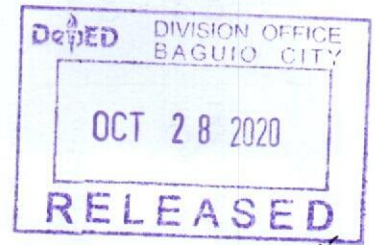




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division Superintendent

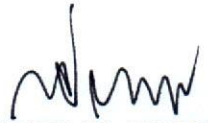
October 27, 2020

DIVISION MEMORANDUM
No. 400, s. 2020

**UPSKILLING AND RESKILLING ON ICT APPLICATIONS OF
SDO-BAGUIO CITY NON-TEACHING EMPLOYEES**

To: All Non-Teaching Employees
All other Concerned

1. There will be an Upskilling and Reskilling on ICT Applications of all male and female non-teaching employees of SDO-Baguio City on **November 4-6, 2020** from 8:00 AM-5:00 PM. to be held at the Division Office Training Center.
2. To comply with the IATF protocols and guidelines, participants in the school level will join the training via zoom teleconferencing while participants at the division office will be 50% face to face and 50% via zoom teleconferencing. The link will be sent through your respective group chats.
3. Participants must have their own laptops/desktops to be used during the training.
3. Attached is the matrix of the training.
4. Immediate dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

10-28-20



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



UPSKILLING AND RESKILLING OF SDO-BAGUIO CITY NON-TEACHING EMPLOYEES

November 4-6, 2020

Time	DAY 1	Methodology	DAY 2	Methodology	DAY 3	Methodology
7:30-8:00	Registration/Attendance		Attendance		Attendance	
8:00-8:30	Opening Program c/o Training Team		Management of Learning (MOL) c/o – OSDS		Management of Learning c/o SGOD	
8:30-9:00	Levelling of Expectations Pre-Test	Group Activity	*Concepts and Fundamentals of Database Management System *Interface of Microsoft Access What is MS Access? MS Access Overview	Lecture/Discussion	Rocking and Owning a Presentation	Lecture/Discussion/ Workshop
9:00-12:00	Orientation on Gender Responsive and Non-Discriminatory School Discipline Manual GRANDISM Atty. Annette Doyaoen Legal Officer	Lecture/Discussion	* Creating Tables Definition and Uses of Tables * Creating Queries/Scripting using Queries *Creating Forms Building Forms for CRUD Activities LRP: Jaylord Legaspi		LRP: Lorillie R. Gonzales	
12:00-1:00	Lunch Break		Lunch Break			
1:00-3:00	Video Editing	Lecture /Discussion	Generating Reports Generation of Reports from CRUD activities	Lecture/Discussion	Gearing Towards an Effective Facilitation LRP: Lorillie R. Gonzales	Lecture/Group and Individual Activities
3:00-5:00	Infographics LRP: Josef Eric Oliveros	Workshop	DIY DBMS Hands-on Activities for DBMS using Access LRP: Jaylord Legaspi	Individual Activity	4:30-5:00 Closing Program	
Officers/ Facilitators of the Day	Airah Naron Shyra Gail Cariño Asuncion C. Saguid		Marie Liza Badol Eleonor Grace Bautista Fray Aliswag Sam Bab-anga		Raymark Valentino Sherold Salazar Agnes Totaan Roy Ananayo	