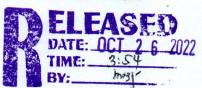


#### Republic of the Philippines

## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

BAGUIO CITY



October 25, 2022

DIVISION MEMORANDUM No. 444\_\_\_, s. 2022

To: Chief Education Supervisor – Curriculum Implementation Division
Division ALS Focal Person
Education Program Specialist II for ALS (EPSA)
ALS Teachers
ALS Learners

# Seminar-Workshop on Advance MS Office, Basic Photoshop, Video Making and Utilization of Applications for Online Distance Learning for ALS

- The Division of Baguio City through the Curriculum Implementation Division Alternative Learning System will conduct a "Seminar-Workshop on Advance MS Office, Basic Photoshop, Video Making and Utilization of Applications for Online Distance Learning for ALS" on October 27-29, 2022, at Hotel Vivo, 17 Legarda Road, Baguio City.
- 2. The objectives of the activity are as follows:
  - a. capacitate male and female ALS implementers and learners in the advance application of MS Office, Basic Photoshop, and Video Making for a more effective and appropriate teaching-learning process,
  - improve the confidence of male and female ALS implementers and learners in creating communication letters, designing certificates, lay-outing tarpaulin, and organizing video presentations during seminar trainings and learning sessions, and;
  - design and develop learning modules and strategic intervention materials for students at risk of failing.
- 3. The participants in this activity are:

Participants	No. of pax		
	Male	Female	Total
CID Chief		1	1
Division ALS Focal Person	1		1
EPS II		1	1
ALS Teachers	7	14	21
ALS Learners			21
Speakers	1	1	3
TOTAL			47









#### Republic of the Philippines

### Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

- 4. The participants are requested to bring laptops and extension cords.
- 5. A day (1) Compensatory Overtime Credit (COC) will be granted to the participants.
- 6. Attached is the activity matrix.
- 7. Immediate and wide dissemination of this memorandum is desired.

FEDERICO P. MARTIN EdD, CEdD, CESO V

Schools Division Superintendent









#### Republic of the Philippines

## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Time	Day 1	Day 2	Day 3	
	Thursday	Friday	Saturday	
7:45-8:00 AM	Registration			
8:01-10:00 AM	OPENING PROGRAM/ MS WORD and MS EXCEL	BASIC PHOTO SHOP and VIDEO EDITING	Presentation of Output and Critiquing	
10:00-10:15 AM				
10:16 AM-12:00 NN	MS POWERPOINT and MS PUBLISHER	UTILIZATION OF LMS and SIM	Presentation of Output and Critiquing	
12:01 - 1:00				
1:01-3:00 PM	WORKSHOP ON MS WORD and MS EXCEL	WORKSHOP ON PHOTOSHOP AND VIDEO MAKING	Presentation of Output and Critiquing	
3:00-3:15 PM				
3:16- 5:00 PM	WORKSHOP ON MS POWERPOINT and MS PUBLISHER	WORKSHOP ON PHOTOSHOP AND VIDEO MAKING	Presentation of Output and Critiquing	
OD	Maresa L. Cayso/ Rheineck M. Caparas	Dave Fiangaan/ Wilfredo E. Capuyan	Maresa L. Cayso/ Rheineck M Caparas	





