



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

Office of the Superintendent
Division Memorandum No. 177, s. 2020

April 6, 2020

CONDUCT OF 3RD KNOWLEDGE SHARING SERIES VIA WEBINAR

To: Division Chiefs
PSDSs
Elementary and Secondary School Heads

1. In order to fully execute and deliver services efficiently to clients amidst the uncertainty and fear brought about by the Enhanced Community Quarantine (ECQ) in Luzon, this office shall conduct the 3rd Knowledge Sharing Series via digital platform on **April 8, 2020 from 9:00 AM to 10:30 AM**.
2. The activity aims to provide opportunity for School Leaders 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 Selected Elementary and Secondary School Heads as follows

Names (School Heads)	School/Office	Male	Female
1. Brenda Cariño	Bguio City National High School		x
2. Lillie Vinluan	Adiwang ES		x
3. Rosanna Dizon	Mil-an NHS		x
4. Leonila Catunggal	Crystal Cave ES		X
5. Ellen Grande	M. Quezon ES		X
6. Amalia Micklay	Quezon Hill ES		X
7. Florida Cael	San Carlos Hts. ES		X
8. Jane Adlofo	Irisan ES		x
9. Jesusa Yadao	Bakakeng NHS		x
10. Corazon Amlag	Aguinaldo ES		x
11. Wilma Biteng	Roxas ES		x
12. Nancy Dumalili	DABES		x
13. Estrella Bulay	Bakakeng ES		x
14. Remedios Quiño	Pacday ES		x
15. Castro Canuto	JCES	x	
16. Rommel Manzano	Fairview ES	x	
17. Ester Gallotan	Irisan NHS		x
18. Phillip Sagalla	Pinget ES	x	
19. Annie Bisquera	Dontogan		x
20. Mary Jane Malihod	Happy Hallow NHS		x
21. Ester Litilit	BCS		x
22. Joseph Estigoy	Lucban ES	x	
23. Niño Tibangay	BCSPED Center	x	
24. Sosimo Leal	Laurel ES	x	
25. Juliet Mamaril	San Vicente ES		x
26. Teodora Botis	Camp 7 ES		x
27. Rosebell Marzo	Fort Del Pilar ES		x
28. Marilyn Tami-ing	Kias ES		x
29. Jackson Caya-os	Rizal ES	x	
30. Cynthia Vitagan			x
Division Office – KSS Team			

1. SDS Marie Carolyn Verano	OSDS		x
2. ASDS Soraya Faculo	OSDS/SGOD		x
3. Harris Dizon	OSDS	x	
4. Eric Josef Oliveros	OSDS	x	
5. Jovelyn Balantin	SGOD		x
6. Asuncion Saguid	SGOD		x

4. Webinar matrix:

Time	Activity/Topic	Focal
8:30 AM -9:00 AM	Preliminaries 1.Registration/log in (through link provided) 2. Do's and Don'ts in webinar	ICT
9:00 AM- 10:00 AM	Webinar proper	Soraya T. Faculo
	Introduction of the Speaker	
	Ransom sharing of thoughts	
	Engaging the New Normal	Ma. Louie Victor IPsEO, CO
10:00-10:30	Reflection Sharing	Soraya T. Faculo Facilitator
10:30-10:40	Acknowledgement/Closing	SDS Marie Carolyn Verano

5. 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 and certificates
LRMDS	CID	-Provides brief guidelines for developing presentation materilas
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

6. To join the webinar, download Hangouts Meet for Android and for iOS users, download Hangouts Meet by Google or wait for the link to be announced by the ICT before the registration.

7. Immediate dissemination of this memorandum is desired.

(SGD) MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent