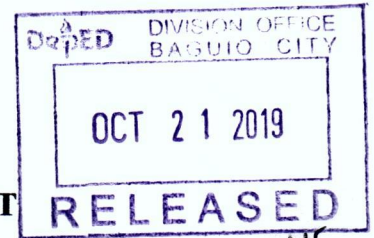


DIVISION MEMORANDUM

No. 540, s. 2019



**PARTICIPATION FOR THE DISTRICT MICROSOFT
PRODUCTIVITY TRAINING FOR EDUCATORS**

**To: District Supervisors
School Heads
Newly Hired Teachers**

Date: October 15, 2019

1. Microsoft is committed to education and believes that teachers are key in transforming the lives of our students and future of our nation. Believing that the best educators never stop educating themselves, Microsoft provides a wide array of professional development opportunities for them. Microsoft helps teachers and school leaders connect, collaborate, create and share so that students can realize their greatest potential by providing tools and the technology to educators and the school. Microsoft's Educator Community is a 10-year, 500 million dollar, global initiative aimed at improving teaching and learning. Since 2003, Microsoft has led the way in partnering with teachers, helping more than 8 million teachers and reaching more than 190 million students in 114 countries in the first seven years alone. The participants will learn basic laptop troubleshooting, use of Microsoft's one note, Microsoft learning tools, online games and office 365.
2. Relative to this, the Baguio City National High School District will conduct a district training for newly hired teachers on October 19, 26 and November 9, 2019 8:00am-5:00pm at the DCP Computer Laboratory 1, Baguio City National High School.
3. The objectives of the training are :
 - a. to provide hands-on on Office Microsoft productivity tools;
 - b. to cultivate skills that would help newly hired teachers better appreciate technology;
 - c. to bring learning to life and prepare students for their futures with the use of the latest software tools in the classroom;
 - d. to help newly hired teachers make the most of class time , work toward their professional development goals, and create engaged classrooms; and
 - e. to provide hands-on on laptop basic servicing.

4. The participants of the said training are the following:

NO.	NAME	NO.	NAME
1	AMPARO S. TACADENA JR.	10	FLORHIZA B. CAYAT
2	ANNE FAITH G. HANDIG	11	FRITZIE L. FINMOROG
3	ARNEL D. INGOSAN	12	FRITZIE L. FINMOROG
4	AUREA C. BACDAYAN	13	HARIETH B. OSORIO
5	BEARENCE S. YANGYANG	14	JAIRA B. CAPULAS
6	DARWIN G. CAÑAVERAL	15	JOCEL D. NANIONG
7	ELVIRA C. BADEN	16	JOSHUA A. LINGWAYON
8	EVANGECA KRISTEL E. MARTIN	17	CARTHER JUNARRY T. BADIVAL
9	FAISSEL T. FONTANILLA		

5. Wide and dissemination of this memorandum to all concerned is desired.

MARIE CAROLYN B. VERANO, CESO VI
School Division Superintendent



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of City School
BAGUIO CITY HIGH SCHOOL
Governor Pack Road, Baguio City



PROJECT PROPOSAL
Microsoft Productivity Training for Educators

I. PROJECT BASIC BACKGROUND INFORMATION

- A. Project Title: Microsoft Productivity Training for Educators
- B. Project Location: DCP Computer Laboratory
- C. Proposed Date: October 12, 19 and 26, 2019
- D. Participants: Newly hired teachers and interested teachers of Baguio City
High main campus, Hillside Annex and Fort Del Pilar
- E. Proponent: Altea E. Ramos and Simeon E. Pongtan

II. Description of the Project

The project is a 3-days training on Microsoft's Office productivity tools. During the training session, knowledge and skills in using Microsoft's Word, Excel and PowerPoint, will be shared. The participants will also learn how to use Microsoft's OneNote, a digital notebook which may be used to organize lesson plans and course content. In addition to OneNote, the Microsoft OneNote Class Notebook will also be discussed to participants. The OneNote Class Notebook is an app that helps teachers set up OneNote for use in class to share, organize, and collaborate lessons. This tool allows for a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

III. RATIONALE

Microsoft is committed to education and believes that teachers are key in transforming the lives of our students and future of our nation. Believing that the best educators never stop educating themselves, Microsoft provides a wide array of professional development opportunities for them.

Microsoft helps teachers and school leaders connect, collaborate, create and share so that students can realize their greatest potential by providing tools and the technology to educators and the school. Microsoft's Educator Community is a 10-year, 500 million dollar, global initiative aimed at improving teaching and learning. Since 2003, Microsoft has led the way in partnering with teachers, helping more than 8 million teachers and reaching more than 190 million students in 114 countries in the first seven years alone

Through Microsoft's Education Ambassadors, Microsoft can empower thousands more of teachers with the help of the Department of Education with the latest ICT tools in teaching. The program aims to create a sustainable community of passionate educators who are advocates of teaching with technology.

IV. OBJECTIVES: The training aims to:

1. Provide hands-on use on OfficeMicrosoft productivity tools (Word , Excel , PowerPoint), Microsoft OneNote, Onedrive, Sway
2. To cultivate skills that would help teachers better appreciate technology.

3. Bring learning to life and prepare students for their futures with the use of the latest software tools in the classroom.
4. Help teachers make the most of class time, work toward their professional development goals, and create engaged classrooms.

V. TECHNICAL AND FINANCIAL SCHEME

Source of Fund: Sponsor
 Amount Budget: 1,920.00

Description	Unit	Quantity	Total Expenses
Snacks for 3 days	20 pax	Php 20.00 x 30 x 3 days	Php 1,800.00
Certificate paper	10 pcs/pack	40.00	Php 120.00
TOTAL			Php 1,920.00

VI. TRAINING MATRIX

DAY 01

Time	Title/description	What the participants will learn
8:00-8:30	Registration of the participants	
8:30-8:45	Preliminaries	
8:45-9:00	Opening Remarks	
9:00-9:30	Overview of Office 365	<ul style="list-style-type: none"> • What is Office 365 • Office 365 Apps or Services (a preview) • Log in in to office 365 • Change your picture
9:30-10:30	Microsoft Word	<ul style="list-style-type: none"> • Tips and Tricks in Microsoft Word
10:30-12:00	Microsoft Word Workshop	<ul style="list-style-type: none"> • Exercises in Microsoft Word
12:00-1:00	LUNCH BREAK	
1:00-2:00	No way of writing using OneNote	<ul style="list-style-type: none"> • Review on Notebook , Sections and Pages • OneNote Class Notebook • Collaboration Space • Content Library • Individual Space • Managing Notebook
2:00-3:00	Microsoft OneNote Workshop	<ul style="list-style-type: none"> • Exercise in one note
3:00-4:00	Introduction to Sway	<ul style="list-style-type: none"> • Choosing a topic from "Forms" activity create a Sway using Template or Start with a Topic
4:00-5:00	Onedrive	<ul style="list-style-type: none"> • Sharing and Collaborating with

		Onedrive
4:30-5:00	Reflection and next step	<ul style="list-style-type: none"> • Reflect on learnings from the day

Day 02

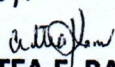
Time	Title/description	What the participants will learn
8:00-8:30	Registration of the participants	
8:30-8:45	Preliminaries	
8:45-9:00	Recap of previous training .	
9:00-10:00	A review using Microsoft Excel	<ul style="list-style-type: none"> • Conditional Formatting • Pivot tables and Pivot Charts • Slicers
10:00-11:00	T-test for means of pre-post test analysis using excel	<ul style="list-style-type: none"> • Activate excel Analysis Toolpak • Encode Raw Scores and Use Excel Data Analysis Toolpak • Interpretation of Results
11:00-12:00	Excel Workshop	<ul style="list-style-type: none"> • Excel exercises
12:00-1:00	LUNCH BREAK	
1:00-4:30	Best practices using Microsoft Powerpoint Powerpoint Workshop	<ul style="list-style-type: none"> • Quick starter • Design ideas (Office 365) • Morph Transition • 3D models • Organizing Slides using Sections • Powerpoint Animations • Making videos in powerpoint
4:30-5:00	Reflection and next step	<ul style="list-style-type: none"> • Reflect on learnings from the day


Day 03

Time	Title/description	What the participants will learn
8:00-8:30	Registration of the participants	
8:30-8:45	Preliminaries	
8:45-9:00	Recap of previous training .	
9:00-12:00	Microsoft learning tools	<ul style="list-style-type: none"> • Kahoot • Minecraft • Offline hour of code • Immersive reader • Edmodo

	Introduction to Microsoft Educator Community	<ul style="list-style-type: none"> • Sign in in Microsoft Educator Community • Microsoft education tools and teaching and learning • Badges, digital and personalized certificates
12:00-1:00	LUNCH BREAK	
1:00-2:00	Basic Laptop troubleshooting	<ul style="list-style-type: none"> • Learn the basic computer troubleshooting
2:00-4:00	Workshop	<ul style="list-style-type: none"> • Workshop on basic troubleshooting
4:00-5:00	Distribution of Certificates	


Prepared by:


ALTEA E. RAMOS
 Chairman



SIMEON E. PONGTAN
 Co-Chairman

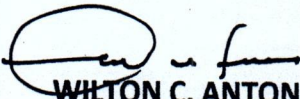

LINDHEL P. CERVERA
 Members


CINDY G. DE JESUS
 Members


RODERICK W. ULEP
 Members

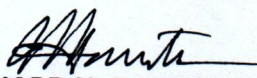
Reviewed and Noted by:


CLAIRE D. HERMAN
 Head Teacher III, TLE Department


WILTON C. ANTON
 Head Teacher VI, TLE Department

Approved by:


BRENDA M. CARIÑO
 Secondary School Principal IV


LEONARD N. DAWATON
 PSDS