



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

DEPED DIVISION OFFICE  
 BAGUIO CITY

**RELEASED**  
 DATE: OCT 26 2022  
 TIME: 3:54  
 BY: msj

October 25, 2022

DIVISION MEMORANDUM  
 No. 446, 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**

1. 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,
  - b. 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;
  - c. 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
<b>TOTAL</b>			<b>47</b>



“DepEd SDO Baguio City: We Serve, We Care.”

Address: 82 Military Cut-off Road, Baguio City  
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com  
 Website: www.dcpedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



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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, CEEd, CESO V**  
Schools Division Superintendent



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Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: [depedbaguiocty@gmail.com](mailto:depedbaguiocty@gmail.com)  
Website: [www.depedpincs.com](http://www.depedpincs.com) | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



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Time	Day 1 Thursday	Day 2 Friday	Day 3 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



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