



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 15, 2021

**DIVISION MEMORANDUM**

No. 679, s. 2021

**DIVISION TRAINING - WORKSHOP ON THE USE OF GOOGLE APPLICATION,  
ONLINE BROADCASTING SYSTEM, ADVANCED VIDEO AND PHOTO EDITING**

To: Public School Heads  
All School ICT Coordinators

1. The Schools Division Office (SDO) – Science City of Muñoz through the Information Communications Technology Unit (ICTU) shall conduct a Division Training – Workshop on the Use of Google Application, Online Broadcasting System on December 22, 2021, 8:30 AM to 12:00 NN via MS Teams.
2. This activity aims to:
  - a. demonstrate the use of the different online platforms in instructional management; and
  - b. capacitate ICT coordinators in using google drive, sheets, docs and slides, online broadcasting, advanced video and photo editing tools.
3. Participants to this activity are the ICT coordinators of all public schools in the Schools Division Office of Science City of Munoz.
4. Attached to this Memorandum is Enclosure 1: Matrix of Activities
5. Immediate and wide dissemination of this Memorandum is hereby enjoined.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

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Certificate No. 50500731 QM15

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, 2021

**MATRIX OF ACTIVITIES**

DIVISION TRAINING - WORKSHOP ON THE USE OF GOOGLE APPLICATION, ONLINE BROADCASTING SYSTEM, ADVANCED VIDEO AND PHOTO EDITING

(December 22, 2021)

<b>Time</b>	<b>TOPICS</b>	<b>SPEAKERS</b>
8:30 AM- 9:00 AM	Opening Program	National Anthem Prayer Welcome Remarks Message Statement of the Purpose
9:00 AM- 10:00 AM	Online Broadcasting System (OBS) and Video Editing	Mr. Ace Benson R. Wamil Teacher II
10:00 AM – 10:30 AM	Mail Merge	Mr. Alvin B. Ramirez Administrative Assistant III
10:30 AM – 11:00 AM	PNPKI and DCP Updates	Mr. Johann M. Tabing Information Technology Officer I
11:00 AM – 11:30 AM	Open Forum	
11:30 AM – 12:00 NN	Closing Program	



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