



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent
Division Memorandum No. 183, S. 2020

April 15, 2020

CONDUCT OF 4th KNOWLEDGE SHARING SERIES VIA WEBINAR

To: Division Chiefs
Elementary and Secondary School Heads
Section/Unit Head
All others concerned

1. As a continuation of the Knowledge Sharing Series (KSS) held last April 8, 2020, this office through the Learning and Development (L & D) team of the SDO announces the conduct of the 4th KSS on **April 16, 2020** through webinar.
2. The activity aims to provide opportunity for SDO-Baguio employees to access learning and information through technology resources with relevant topics applicable in the current situation amidst the fight for COVID-19 and its aftermath.
3. Participants are the following:
Elementary and Secondary School Heads
Head Teachers
DO employees
4. To ensure the smooth flow of the webinar, be guided by the following:
 - a. Participants should have a stable internet connection at home.
 - b. The webinar is open to all School Heads/ Head Teachers and DO employees.
 - c. To register, visit <https://tinyurl.com/4thkss>
 - d. After registering, download the **Zoom Client for Meetings** if you are using a computer, and for iOS and Android download **ZOOM Cloud Meetings**.
 - e. Link to the webinar will be sent to your registered DepEd email address.
 - f. Once in, mute audio and unmute only when recognized to talk or share ideas/insights.
 - g. Participants may also share insights/comments in the chat box.

5. Webinar matrix:

Time	Activity/Topic	Focal
Preliminaries		
8:30 AM -9:00 AM	1.Registration/log in (through link provided to email address) 2.Do's and Don'ts in webinar 3. Prayer	ICT
Webinar proper		
9:00 AM- 10:00 AM	Opening Statement	ASDS Soraya T. Faculo
	Recapitulation of Part -1 of the Series	Ma. Louie Victor IPsEO, CO
	Engaging the New Normal (Part 2)	
10:00-10:30	Reflection Sharing	
10:30-11:30	Managing Mental Health	Agnes Kryza Hernandez-Sito Psychology Instructor Saint Louis University
11:30-12:00	Acknowledgement/Closing	SDS Marie Carolyn Verano
	Assessment (KSS team)	SMME

6. Terms of Reference (TOR)

Name/Committee/Section	Division	Functions
SDS Marie Carolyn B. Verano	Office of the Schools Division Superintendent	-Provides consultations and approved the conduct of the activity
ASDS Soraya T. Faculo	Office of the Asst. Schools Division Superintendent and Chief -SGOD	-Develops and present KSS proposal -Manages the conduct of the activity
HRDS	SGOD	-Coordinates with speakers and identify participants -In charge of logistics/memorandum -facilitates the activity
LRMDS	CID	-Provides brief guidelines for developing presentation materials -Documents the activity
ICT	OSDS	-Assists in the technology aspect of the activity. -Prepares guidelines in accessing the LMS
SocMob	SGOD	-Makes announcements through digital platform/social media
SMME	SGOD	-Assesses the online delivery and use of LMs by the clients
Chiefs, Unit/Section Heads, PSDSs, Principals		-Assess the application of lessons at work
Fevie Cosi Elvie Salisa	SGOD OSDS	-list names of participants who will join the webinar and who will complete the number of hours -Document the comments/insights in the chat box

7. Immediate dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent