



Office of the Secretary

MAY 07 2008

DepED MEMORANDUM
No. 240, s. 2008

DOON PO SA AMIN SMART SCHOOLS TRAINING PROGRAM
FOR PUBLIC SECONDARY SCHOOL TEACHERS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Department of Education (DepED) through the Bureau of Secondary Education-Curriculum Development Division (BSE-CDD), in collaboration with SMART, Inc. through the Philippine Business for Social Progress (PBSP), will conduct a nationwide Community Mapping and Web Training for public secondary school teachers on May 12-30, 2008 at the designated computer laboratories of the nine (9) SMART-SWEEP and Smart Schools Program Partners.

2. The activity aims to:

- a. create a dynamic online platform for the creation and distribution of user-generated local content;
- b. train and organize a highly motivated corps of basic education practitioners who will drive the creation of rich local content;
- c. design and implement a sustainable incentive program for local content generation; and
- d. leverage partnerships that will assist in the execution of the program.

3. The participants of the said trainings coming from the SMART Schools Program (SSP) are as follows: a) one (1) school ICT coordinator; and b) two (2) subject area teachers. It is understood that local arrangements shall be made such that the classes of the said teacher-participants shall not be disrupted.

4. The list of said participating schools and training design are found in Enclosure Nos. 1 and 2, respectively.

5. Contained in Enclosure No. 3 is the Registration Form for teachers to be accomplished by the School Principal. The said accomplished sign-up sheets should be sent to PBSP, Intramuros, Manila by telefax no. (02) 527-3743 c/o Ms. AJ Javier or e-mail at avjavier@pbsp.org.ph/avj-javier@gmail.com **not later than May 10, 2008.**

6. Attendance of participants shall be on official time. All expenses for the training shall be borne by SMART, Inc. through PBSP subject to the usual accounting and auditing rules and regulations.

7. For more inquiries, please contact the DepED-SSP Coordinator or PBSP Project Officer Ms. AJ Javier, mobile phone no. 0918-4979-001 or e-mail avjavier@pbsp.org.ph/avj_javier@gmail.com).

8. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary

Encls.:
As stated

Reference:
None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY
PROGRAMS
SCHOOLS
TEACHERS

Maricar/Sally - SMART SCHOOLS TRAINING
04-25-08

LIST OF PARTICIPATING SCHOOLS

LUZON

Ilocos Norte National Highschool
Ilocos Sur National Highschool
Narvacan National Central Highschool
Don Eulogio de Guzman Memorial School
La Union National Highschool
Urdaneta City National Highschool
Dagupan City National Highschool
Bonuan Boquig National Highschool
Mangaldan National Highschool
Baguio City National Highschool – Loakan
Alejo M. Pacalso Mem National Highschool
Ligao National Highschool
Mt. Province Gen. Comp. Highschool
Sagada National Highschool
Tabuk National Highschool
Malolos Marine Fishery
Angeles City NTS
FG Nepumoceno MNHS
Nueva Viscaya Gen. Comp Highschool
Bambang National Highschool
Cagayan National Highschool
Santiago City National Highschool
Alicia National Highschool
Baler National Highschool
Aurora National Science Highschool
Mariano Ponce Highschool
San Miguel National Highschool
Nueva Ecija Highschool
Munoz National Highschool
Sapang Bato National Highschool
Eduardo Cojuangco National Voc.
Benigno S. Aquino Mem'l. Highschool
Olongapo City National Highschool
Orion National Highschool
Bataan National Highschool
Gen. Emilio Aguinaldo National Highschool
Maragondon National Highschool
Matabungkay National Highschool
Infanta National Highschool
Lucena City National Highschool – Cotta Annex
Tabaco National Highschool
Gallanosa National Highschool
Naga City Science Highschool
Camarines Sur National Highschool
Palawan National Highschool
Coron School of Fisheries
El Nido National Highschool
Brooke's Point National Highschool
Florentino Torres Highschool

Gregorio Perfecto Highschool
Mariano Marcos National Highschool
Marikina science Highschool – A
Cordillera Regional Science
Ifugao Provincial Science Highschool
Maddela National Comprehensive Highschool
Aparri School of Arts and Trade
Tagaytay City Science Highschool
Cavite National Science Highschool
Congressional National Highschool
Pagsanjan National Highschool
Philippine Highschool for the Arts
Calamba Bayside National Highschool
Sta. Rosa Science and technology Highschool
Concepcion National Highschool
Guinayangan National Highschool
Puerto Galera National Highschool
Romblon National Highschool
Bicol Regional Science Highschool
Rawis National Highschool
Pilar Productivity Development Highschool
Vinzons Pilot Highschool
Catanduanes National Highschool
Masbate National Comprehensive Highschool
Paaralang Sek. Ng Hen. Nakar
Pres. Diosdado Macapagal Memorial National Highschool
Occidental Mindoro National Highschool
Sablayan National Highschool
Marinduque National Highschool
Signal Village National Highschool
Las Pinas East Highschool
Malabon National Highschool
Sampaguita National Highschool
Pacita Complex National Highschool
Batanes National Highschool

VISAYAS

Aklan National Highschool for the Arts & Trade
Ramon Avancena National Highschool
WVSU-ILS
Passi National Highschool
Guimbal National Highschool
Oton National Highschool
Luis Hervias National Highschool
Tagbilaran City National Highschool
Doong National Highschool
San Juan National Highschool
Lope de Vega National Highschool
New Ormoc City National Highschool
Negros Occidental Highschool – Murcia ext.
Dona Hortencia Salas B National Highschool
Nueva Valencia National Highschool
Jose B. Cardenas Mem'l. Highschool
Bayawan National Highschool

Moalboal National Highschool
Mandaue City Comp. National Highschool
Camotes National Highschool
Lazi National Agricultural Highschool
Eastern Samar Comp. Highschool
Lusaran National Highschool
Paril National Highschool
Abellana National Highschool
STEC
Medellin National Science Highschool
Minglanilla National Science Highschool
Catmon National Highschool
Puertobello National Highschool –ext.

MINDANAO

Ayala National Highschool
Zamboanga City National Highschool – Main
Mercedes National Highschool
Don Pablo Lorenzo Mem'l. Highschool
Davao City National Highschool
Cabantian National Highschool
Davao City Special National Highschool
Digos City National Highschool
Tagum City National Highschool
Monkayo National Highschool
Bula National SOF
General Santos City National Highschool
Lake Sebu National Highschool
Bayugan Nat'l. Comp. Highschool
Agusan National Highschool
Barobo National Highschool
Basilan National Highschool
Lamitan National Highschool
Jolo National Highschool
Tawi-Tawi SAT
Dapitan City National Highschool
Iligan City East Highschool – Sta. Filomena
Tangub City National Highschool
Misamis Occidental National Highschool
Lupon Vocational National Highschool
Placer National Highschool
Purisima National Highschool
Surigao del Norte National Highschool
Gen. Luna National Highschool
Dapa National Highschool
Camiguin National Highschool
Mambajao National Highschool
Cagayan de Oro City National Highschool
Bayabas National Highschool
Misamis Or. Gen. Comp. Highschool
Bukidnon National Highschool

(Enclosure No. 2 to DepED Memorandum No. 240, s. 2008)

TRAINING DESIGN

Day 1

Time	Activity	Objectives	Duration	Session	Logistics	In-Charge
8:00 – 8:30	Registration		30 minutes			
8:30 – 9:15	Orientation on the Smart Program					Smart Representative
9:15 – 9:35	Review of Basic Internet Concepts	- Assess the level of knowledge on the basic internet concepts	20 minutes	<ul style="list-style-type: none"> a. World Wide Web (www) b. Web Page c. Web Site d. Hypertext Markup Language (HTML) e. Uniform Resource Locators (URL) f. Web Browser a) Internet Explorer b) Mozilla Firefox e. Hyperlinks 	Projector, Computers	Netlearn Trainor
9:35 – 10:30	Community Based Research (part1)	- Know how to start a community based research - Familiarize with different methodologies which can be used in a community based research	1 hour	<ul style="list-style-type: none"> a. Identifying Goals b. Identifying the Target Audience c. Research Methodologies a) Key Information Interview b) Survey c) Focus Group Discussion d) Second Hand Information 	Projector, Computers	Netlearn Trainor
10:30 – 10:45	Break					

Time	Activity	Objectives	Duration	Session	Logistics	In-Charge
10:45 – 12:00	Community Based Research (Part2)	Know how to use the Internet for research and rules on copyright and citing references	1 hour and 15 minutes	d. Using the Internet for Research a) Searching Techniques b) Evaluating/validating data gathered from the Internet c) Copyright Law (Copyright, Creative Commons and Public Domain) d) Citing References	Projector, Computers, Internet, Scanner	NetLearn Trainor
12:00 – 1:00	Lunch Break					
1:00 – 1:45	Writing for the Web	Know how to write for the web	45 minutes	Style Guides in Writing for the Web	Projector, Computer, Internet	NetLearn Trainor
1:45 – 3:00	Organizing Content	Know how organize content into sections/pages of a website Know how to design an effective navigation for a website	1 hour and 15 minutes	a. Organizing Content and Creating Information Structure b. Designing Site Navigation	Projector, Computer, Internet	NetLearn Trainor
3:00 – 4:00	Conceptualization of Design	Know the guidelines in conceptualizing the aesthetic design of a website	1 hour	Conceptualization of Site Design (Aesthetics)	Projector, Computer, Internet	NetLearn Trainor
4:00 – 5:00	Photography	Know the basics of Photography (point and shoot)	1 hour	Basic Photography		

Day 2

Time	Activity	Objectives	Duration	Session	Logistics	In-Charge
8:00 – 8:30	Registration		30 minutes			
8:30 – 9:30	Introduction to Web Design	- Know the basic concepts and standards of web design.		a. Overview of HTML b. Guidelines & Standards		Netlearn Trainor
9:30 – 10:30	MS FrontPage 2003	- Familiarize with the FrontPage Environment - Know how to create, add, open, save and delete a page	1 hour	a. Familiarization with the Interface b. Creating/Adding a New Page c. Using Templates d. Saving a Page a) File Types b) File Structure and Naming Conventions e. Opening a Page f. Deleting a Page	Projector, Computers	Netlearn Trainor
10:30 – 10:45	Break					
10:45 – 12:00	MS FrontPage 2003	- Know how to modify the page properties - Know how to the text of your website - Know how to use tables in creating a website.	1 hour and 15 minutes	g. Modifying Page Properties a) Adding Page Descriptions and Keywords b) Changing the Background c) Margins h. Working with Text a) Guidelines in choosing Fonts b) Working with Text c) Aligning Text	Projector, Computers, Internet	Netlearn Trainor

12:00 - 1:00	Lunch Break							
1:00 - 2:30	MS FrontPage 2003	- Know how to add images and edit images for the website	1 hour and 30 minutes	<ul style="list-style-type: none"> d) Creating Bulleted lists i. Using Tables j. Working with Images <ul style="list-style-type: none"> a) Image Types b) Inserting Images c) Resizing/Editing Images using MS Photo Editor 	Projector, Computer, Internet	NetLearn Trainor	Lec Dis Ha	
2:30 - 3:15	MS FrontPage 2003	- Know how to add hyperlinks	45 mins	<ul style="list-style-type: none"> k. Working with Hyperlinks <ul style="list-style-type: none"> a) Creating Hyperlinks b) Editing Hyperlinks c) Removing Hyperlinks d) E-mail Links e) Image Mapping f) Adding bookmarks g) Removing bookmarks 	Projector, Computer, Internet	NetLearn Trainor	Lec Dis Ha	
3:15 - 4:15	MS FrontPage 2003	- Know how to add other elements to enhance the web site	1 hour	<ul style="list-style-type: none"> l. Inserting Other Web Elements <ul style="list-style-type: none"> a) Inserting PhotoStory Projects b) Inserting Movies created from Movie Maker c) Inserting Web Components 	Projector, Computer, Internet	NetLearn Trainor	Lec Dis Ha	
4:15 - 5:00	MS FrontPage 2003	- Know how to publish a website	45 minutes	Publishing a Web Site	Projector, Computer, Internet	NetLearn Trainor	Lec Dis Ha	

FROM :

FAX NO. :

Apr. 29 2008 01:52PM P7

(Enclosure No. 3 to DepED Memorandum No. 240, s. 2008)

Registration Form
DPSA Training
May 12-30, 2008

Doon Po Sa Amin
Doon Po Sa Amin

Name of School : _____
Address : _____
Principal : _____
Email : _____
Telephone nos. : _____ Fax: _____

PARTICIPANT # 1

Name : _____
Designation : _____ Email address: _____
Mobile No : _____ Age: _____ Yrs in teaching: _____
Subjects taught : _____

PARTICIPANT # 2

Name : _____
Designation : _____ Email address: _____
Mobile No : _____ Age: _____ Yrs in teaching: _____
Subjects taught : _____

PARTICIPANT # 3

Name : _____
Designation : _____ Email Address: _____
Mobile No : _____ Age: _____ Yrs in teaching: _____
Subjects taught : _____