

22 February 2021

DR. MARIE CAROLYN B. VERANO
Schools Division Superintendent
Division of Baguio City

THROUGH: **Mr. Harris Dizon Jr.**
ITO, Division of Baguio City

Dear Dr. Verano:

The Infoteach Outreach Program, a digital literacy training initiative by the PLDT, Inc. in collaboration with the University of the Philippines Open University (UPOU), will be conducting the online roll-out training program starting the first week of March until the second week of May 2021.

The modules and the corresponding schedule are as follow:

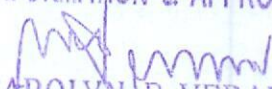
Schedule	Module
March 5; 10-11:30AM	Module 1: Digital Productivity Tools
March 12; 10-11:30 AM	Module 2: Online Collaboration Tools
March 19; 10-11:30AM	Module 3: 21st Century Competencies
March 26; 10-11:30AM	Module 4: Effective Communication Skills
April 9; 10-11:30AM	Module 5: Digital Literacy
April 16, 10-11:30AM	Module 6: Responsible Use of Social Media
April 23, 10-11:30AM	Module 7: Global Digital Citizenship
April 30, 10-11:30AM	Module 8: Cyber Security
May 7, 10-11:30AM	Module 9: Lifelong Learning
May 14, 10-11:30AM	Module 10: Introduction to Sustainable Development Goals

In this regard, we would like to invite all the students under your division to participate in this training. This will be live telecast at the Facebook page of the UPOU Faculty of Information and Communication Studies. Kindly request your students to like and follow this page for further announcements regarding this training.

Thank you and we are hoping to see you and your students online.

Very truly yours,


KATHERINE P. DIAZ DE RIVERA
Head, Community Relations
09985924735

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent