

September 29, 2015

DIVISION MEMORANDUM

No. 234 s., 2015

THE 2015 PLDT INFOTEACH OUTREACH PROGRAM
Training of Trainers and Roll-out Training for Participating High Schools

To: Chiefs, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Information Technology Officer
PDO II – LRMDs
All Public Secondary School Heads

1. The Philippine Long Distance Telephone Company, in collaboration with the University of the Philippines - Open University, TESDA, and Intel-Philippines, will be implementing the 2015 Infoteach Outreach program in 18 areas of the country. For 2015, one of the areas that will be covered by the program is Angeles City.

2. The Infoteach Outreach Program aims to provide teachers, students, OSYs/ALS learners with digital literacy training specifically the use of various digital productivity tools in the 21st century learning and work environment. The training curriculum consists of application of digital tools/software to work and learning, effective communication, leadership, global citizenship (which also includes the cybercrime law and computer ethics), Green IT, etc. Participants will also be anchored to other different training courses of their choice like training for the BPO industry, child rights protection and promotion, TESDA online courses, etc.

3. The training component of the program will be school-based and Division nominated ten (10) participating schools. Each school, in turn, is expected to train at least 20 teachers and 20 students. Participating Schools are as follows.

1. Angeles City National High School	6. Sapangbato National High School
2. Angeles City National Trade School	7. Northville 15 Integrated School
3. Bonifacio V. Romero High School	8. Claro M Recto ICT High School
4. Francisco G. Nepomuceno Memorial High School	9. Angeles City Science High School
5. Rafael Lazatin Memorial High School	10. Gov. Rafael L. Lazatin Integrated School

4. The Training of Trainers will be conducted on October 9, 16 and 17, 2015 at the Library Hub Multi-Purpose Hall. Participants in this training are Two (2) teacher-trainers from each participating school and the ITO and PDO II – LRMDs as Master Trainers. Training starts at 8:00AM and ends at 5:00PM.


5. The SCHOOL HEADs will select (2) Participants to the ToT from their school. *Skills for Success* module will be rolled out to teachers and *Getting Started* module is for the students. Send your list of attendees to Mr. Noel S. Reganit at noel.reganit@deped.gov.ph one week prior to the scheduled event.

6. Training Matrix and 2015 PLDT Program Brief are enclosed in this memorandum for your perusal.

7. Roll out of school based training plan will be designed by the selected trainers on the third day of the ToT. Each Teacher- trainer will be handling 20-participants each (20 teachers and 20 students, total per participating school) and by the end of the program, a total of 200 teachers and 200 students are expected to graduate and will be recognized.

8. There will also be Quiz Contest to be done as culminating activity; refer to enclosure no.2 for the mechanics.

9. Immediate and wide dissemination of this Memorandum is desired.


LEILANI S. CUNANAN, CESO V
Officer-in-charge
Office of the Schools Division Superintendent



The 2015 PLDT Infoteach Outreach Program

The Philippine Long Distance Telephone (PLDT) Company, in collaboration with the UP Open University (UPOU), the Technical Education Skills and Development Authority (TESDA), INTEL-Philippines and 18 LGUs and 17 DEPED Schools Division Superintendents will implement the 2015 Infoteach Outreach Program. The goal is to enable the program participants acquire the essential digital skills for the 21st century teaching, learning, and working.

The program has two major components: the training; and the PLDT HomeDSL Broadband Quiz Contest.

Project Areas:

Luzon	Visayas
<ul style="list-style-type: none"> Calamba City San Pablo City Nagcarlan, Laguna 	<ul style="list-style-type: none"> Bacolod City Antique (San Jose, Sibalom, Hamtic) Capiz (Dumalag, Panay, Cuartero, Ivisan, Panitan)
<ul style="list-style-type: none"> Alaminos, Laguna Quezon (Pagbilao, Tiaong, Mauban, Candelaria, Lopez, Gumaca, Calauag) 	<ul style="list-style-type: none"> Oton, Iloilo Iloilo City
<ul style="list-style-type: none"> Tuguegarao City Angeles City 	
<ul style="list-style-type: none"> La Union (Bauang, San Fernando City) Baguio City 	Mindanao <ul style="list-style-type: none"> Davao City
<ul style="list-style-type: none"> Pili, Camarines Sur 	
<ul style="list-style-type: none"> Vigan City 	NCR <ul style="list-style-type: none"> Muntinlupa City

Project Components:

I. Training Component

The Training Component consists of three phases:

- Training of Master Trainers. This is a two-day training program which will be held at the UP Open University Headquarters, Los Banos, Laguna. Each DEPED Division shall send two participants to this training program, one of whom is the Division ICT Coordinator.
- Training of Trainers. This is a two-day training program which will be held at the DEPED Division level. Each participating school sends two teachers who will handle the training in their respective schools. One of the Trainers will handle the teacher-participants; the other will handle the student-participants. For Iloilo City, the ALS learners will be the participants of the training program.
- Roll-out of Training to Participating Schools. Each area can nominate at least 10 public high schools to participate in the program. Each school, in turn, should train at least 20 teachers and 20 4th year high school students in the modules assigned to



them. The training program can be completed in 54 hours in blended learning mode: face-to-face and online.

II. PLDT HomeDSL Broadband Quiz Contest

The Quiz Contest will be done at three levels: at the Division Level where the participating schools will compete to determine who will be the Division Champion; Regional Level where the Division Champions will compete to determine the top 4 who will then go to the National Level. The Quiz Contest will have two categories: Teachers; and Students.

Training Curriculum:

The Training Curriculum of the 2015 Infoteach Outreach Program will be "Digital Literacy ^{PLUS}". The Training Curriculum consists of two components: the digital literacy component; and the "PLUS" component which are the additional modules which the training participants can pursue after completing the main modules:

I. Digital Literacy Component	Additional Modules*
• Intel Module "Getting Started" for Teachers	• Basic English Communication course
• Intel Module "Skills for Success" for Students and other sectors (OSYs; ALS)	• Business Communication
• Electronic Media Publishing	• Business Process Management 101
• Digital Literacy for Lifelong Learning	• Development of Apps Using the Android Platform
• Effective Communication Skills	• Technopreneurship
• Effective Use of Social Media	• Convention on the Rights of the Child
• Media Literacy: Selecting Materials from the Internet	• Managing Programs for Child Rights Protection and Promotion
• Global Citizenship (including computer ethics, cybercrime law, and social responsibility)	• Advocating for Child Rights Protection
• Green IT	• Various TESDA online Courses

* The additional component will be in the form of several modules that will be made available to the training participants. These are Massive Open Online Courses offered by UPOU and TESDA. The training participant will receive an additional Certificate of Training completion after completing any of the modules listed.

For more information:

Mrs. Evelyn Mamuag del Rosario
Head/Consultant, Community Relations
Public Affairs Department, PLDT
Telephone: (02) 810-5342

Dr. Melinda dela Pena Bandalaria
Project Leader, Infoteach
Email: mbandalaria@upou.edu.ph



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DIVISION OFFICE

LRMDS



Training Matrix for TOT
October 9, 16 and 17 2015

Date/Time	Activities
DAY 1 (October 9, 2015) Friday	
8:00-9:00	Registration
9:00-9:30	Opening Program <ul style="list-style-type: none"> • Messages • Introduction of Training Participants and Project Staff/Personnel
9:30 – 10:00	<ul style="list-style-type: none"> • Program Overview • Training Overview • Training of Trainers • Training Roll Out • Training Mechanism and Training Materials
10:00 – 10:30	Break
10:30 – 12:00	Digital Literacy Component
12:00 – 1:00	Lunch
1:00 – 3:00	Digital Literacy Component
3:00 – 3:30	Break
3:30-5:00	Electronic Media Publishing
DAY 2 (October 16) Friday	
8:00 – 9:00	Recap of Day 1; Overview of Day 2
9:00 – 10:00	Effective Communication Skills
10:00-10:30	Break
10:30 – 12:00	Effective Use of Social Media
12:00 – 1:00	Break
1:00 – 2:00	Media Literacy
2:00 – 3:00	Green IT
3:00 – 3:30	Break
3:30 – 5:00	Global Citizenship
DAY 3 (October 17) Saturday	
8:00 – 8:30	Registration
8:30 – 10:00	Lifelong Learning
10:00 – 10:30	Break
10:30 – 12:00	Developing of Training Plan
12:00 – 1:00	Break
1:00 – 3:00	Presentation of Training Plans
3:00 – 3:30	Break
3:30 – 5:00	Announcements/Closing/Distribution of Training Certificates
End of Training	