



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

Office of the Superintendent

April 20, 2020

**Division Memorandum 188, s.2020**

**CONDUCT OF 5th KNOWLEDGE SHARING SERIES FOR VOLUNTEER  
TEACHERS VIA WEBINAR**

To: PSDSs  
Elementary and Secondary School Heads  
Others Concerned

1. Pursuant to Republic Act No. 10912, otherwise known as the Continuing Professional Development (CPD) Act of 2016, an act mandating and strengthening professional development program **for** all regulated professions, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), intensifies efforts to provide teachers' professional development needs.
2. In response to the call, SDO-Baguio through the Learning and Development Committee, announces the field that the 5th Knowledge Sharing Series (KSS) on **April 23, 9:00 AM to 10:30 AM** will be participated in by teachers who volunteered in the Social Amelioration Program (SAP) of the DSWD via webinar.
3. The activity aims to provide opportunity for teachers appropriate professional development programs through technology resources with relevant topics applicable in the current situation amidst the fight for COVID-19 and its aftermath.
4. To ensure the smooth flow of the webinar, be guided by the following:
  - a) Participants should have a strong internet connection at home.
  - b) The webinar is open to all teacher volunteers of the SAP.
  - c) To register, visit <https://tinyurl.com/5thkss>
  - 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 registered DepEd email address.
  - f) Once in, mute audio and unmute only when if recognized to talk or share ideas/insights.
  - g) Participants may also share insights/comments in the chat box.





5. Webinar matrix:

<b>Time</b>	<b>Activity/Topic</b>	<b>Focal</b>
<b>Preliminaries</b>		
8:30 AM -9:00 AM	1.Log in (through link provided) 2.Do's and Don'ts in webinar 3. Prayer	ICT
<b>Webinar proper</b>		
9:00 AM- 9:30 AM	Opening Statement	ASDS Soraya T. Faculo
	Sharing of Stories of Teacher Volunteers	Reynalyn T. Padsuyan Facilitator
	Processing	
9:30-10:30	Introduction of the Learning Resource Provider	Jovelyn T. Balantin
	Talk: Building Inner Resilience	Rolando Mamat, PhD Motivational Speaker Learning Resource Provider
10:30-10:40	Acknowledgement/Closing Statement	Soraya T. Faculo
	Assessment (KSS team)	SMME

Terms of Reference (TOR)

<b>Name/Committee/Section</b>	<b>Division</b>	<b>Functions</b>
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 Asuncion Saguid	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
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6. Immediate dissemination of this memorandum is desired.



**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services

To be indicated in the Perpetual Index:  
under the following subjects:

WORK FROM HOME  
L AND D

WEBINAR  
VOLUNTEERS

KNOWLEDGE SHARING  
TEACHERS

jtbhrd/ conduct of 5th knowledge sharing series via webinar  
4/20/20

