



Republic of the Philippines  
**Department of Education**

REGION III-CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
MARANGAL NATIONAL HIGH SCHOOL

TOWERVILLE 6B, BRGY. GAYA-GAYA, CITY OF SAN JOSE DEL MONTE, BULACAN

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Office of the Principal

March 8, 2021


**SCHOOL MEMORANDUM**

NO. 015, s. 2021

**VIRTUAL IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS (MARCH 2021)**

To: Teachers  
All Others Concerned

1. Attached is the OUA MEMO 00-0321-0063 MEMORANDUM dated March 4, 2021 regarding Virtual In-Service Training for Public School Teachers (March 2021).
2. Relative to this, the School Learning Action Cell Team shall monitor the participation of all teachers in the said activity, and compile the teachers' reflections/LAC notes in every session/topic, in digital format preferably PDF.
3. For information, reference, and guidance of all concerned.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ROGELIO G. SISON JR.**  
School Principal



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

**OUA MEMO 00-0321-0063**  
**MEMORANDUM**  
04 March 2021

For: **Regional Directors**  
**Minister, Basic, Higher, and Technical Education, BARMM**  
**Schools Division Superintendents**  
**School Heads and Teachers**

Subject: **VIRTUAL IN-SERVICE TRAINING FOR**  
**PUBLIC SCHOOL TEACHERS (MARCH 2021)**

In line with the DepEd Order No. 012, s. 2021 (Amendment to DepEd Order No. 030 s. 2020), the Information and Communications Technology Service – Educational Technology Unit (ICTS – EdTech) will conduct a virtual In-Service Training (INSET) for teachers on 15-19 March 2021. This five-day session aims to further expand the participants’ skills and knowledge on different digital teaching materials, systems and approaches that are useful in delivering quality instruction. Kindly refer to the attached Training Matrix and schedule of activities (Annex A).

The said activity shall be streamed live through the Official YouTube Channel of the DepEd EdTech Unit at [www.youtube.com/c/educationaltechnologyunit](http://www.youtube.com/c/educationaltechnologyunit) . The virtual INSET will also use the DepEd Professional Development Learning Management System (PD-LMS) to assess the participants and shall follow the “No Output, No Certificate” policy.

For questions and concerns on the above-mentioned subject, kindly contact Mr. Mark Anthony C. Sy, Head of the EdTech Unit, through email at [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph) .

For immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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

*[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)]*

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**ANNEX A: VIRTUAL IN-SERVICE TRAINING (INSET) FOR  
PUBLIC SCHOOL TEACHERS (MARCH 2021)**

<b>TIME</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>
	<b>March 15, 2021</b>	<b>March 16, 2021</b>	<b>March 17, 2021</b>	<b>March 18, 2021</b>	<b>March 19, 2021</b>
8:45 - 9:00 a.m.	Preliminary Activity	MOL	MOL	MOL	MOL
		*Nationalistic Song	*Nationalistic Song	*Nationalistic Song	*Nationalistic Song
		*prayer	*prayer	*prayer	*prayer
		*energizer	*energizer	*energizer	*energizer
		*insight sharing	*insight sharing	*insight sharing	*insight sharing
9:00 -10:30 a.m.	<b>DepEd TV Report</b> Salvador Manansala I  <b>DepEd LMS Report</b> Mark Anthony Papa  <b>DepEd Commons Report</b> Aprellene B. Marquez  <b>DepEd OERs</b> Sherwin G. Lomeda	<b>Effective Utilization of Multimedia Materials: DepEd TV</b> Speaker: Joy G. Salazar	<b>Google Workspace for Education Fundamentals</b> Speaker: Rowena A. Reyes	<b>Interactive Instructional Materials</b> Speaker: Ariel A. Delos Santos	<b>Digital Poetry: A Collaborative Performance Project</b> Speaker: Aprellene B. Marquez
10:30 a.m. – 12:00 nn	<b>Google Certification</b> Rowena A. Reyes  <b>Microsoft Education</b> Mark Anthony Jamisal  <b>DepEd ETUlay</b> Mark Anthony Jamisal  <b>ETU Future Programs</b> Mark Anthony C. Sy	<b>Video editing techniques in producing quality video lesson</b> Speaker: Neil Arvin Bautista	<b>Poster Design in Adobe Photoshop</b> Speaker: Glenn Huraño	<b>ManyChat: Delivering Online-Offline learning (McDoo)</b> Speaker: Earl Aaron O. Villanoza	<b>Technology Integration and Instructional Materials Development/Preparation in English Language</b> Speaker: Maria May Sevilla

12:00 - 1:00 p.m.	<b>LUNCH</b>				
1:00 - 2:30 p.m.	<b>Effective Delivery of Synchronous/Asynchronous Teaching</b> Speaker: Mark Anthony C. Sy	<b>A New Normal: The Critical Role of Assessment in Online Learning</b> Speaker: Salvador Manansala I	<b>Overview of R.A. 10173, The Data Privacy Act of 2012</b> Speaker: Glenah A. Taguibao	<b>ETUlay-Breakthrough in Teaching</b> Speaker: Mark Anthony Jamisal	<b>Hour of Code (Programming for Women)</b> Speaker: Rubilyn Pastrano
2:30 - 4:00 p.m.		<b>OER Readiness Review Criteria</b> Speaker: Minerva Grace O. Silvestre	<b>Solving People Puzzle</b> Speaker: Sherwin G. Lomeda	<b>Mobile Apps in Education</b> Speaker: Sara Jane C. Sarino	<b>Creating Interactive Materials Using Scratch Animation</b> Speaker: Glenny Laping
4:00 - 4:30 p.m.	Reflection/Wrap Up				

**Masters of Ceremony: John Jefferson Sevilla and Maria May Sevilla**

## VIRTUAL TEAMS

<b>COMMITTEE</b>	<b>TERMS OF REFERENCE</b>
<p><b>TECHNICAL TEAM</b>                      Jann Wilbur Gale                      Glenn Huraño                      Mark Anthony Papa                      Raymond B. Casama                      Sherwin Lomeda</p>	<ul style="list-style-type: none"> <li>➤ In-charge of online and other communication platforms.</li> <li>➤ Assure the smooth flow, transition, switching and broadcasting from one facilitator/speaker to another</li> <li>➤ Oversee the total delivery of online INSET</li> <li>➤ Record the training proper</li> <li>➤ In-charge to moderate chat box</li> </ul>
<p><b>DOCUMENTATION TEAM</b>                      Joy Salazar                      Aprellene Marquez                      Ken Lenard Abanilla                      Juan Paulo Vico                      Arvin Fuster</p>	<ul style="list-style-type: none"> <li>➤ Prepare and submit narrative report</li> </ul>
<p><b>CERTIFICATE and ATTENDANCE TEAM</b>                      Concerman Robie</p>	<ul style="list-style-type: none"> <li>➤ Prepare online attendance sheet and distribute e-certificate</li> </ul>
<p><b>FOOD</b>                      Joy Salazar</p>	<ul style="list-style-type: none"> <li>➤ In-charge of training refreshments</li> </ul>
<p><b>SOCIAL MEDIA</b>                      Rainier Garcia De Jesus - Poster                      Neil Arvin Bautista- Teaser</p>	<ul style="list-style-type: none"> <li>➤ Prepare program teaser and poster</li> </ul>
<p><b>QATAME</b>                      Mark Anthony Jamisal</p>	<ul style="list-style-type: none"> <li>➤ In-charge of session monitoring and evaluation, and capture the results using appropriate technology</li> </ul>