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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0025

MEMORANDUM

05 August 2020

For: **Information and Communications Technology Service
National Educators Academy of the Philippines**

Regional Directors

(I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, XIII, NCR, CAR,
CARAGA, and MIMAROPA, BARMM)

Schools Division Superintendent (Cagayan Province)

Subject: **ONLINE TECHNICAL AND ESSENTIAL SKILLS TRAINING
COURSES FOR ICTS PERSONNEL AND ICT PERSONNEL IN
THE FIELD OFFICES**

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) and in partnership with ActiveLearning, Inc. and Guthrie—Jensen Consultants, Inc., will hold a series of **Online Technical and Essential Skills Training Courses for ICTS Personnel and ICT Personnel in the Field Offices.**

This training series, which consists of the courses listed below and will be conducted through Microsoft Teams/Zoom, aims to:

User Experience

- Maintain relations with clients
- Design meaningful experiences that matter to clients

Design Thinking

- Improve existing products and services and develop new ones

Project Management: Skills for Success

- Learn successful planning and manage and deliver projects



Office of the Undersecretary for Administration (OUA)

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

Department of Education, Central Office, Meralco Avenue, Pasig City
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtavn



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High Impact Management

- Implement project management processes and develop leadership skills
- Develop and use a balanced, adaptive, and flexible management style
- Identify motivational factors and understand their importance to the peak performance of people
- Organize people to maximize their knowledge, skills, and creativity
- Deliver optimum results through effective planning, monitoring, and controlling
- Sustain peak performance and handle performance problems


Selected permanent ICTS and NEAP personnel, Regional ICT personnel, and Division IT Officers shall attend courses listed and scheduled in **Attachment A**, the Active Learning Enrollment Form is in **Attachment B**. Other information not provided here shall be issued on a separate advisory.

Attendees must download and fill out the **Active Learning Enrollment Form** at <https://bit.ly/ActiveLearningEnrollmentForm>, and then log on to <https://bit.ly/SkillsTrainingRegistration> and fill out the online form on or before **7 August 2020**. Attendees must also prepare the following before attending their designated courses:

- A laptop or desktop PC that runs at least **Windows 8 to 10** and installed with **Microsoft Teams**, **Zoom** (<https://zoom.us/support/download>), and **AnyDesk** (<https://anydesk.com/en/downloads>)
- Stable internet connectivity

For other concerns, please contact Ms. Bea Pelobello or Mr. Gilbert Wagan at (02) 8633-7264 (from 7:00 AM to 4:30 PM), or email icts.usd@deped.gov.ph cc: catherine.fuller@deped.gov.ph.

For appropriate action and immediate dissemination.


ALAIN DEL B. PASCUA
Undersecretary



RELEASED
AUG 06 2020
DEPED-CAR



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

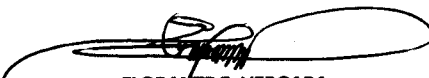
August 6, 2020

To: **All Schools Division Superintendent**
All Divisions
All Others Concerned

For information and appropriate action.

MAY B. ECLAR, Ph. D., CESO V
Regional Director

For the Regional Director


FLORANTE E. VERGARA
OIC-Assistant Regional Director

ATTACHMENT A

ONLINE TECHNICAL AND ESSENTIAL SKILLS TRAINING COURSES FOR ICTS PERSONNEL AND ICT PERSONNEL IN THE FIELD OFFICES Courses, Schedules, and Attendees

BATCH 1 User Experience (UX) (by Active Learning)

No. of Attendees: 10	Duration: One (1) day	Date: 10 August 2020
Expected Attendee		Office/Region/Division
Regional ICT Unit Personnel (Preferred) OR DITO		<i>Regions 1, 3, 5, 9, 10, CAR (1 pax per Office)</i>
Joseph Santiago, Gerard Atienza, Sylvia Borja		<i>ICTS-USD (3 pax)</i>
		<i>ICTS-SDD (1 pax)</i>

BATCH 2 Design Thinking (DT) (by Active Learning)

No. of Attendees: 10	Duration: One (1) day	Date: 17 August 2020
Expected Attendee		Office/Region/Division
Regional ICT Unit Personnel (Preferred) OR DITO		<i>Regions 2, CALABARZON, 7, 8, 11 (1 pax per Office)</i>
Encarnacion Escuadro, Marvin Dela Cruz, Ma. Victoria Zapata		<i>ICTS-USD (3 pax)</i>
TID Personnel		<i>ICTS-TID</i>
		<i>NEAP</i>

BATCH 3 Project Management: Skills for Success (by Active Learning)

No. of Attendees: 10	Duration: One (1) day	Date: 12-14 August 2020
Expected Attendee		Office/Region/Division
Regional ICT Unit Personnel (Preferred) OR DITO		<i>Regions MIMAROPA, 6, 12, Caraga, NCR</i>
Andrew Taaca		<i>SDO Cagayan Province</i>
Sylvia Borja, Ma. Victoria Zapata		<i>ICTS-USD (3 pax)</i>
Joanna Marasigan		<i>ICTS-ODIR</i>

BATCH 4 High Impact Management (by Guthrie—Jensen)

No. of Attendees: 25 per Batch, 2 Batches	Duration Six (6) 4-hour sessions	
SESSION	BATCH 1	BATCH 2
	Date and Time	Date and Time
Session 1 – Introduction	<i>To be announced</i>	<i>To be announced</i>
Session 2 - Bridging from Session 1 to Session 2	<i>To be announced</i>	<i>To be announced</i>
Session 3 - Bridging from Session 2 to Session 3	<i>To be announced</i>	<i>To be announced</i>
Session 4 - Bridging from Session 3 to Session 4	<i>To be announced</i>	<i>To be announced</i>
Session 5 - Bridging from Session 4 to Session 5	<i>To be announced</i>	<i>To be announced</i>
Session 6 - Bridging from Session 5 to Session 6	<i>To be announced</i>	<i>To be announced</i>

BATCH 4.A

Expected Attendee	No. Of Participants	Office/Region/Division
Regional ICT Unit Personnel OR DITO	1	<i>Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR, NCR, BARMM</i>
USD Personnel	3	<i>ICTS – USD</i>
SDD Personnel	1	<i>ICST – SDD</i>
TID Personnel	1	<i>ICTS – TID</i>

BATCH 4.B

Expected Attendee	No. Of Participants	Office/Region/Division
Regional ICT Unit Personnel OR DITO	1	<i>Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR, NCR, BARMM</i>
ITO	1	<i>NEAP</i>
USD Personnel	3	<i>ICTS – USD</i>
ODIR Personnel	1	<i>ICTS – ODIR</i>



ActiveLearning Course Enrollment form

Please fill up the following form completely. You will not be allowed to attend the course without submitting this form.

Course Information:			
Course of Interest ^		Course Dates ^	
Student Information:			
Please write your name the way you would like it to be written in your certificate			
First Name ^	M.I. ^	Last Name ^	Nickname ^
E-mail (Required) ^	Facebook E-mail ^	Organization ^	
Job Title ^		Birthday ^	Mailstop/Department ^
Address ^		City ^	Zip ^
Office Telephone ^	Ext. ^	Mobile Number (Required) ^	Fax Number ^
Meal Restrictions ^			

Terms and Conditions:

- Seats are only reserved upon full payment and submission of this form. If payment is not received, you may not be permitted to attend the class.
- A suitably qualified substitute will be allowed to attend in the enrollee's place and this substitution can be made at any time prior to the course.
- Full refund shall be given for cancellations or reschedules made more than 14 days before the course starts.
- 50% refund shall be given for cancellations or reschedules made within 14 days before the course starts.
- No refund shall be given once the course starts.
- If ActiveLearning cancels the course for any reason, ActiveLearning will work with you to switch your confirmed registration to another schedule. If you're unable to identify a schedule, ActiveLearning will give you a full refund.

I have read and agree to the legal terms and conditions of the Training Services Agreement, a complete copy of which can be found by visiting www.activelearning.ph/training-services-agreement. I am enrolling knowing what the course pre-requisites are.

Signature over printed name

Date

DATA PRIVACY CONSENT

ActiveLearning knows that your privacy is very important to you, and in compliance with Republic Act 10173, better known as the Data Privacy Act of 2012, we would like you to read ActiveLearning's Privacy Policy.

Our policy is designed to help you to understand the types of information that we collect, how we process it, how we share it, and how we dispose of it. This privacy policy applies with all ActiveLearning's services that directly reference or link to this policy.

1. Types of Information we collect

a. Information you give to us

When you inquire about our services or purchase our services, we collect the information that you give to us. This may include your name, email address, contact numbers, course(s) to enroll, target date of training, and type of funding.

When you purchase our services, we collect the information that you give to us. This may include your name, email address, contact numbers, course(s) to enroll, target date of training, mailing address, job title/position, and your meal restrictions.

b. Information we collect when you participate in our services

When you participate in our services, we collect information on your experience and performance during the training.

2. How we use your information

We use the information that you give us and the information we collect to:

- Improve our services
- Investigate what other courses you may need
- Address any concerns you may have regarding the training
- Develop new courses tailored to your needs
- Prevent and investigate activities that are in violation with ActiveLearning's Training Services Agreement

3. How your information is shared

We sometimes share your information with trusted thirdparty partners outside of ActiveLearning's processes. We may also share your information to government agencies for legal purposes.

4. Your controls and choices

As stated in the Data Privacy Act of 2012, we offer you the choices regarding on how your information is used, and how it is shared. These choices may include updating, viewing, correcting, and deleting information you provided us or information we collected during your training. It may also include to opt-out of receiving notifications, promotions, offers, or advertising from us



5. Changes

ActiveLearning may update this privacy policy from time to time. The date of last update would be indicated below this page. If we make significant changes to the way we collect, share, process, or retain your personal information, we would notify you by sending you an email using the last email you provided us, or by posting the changes made on the services covered by this privacy policy.

6. Information Security

We have implemented physical, administrative, and technical security measures to keep your information from loss, theft, misuse, unauthorized access, or disclosure. In case of data breach, we are to follow the procedures as stated in the Data Privacy Act of 2012.

7. Contact Information

For questions, concerns or comments regarding this privacy policy, or any of our privacy practices, please contact us via email at info@activelearning.ph, via phone, you may call us at (02) 726-8128, or via mail at 2/F Home Studio Building, 63 Connecticut Street, Greenhills, San Juan, Philippines

CONSENT:

I hereby certify that I understand the foregoing and that I am giving my consent to allow ActiveLearning to process my Personal Information under the terms and conditions provided above.

Signature over printed name

Date _____