo Simon	Region 5
23	Sison, Ronald Ryan	
24	Bedis, Bernadette R.	
25	Borja, Aroline T.	
26	De Castro, Maria Theresa O.	
27	Del Rosario, Michael A.	
28	Gomez, Marilyn G.	
29	Liao, Liz R.	
30	Ollet, Mary Jodelle E.	
31	Quiano, Ma. Genoviva N.	
32	Rejuso, Imelda	
33	Revidad, Ana Liza	
34	Saludes, Ma. Felomina M.	
35	Silerio, Corazon Fatima A.	Region 12
36	Abanil, Danilo C.	
37	Ablaza, Anne R.	
38	Arago, Argelio	
39	Bulosan, Shirley S.	
40	Castino, John Michael	
41	Daquipil, Elpidio B.	
42	Enolpe, Emily G.	
43	Matugas, Alex	
44	Pangilan, Jourdan K.	
45	Peralta, Meilrose B.	
46	Sanggay, Ronnie R.	
47	Umadhay, Mary Ann C.	
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BATCH 4 September 23-25, 2020		
1	Añoover, Raphi T.	Region 8
2	Avila, Villajeon B.	
3	Bughao, Melisa R.	
4	Cainong, Marlon	
5	Fernandez, Hilda G.	
6	Lagumbay, Alejandra B.	
7	Lucaban, Albino	
8	Margate, Marisol C.	
9	Meneses, Hazel B.	
10	Meracap, Ma. Cristy Lyn G.	
11	Orito, Melchy	Region 10
12	Quiminales, Obdulia N.	
13	Ruiz, Josemilo P.	
14	Sacmar, Andresa D.	
15	Tibe, Geraldine Joy B.	
16	Tupa, Avelina P.	
17	Yamson, Hera Paz	
18	Agomana, William C.	
19	Alforte, Noemi	
20	Calbeltes, Gladys Grace	
21	Doromal, Mary Joy G.	
22	Labitad, Gina F.	
23	Lector, Melchora	Region 11
24	Lontayao, Rowena E.	
25	Miasco, Wilfredo Jr., P.	
26	Monte, Irish Karylle D.	
27	Padua, Narita	
28	Razon, Candice Zenia R.	
29	Sanchez, Kit Raudel G.	
30	Tagyubon, Lowella Mae P.	
31	Tahud, Jessie E.	
32	Tanamor, Queenie Darrah S.	
33	Vince, Jolito P.	
34	Yapao, James O.	
35	Yee, Myra	Region 11
36	Aguan, Ernie	
37	Madulin, Lemuel	
38	Suprente, Elyn	
39	Bautista, Eduard Mark	
40	Yee, Sandy	
41	Cabodoc, Andy	
42	Alcano, Dennis	
43	Delos Santos, Resadel	
44	Labrador, Jaycel	
45	Batao, Fe	
46	Pangandayon, Romela	
47	Dedace, Ronald	
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ANNEX B ACTIVITY DESIGN

DAY 1

8:45am	Start accepting participants in Google Meet
9:00am	Welcome Remarks and Introduction
9:15am	Overview of the workshop
9:30am	Getting to Know you
10:00am	Session 1: Designing and Facilitating Remote Learning
12nn	Lunch Break
1:00pm	Continuation Session 1
3:00pm	Break
3:30pm	Q&A
4:00pm	Drills and Exercises
5:00pm	End of Day 1

Day 2

8:30am	MOL
9:00am	Session 2: Collaboration Tools for Remote Learning
10:00am	Break
10:15am	Continuation Session 2
11:30am	Drills and Exercises
12:00nn	Lunch Break
1:00pm	Session 3: Streaming Applications
3:30pm	Break
3:45pm	Drills and Exercises
5:00pm	End of Day 2

Day 3

8:30am	MOL
9:00am	Session 4: Mobile Functionality for Remote Learning
10:00am	Break
10:15am	Continuation Session 4
11:30am	Drills and Exercises
12:00nn	Lunch Break
1:00pm	Wrap up
2:00pm	Short Quiz
3:00pm	Ways Forward/Closing Remarks
4:00pm	End of Workshop

ANNEX C – Module/Session Description

I - DESIGNING AND FACILITATING REMOTE LEARNING

The session will provide participants with knowledge on how to design and facilitate remote workshops or seminars. It will also introduce tools and concepts to further develop the participant's skills and mindset on delivering virtual instructions

II - COLLABORATION TOOLS FOR REMOTE LEARNINGS

An overview and practice session on available collaboration tools such as: Kahoot, Mentimeter, Survey Monkey and others

III - STREAMING APPLICATIONS

Acquaint participants with the functionality and options available such as Zoom, Streamyard, Google Meet and MS Teams

IV - MOBILE FUNCTIONALITY FOR REMOTE LEARNING

Explore mobile phone functionality as an option for remote learning. What available applications can be maximized to help in the virtual set-up of learning.