



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**

August 16, 2021

DIVISION MEMORANDUM
No. **308**, s. 2021

**ANNOUNCING THE SECOND VIRTUAL IN- SERVICE TRAINING (VINSET) ON 30
AUGUST TO 03 SEPTEMBER 2021**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates OUA Memorandum No.00-0821-0073 dated August 6, 2021 from Usec. Alain del B. Pascua, Undersecretary for Administration of the Department of Education entitled, **“Announcing the Second Virtual In- Service Training (VINSET) on 30 August to 03 September 2021”**, directing all teachers to join in the virtual INSET from August 30, 2021 to September 3, 2021 using the DepEd SIM Card and Connectivity Load.

2. Public Schools District Supervisors with the assistance of the School Heads are directed to closely and rigidly monitor the weeklong activity to ensure one hundred percent (100%) participation of all teachers. Since this is an Output-Based VINSET, please remind our teachers to maximize the time to seriously and religiously listen, digest and internalize all inputs delivered by the speakers from the first day down to the last day to ensure that teachers could comply with all the necessary reports and outputs required from them.

3. Please take heed of the following important dates and reports to be complied before, during, and after the conduct of the Virtual INSET, to wit:

3.1. Pre-training date (August 25, 2021)

Submission of District L & D Program/Instructional Design in hard copies (following the matrix attached to the above-mentioned memorandum with justification in availing the School MOOE Funds) and the budget proposal (if there's any) to be reviewed by Maria Socorro N. Relacion-SREPS HRD, for the South Districts and Mr. Louie Monteroso, EPS 2 –HRD for the North Districts. Templates of the Program Design and Training Terminal Reports will be posted in the HRD Group Chat by Mr. Monteroso within this week. Please follow strictly the prescribed templates.



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3.2. Post training Date (**on or before September 10, 2021**)

Training completion Report to be consolidated and submitted per district through District HRD Coordinators. Hereunder are the documents to be submitted, namely:

3.2.1. Training Terminal Report (consolidated by district);

3.2.2. List of actual participants (in excel format and arranged by school) signed by PSDS and 1 Sample Filled-Out Attendance Sheet of Participants;

3.2.3 Pictures in a minimum of 4 pictures in a page (collage form-5 pages) per school/venue;

3.2.4. Summary Evaluation of participants per district; and

3.2.5 Approved L & D Program/Instructional Design.

3.3. District HRD Coordinators are required to submit the **SOFT COPIES only** (in PDF format) of the above-mentioned documents to the Division Office c/o Mr. Louie Monteroso-EPS II –HRD, saved in Google Drive. All hard copies are compiled and kept for filing proposes in the District through the District HRD Coordinators and will not anymore be submitted to the Division Office. (All documents must be compiled in long Bondpaper and properly fastened in long white folder).

4. Prior to the conduct of the VINSET and to ensure smooth flow of the said activity, the SGOD Office through the Human Resource and Development (HRD) Unit will conduct **Virtual Orientation to all the Fifty-Eight (58) District HRD Coordinators on August 20, 2021 at 10:00 AM-112:00 NN via Zoom Application**. Meeting link to be posted /announced in the HRD GC. This is done to clarify all matters related to the VINSET preparation particularly on the mode of registration, documentary requirements to be submitted and complied and all other related concerns.

5. Since this is a virtual activity and to ensure that all teachers can simultaneously take part in this undertaking, PSDSs are encouraged to put up the audio-visual equipment before **August 30, 2021** preferably at identified venues with strong internet connection.

6. In compliance with the IATF guidelines, PSDSs shall ensure that safety health protocols standards are strictly followed/observed at all times in all venues. All personnel involved **MUST** wear facemasks and face shields and must observed social distancing at least one (1) meter apart;

7. Furthermore, our Division Medical Team through Dr. Virgilio Tantuico and Dr. Asterterrie Bernales with the assistance of the Nurse in-Charge and the Nurse Team Leaders per Sub-Offices shall make prior arrangements as to the nurses assigned (at least 2 nurses daily) to be on duty during the entire duration of the VINSET.

8. Meals which include **lunch (Php 80.00), two snacks (Php 70.00)**, training materials, and transportation expenses of participants whose residences are located at least



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15 kilometers away from the training venues shall be charged to the **School MOOE Funds** subject to the usual accounting and auditing rules and regulations.

10. Please be reminded further that the meal allowance for the VINSET will only be applicable to district/s which will conduct the activity in the schools/districts. Should the district decides that teachers will just stay at home because they have strong internet connection, then they could not avail of the meal allowance.

11. All personnel involved in the conduct of the VINSET shall be provided with Compensatory Time- Off (CTO) per CSC and DBM Joint Circular No.2 s. 2004 or Service Credits per DepEd Order No. 53, s. 2003.

12. This Memorandum serves as **Authority to Travel** of the participants, CFTATs/admin/logistics/medical/technical or training support personnel as well as the other members of the training team/management.

13. A separate Division Memorandum on the CONDUCT OF DIVISION MONITORING during VINSET shall be uploaded in our website. Please keep posted.

14. For the details of the said activity, please refer to the enclosed communication.

15. Immediate dissemination of and compliance with this Memorandum are desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent


MSA/FCL/AAB/LMD/SGOD/VAY/msnr






Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0821-0073

MEMORANDUM

06 August 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Principals and School Heads**

**Subject: ANNOUNCING THE SECOND VIRTUAL IN-SERVICE TRAINING
(VINSET) ON 30 AUGUST TO 03 SEPTEMBER 2021**

The Offices of the Undersecretaries for Administration (OUA), Curriculum and Instruction (OUCI) and Field Operations (OUFO), through the Information and Communications Technology Service-Educational Technology (ICTS-EdTech) Unit, are jointly spearheading the **second Virtual In-Service Training (VINSET)** for public school teachers this coming **30 August to 03 September 2021**.

Following the huge success of the first VINSET conducted last 15-19 March 2021 with 514,659 participants nationwide, the ICTS-EdTech is poised to reach more or all of the teachers this time as they will be able to use the DepEd Sim Card and Connectivity Load which is now being rolled out.

The following are the objectives of the second VINSET:

1. Capacitate teachers in using different online modality platforms that include DepEd Learning Management System, DepEd Commons, DepEd Online (FB Page, YouTube, ETULAY Tutorial Sessions), DepEd TV, and DepEd Radio.
2. Provide awareness and proper handling of technology tools in delivering instruction in synchronous and asynchronous format.
3. Learn and apply different components of cyber wellness (data privacy, netiquette, and troubleshooting).
4. Teach emerging technology tools and applications to maximize the use of cross-platform operating system.
5. Inspire teachers through guided programs to innovate and upgrade their skills in the use of different solutions and in acquiring international certification under Microsoft, Adobe, and Google.



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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The Undersigned are requesting the support of Department's field offices and schools around the country in reaching out and encouraging all teachers to participate in the upcoming VINSET.

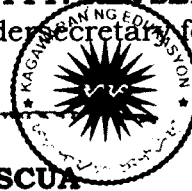
Final programme, schedules, subject matters, and links to online platforms to be used will be release at least a week before the second VINSET starts.

For widest dissemination and appropriate action.


DIOSDADO M. SAN ANTONIO
Undersecretary for
Curriculum and Instruction


ATTY. REYSEE A. ESCOBEDO
Undersecretary for Field Operations


ALAIN DEL B. PASCUA
Undersecretary for Administration



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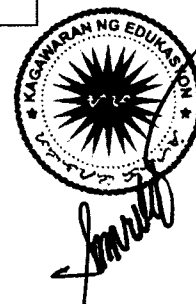
Second Virtual In-Service Training (VINSET)

August 30 to September 3, 2021

TENTATIVE SCHEDULE AND PROGRAMME

Day 1 (30 August 2021) MONDAY	
8:30 am – 9:00 am	<ul style="list-style-type: none"> • Opening Prayer • Philippine National Anthem • Welcome Remarks <ul style="list-style-type: none"> ◦ Message from Sec. Leonor Magtolis Briones, DepEd Secretary ◦ Message from Usec. Diosdado M. San Antonio, Undersecretary for Curriculum and Instruction • Video Informercial <ul style="list-style-type: none"> ◦ Blended Learning Program and Approaches of DepEd
9:00 am – 10:30 am	Topic: Retooling of Teachers Capacity in Using ICT and Emerging Technologies Speaker: Mark Anthony C. Sy
10:30 am – 12:00 pm	Topic: Advantages of Using Open Educational Resources (OERs) Speaker: Sherwin O. Lomeda and Sara Jane Sarino
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	Topic: Proper Etiquette in Sending E-mail and Understanding Guidelines for Copyright Speaker: Ariel A. Delos Santos
2:00 pm – 3:30 pm	Topic: The Wisdom Behind Grammarly Speaker: Maria May N. Sevilla
3:30 pm – 4:30 pm	Topic: The Creative Utilization of Canva for Students Performance Task Speaker: Aprellene B. Marquez and Representative from Canva Philippines
4:30 pm – 4:40 pm	<ul style="list-style-type: none"> • Evaluation (Program and Speakers) • Reminders

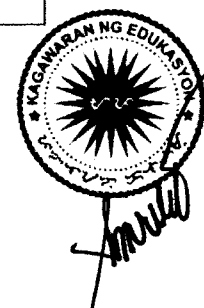
Day 2 (31 August 2021) TUESDAY	
8:30 am – 9:00 am	<ul style="list-style-type: none"> • Opening Prayer • Welcome Remarks <ul style="list-style-type: none"> ◦ Message from Dir. Leila Areola (Director IV, BLD) • Video Informercial <ul style="list-style-type: none"> ◦ DepEd Computerization Program ◦ DepEd Learning Management System (Creating an Account, Password Resetting)
9:00 am – 10:00 am	Topic: Techniques and Learning Delivery Style in Conducting Effective Virtual Classes Speaker: Bureau of Learning Delivery
10:00 am – 11:00 am	Topic: Radio Based Instruction – Reaching Far-flung Areas Speaker: Jann Wilbur Gale



11:00 am – 12:00 pm	Topic: Child-friendly Approaches in Empowering Para-teachers Speaker: Bureau of Learning Delivery
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	Topic: TV Based Instruction – Effective Utilization and Plotting to Weekly Lesson Delivery Speaker: Salvador E. Manansala I
2:30 pm – 3:30 pm	Topic: Creative teaching and Teaching Creativity for Distance / Remote Learning Speaker: Alvin A. Sy
3:30 pm – 4:30 pm	Topic: Troubleshooting Equipment and Digital Device Awareness
4:30 pm – 4:40 pm	<ul style="list-style-type: none"> • Evaluation (Program and Speakers) • Reminders

Day 3 (01 September 2021) WEDNESDAY		
8:30 am – 9:00 am	<ul style="list-style-type: none"> • Opening Prayer • Inspirational Messages <ul style="list-style-type: none"> ◦ Message from Clarissa Segismundo (Microsoft Philippines) • Video Informercial <ul style="list-style-type: none"> ◦ DepEd TV Teacher-Broadcasters ◦ DepEd ETULAY Online Tutoring 	
9:00 am – 10:30 am	Topic: Interactive PowerPoint Plugins & Microsoft Windows Plugin for 21st Century Teachers Speakers: Ma. Remalyne Cruz and Glenn Hurano	
10:30 am – 11:30 am	Topic: Microsoft Office 365 for Productivity – Mail Merge Speaker: Marco Paolo Victoriano	
11:30 am – 12:00 pm	Topic: Professional Development Program with Microsoft Education Speakers: Mark Anthony F. Jamisal and Representatives from Microsoft Philippines	
12:00 pm – 1:00 pm	LUNCH BREAK	
1:00 pm – 3:00 pm	Topic: Game-Based Learning Using Minecraft Education Edition Speakers: Rubilyn Pastrano, Glenn Laping and Glenah Taguibao	
3:00 pm – 4:30 pm	CONCURRENT SESSION: Photo Editing and digital banner design using GIMP for instructional video development Speaker: Lorenz Villaflor	CONCURRENT SESSION: Basic Motion Graphics using Hitfilm Express for Instructional video development Speaker: Adriyel M. Santiago
4:30 pm – 4:40 pm	<ul style="list-style-type: none"> • Evaluation (Program and Speakers) • Reminders 	

Day 4 (02 September 2021) THURSDAY		
8:30 am – 9:00 am	<ul style="list-style-type: none"> • Opening Prayer • Inspirational Messages <ul style="list-style-type: none"> ◦ Message from Mary Manzano (Google Philippines) • Video Informercial <ul style="list-style-type: none"> ◦ DepEd Radio-Based Instruction 	



	<ul style="list-style-type: none"> DepEd SIM Cards and Mobile Apps
9:00 am – 10:30 am	Topic: Be Internet Awesome Speaker: Rowena A. Reyes and Via Puyat
10:30 am – 11:00 am	Topic: Google Educators Group and Professional Development Program Speaker: Maam Santos-De Guzman (Grade School Principal - Reedly International School)
11:00 am – 12:00 pm	Topic: Positive Discipline and Psychological First Aid Speaker: John Jefferson Sevilla
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	Topic: Cyberbullying (Knowing Your Rights) Speaker: Felisse Maranne Mandawe - Clinical Psychologist - San Juan Psychological Clinic
2:00 pm – 3:30 pm	Topic: Mobile Apps Development for Teachers Speaker: Joy G. Salazar
3:30 pm – 4:30 pm	Topic: Reorientation for School Property Custodian and IT Coordinators Regarding the DepEd Computerization Program Policies and Guidelines Speakers: Technology Infrastructure Division and Asset Management Division
4:30 pm – 4:40 pm	<ul style="list-style-type: none"> Evaluation (Program and Speakers) Reminders

Day 5 (03 September 2021) FRIDAY		
8:30 am – 9:00 am	<ul style="list-style-type: none"> Opening Prayer Inspirational Messages <ul style="list-style-type: none"> Message from Paolo Bediones (DepEd TV Mentor) Video Informercial <ul style="list-style-type: none"> DepEd TV Program (Awards and Recognitions) ICTS-EdTech Unit Programs 	
9:00 am – 12:00 pm	Topic: The Use of DepEd Learning Management System (DLMS) Speakers: Mark Anthony F. Papa, Raymond B. Casama, and Mark Anthony C. Sy	
12:00 pm – 1:00 pm	LUNCH BREAK	
1:00 pm – 2:30 pm	Topic: Video Editing Applications 101 Speaker: Neil Arvin Bautista	
2:30 – 4:00 pm	CONCURRENT SESSION: Digital Illustrations using Krita for book illustrations and for instructional video development Speaker: Arvin Key Barles	CONCURRENT SESSION: Music Production Using Noteflight for Instructional Video Development Speaker: Diosdado Parungao
4:00 pm – 4:20 pm	<ul style="list-style-type: none"> Evaluation (Program and Speakers) Reminders 	
4:20 pm – 4:40 pm	Closing Remarks <ul style="list-style-type: none"> Message from Usec. Alain Del B. Pascua, Undersecretary for Administration Message from Dir. Abram Y.C. Abanil (Director IV, ICTS) 	



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