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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0032
MEMORANDUM
08 April 2021

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
School Heads, Teachers and Learners**

Subject: **MI-TECHTALK WEBINAR/TRAINING SESSIONS ON
MICROSOFT 365 TOOLS FOR TEACHERS AND STUDENTS
(APRIL 2021)**

The Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech Unit) will conduct webinar sessions for public and private school teachers and learners on building Science, Technology, Engineering and Math (STEM) skills in the classroom to encourage curiosity and confidence, connect in-class experiences with real-world concepts, and prepare today's learners for a promising future with Microsoft Education products. This activity will be conducted every Saturday, on 10, 17, and 24 April 2021 at 1:00 to 4:00 p.m. Kindly refer to *Annex A* for the detailed schedule with specific topics.

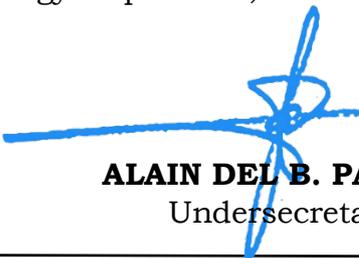
This activity offers an open registration. The sessions will be aired on the following social media accounts:

1. <https://www.facebook.com/depededtech> (Facebook)
2. <https://www.facebook.com/DepartmentOfEducation.PH> (Facebook)
3. <https://www.youtube.com/c/EducationalTechnologyUnit> (YouTube)

Certificates of Participation will be provided through the DepEd Professional Development-Learning Management System (PD-LMS). Participants with complete attendance (all three Saturdays) shall receive a Certificate of Recognition (National Certificate).

For questions and concerns on the above subject, kindly contact Mr. Mark Anthony F. Jamisal, Educational Technology Specialist, through email at markanthony.jamisal@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

ANNEX A

Schedule of the Mi-Techtalk Webinar/Training Sessions on Microsoft 365 Tools for Teachers and Students (April 2021)

| DATE | TOPICS | HOSTS | SPEAKERS/GUESTS |
|---|---|---|--|
| April 10, 2021 (Saturday) 1:00-2:30PM | MEA HACK Topic: PowerPoint 365/2019 HOW TO Manage Presentations: -Modify slide masters, handout masters, and note masters -Change presentation options and views -Configure print settings for presentations -Configure and present slide shows -Prepare presentations for Collaboration Manage Slides: -Insert slides -Modify slides -Order and group slides | Jonel Edward T. Cabela Teacher II SDO of Batangas Province Region IV-A CALABARZON Rubilyn C. Pastrano EdTech Specialist Master Teacher I SDO of Lapu-Lapu City Region VII | Glenah A. Taguibao EdTech Specialist/ Teacher III SDO of Tuguegarao City Region II |
| April 10, 2021 (Saturday) 2:30-3:00 PM | MEA HOTLINE Q & A | | EdTech Specialist Glenny E. Laping Glenah A. Taguibao Glenn L. Huraño |
| April 10, 2021 (Saturday) 3:00-3:15PM | MEA REPORT Tracking of Trainings (TOT) | | Michael A. Montuya Teacher III Mercedes Elementary School SDO Camarines Norte Region V |
| April 10, 2021 (Saturday) 3:15– 4:00PM | MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 3 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap-Up | | Beverly Anne E. Nicolasora Teacher III Mambuaya National High School SDO Cagayan de Oro City Region X |



| | | | |
|---|--|--|---|
| <p>April 17, 2021 (Saturday) 1:00-2:30PM</p> | <p>MEA HACK Topic: PowerPoint 365/2019 HOW TO Insert and Format Text, Shapes, Images, and Tables -Format Text -Insert Links -Insert and Format Images -Insert and format graphic Elements -Order and group objectives on slides -Insert and Format Tables</p> | <p>Jonel Edward T. Cabela Teacher II SDO of Batangas Province Region IV-A CALABARZON</p> <p>Lanilo A. Macalla Principal I Camire Elementary School SDO of Leyte Region VIII</p> | <p>Glenn L. Huraño EdTech Specialist Teacher II SDO Bohol Region VII</p> |
| <p>April 17, 2021 (Saturday) 2:30-3:00PM</p> | <p>MEA HOTLINE Q & A</p> | | <p>EdTech Specialist Glenny E. Laping Glenah A. Taguibao Glenn L. Huraño</p> |
| <p>April 17, 2021 (Saturday) 3:00-3:15PM</p> | <p>MEA REPORT Tracking of Trainings (TOT)</p> | | <p>Arian M. Edullantes Teacher II Gusa Regional Science High School SDO Cagayan de Oro City Region X</p> |
| <p>April 17, 2021 (Saturday) 3:15-4:00PM</p> | <p>MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 3 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap -up</p> | | <p>Rubilyn C. Pastrano EdTech Specialist Master Teacher I Division of Lapu-Lapu City Region VII</p> |
| <p>April 24, 2021 (Saturday) 1:00-2:30PM</p> | <p>MEA HACK Topic: PowerPoint 365/2019 HOW TO Insert Charts, SmartArt, 3D Models, Media, Applying Transitions, and Animations -Insert and modify charts -Insert and format chart SmartArt graphics -Insert and modify 3D Models -Insert and manage media -Apply and configure slide transitions -Animate slide content -Set timing for transitions and animations</p> | <p>Jonel Edward T. Cabela Teacher II SDO of Batangas Province Region IV-A CALABARZON</p> <p>Rubilyn C. Pastrano EdTech Specialist Master Teacher I SDO of Lapu-Lapu City Region VII</p> | <p>Dennis Jay G. Gumboc Teacher II Imus National High School SDO Imus City Region IV-A CALABARZON</p> |



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|---|---|--|---|
| <p>April 24, 2021 (Saturday) 2:30-3:00PM</p> | <p>MEA HOTLINE Q & A</p> | | <p>EdTech Specialist Glenny E. Laping Glenah A. Taguibao Glenn L. Huraño</p> |
| <p>April 24, 2021 (Saturday) 3:00-3:15PM</p> | <p>MEA REPORT Tracking of Trainings ((TOT)</p> | | <p>Jason M. Madronero Teacher I Ozamiz National High School SDO Ozamis City Region X</p> |
| <p>April 24, 2021 (Saturday) 3:15-4:00PM</p> | <p>MEA QUIZ Awarding of Certificate of Participation thru DepEd LMS Note: If they finish the 3 Saturdays they will receive Certificate of Recognition (National Certificate) Wrap-up</p> | | <p>Jose Alvin P. Tagara Teacher III Rizal High School SDO Pasig City NCR</p> |



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