DepED MEMORANDUM
No.   195 , s. 2009

APR 2 7 2009

TEACHERS' RE-TRAINING PROJECT FOR SCHOOLS RECIPIENT OF PCPS3

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

1.   The Computer Assisted Learning (CAL), the Office of Special Concerns, Department of Trade and Industry (DTI) and the Department of Education (DepED) will conduct the Teachers' Re-Training Project for Recipient Schools of PCPS3 from May 4 to June 3, 2009.   Specific training schedules and venues are listed in Enclosure No. 2.

2.   The objectives of the training are to:

   a.   re-train the participants on the use of Linux System and Methods of Blended Learning;
   b.   engage the participants in Online Learning Modules as enhancement to their traditional classroom modules;
   c.   promote the effective use of Computer Assisted Learning training modules and materials; and
   d.   encourage life-long learning among the participants.

3.   Participants to this training are teachers of the identified schools listed in Enclosure No. 2.   An online diagnostic examination will be conducted to the participants before the training.   Enclosure No. 1 is the Training Information.

4.   Traveling expenses, accommodation and dinner of participants, trainers, DepED Central Office monitors shall be charged to local funds while breakfast, 2 snacks and lunch of participants pertaining to this training shall be charged to DTI funds subject to the usual accounting and auditing rules and regulations.

5.   For further information, email CAL at jmanalad@caleduc.com or maldover@caleduc.com or at website www.caleducation.net/pcps3.

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

JESLI A. LAPUS
Secretary

Encls.: As stated
Reference: N o n e
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY   TEACHERS
PROJECTS   TRAINING PROGRAM

Madel: PCPS3
4-24-09

Training Information

- Training Course Outline

- **CAL Nook Online Learning Course on Linux**

  Each participant will be given prepaid CAL Nook cards. Each card has its own activation key which the participant will use to access the CAL Online Portal for the duration of the course. The activation key serves as the user's account number whenever he/she goes online.

  The CAL Nook online learning courses can be accessed for a period of six months from the day one first activated the courseware. Users can access them at home, in school, in the office, in Internet cafes, or in any other place with Internet connectivity, at their own pace and at their own time.

  The LINUX course covers the following topics:

  1. Partitions and Boot Process
  2. File Management
  3. GNU and LINUX Commands
  4. File System Maintenance
  5. Users and Groups
  6. Text Streams
  7. Permissions
  8. Administration and Documentation
  9. Back up and Restore

  The materials in the online learning courses are printable. A training module on LINUX will also be provided to the participants during the session.

- **Online Learning Facilitation and Methodology**

  A session on Online Learning Facilitation and Methodology will be conducted along with the LINUX Online Learning course. Content areas include the following:

  1. What is Online Learning Facilitation?
  2. How to blend Online Learning with the Traditional Classroom Approach
  3. Different Blended Learning Approaches

- Training Inclusions
    1. An Online diagnostics exam to be conducted before the training.
       DIAGNOSTIC EXAM SCHEDULE AND GUIDELINES
        - Diagnostic exam will be conducted through an Online **Facilitation.**
        - DepEd regional and Division Offices to submit a list nominated participants (one per school recipients) to CAL at least 2 weeks prior to the training schedule. Send it to email address: jmanalad@caleduc.com or maldover@caleduc.com.
        - Nominated participants will log in at www.caleducation.net/pcps3 online test.
        - Nominated participants can take the diagnostics exam at least 2 weeks before the schedule training
        - The list of participants will be posted at www.caleducation.net/pcps3 participants.
        - In case the primary nominated participant will not pass the diagnostic exam, the division office will nominate another participant to take the exam.
    2. A set of instructional materials comprising Word Processing, Spreadsheets and Presentations (with an e-diptych approach) for each of the recipient school.
    3. A Linux Online voucher with UserID and Password to access the Online Learning content for each of the recipient school.
    4. A printed module for the Blended Learning Methodology.
    5. A certificate of completion.

- **Hands-on Training Using Open Office**

Open Office: WRITER

- Working with an Open Source Environment
- Navigating Open Office WRITER
- Creation, Editing and Formatting of Documents
- Proofing your Documents
- Adding Graphics and Objects to your Documents
- Working with Long and Complex documents
- Linking and Sharing Documents

Open Office: CALC

1. Exploring Open Office CALC
2. Creating and Editing Worksheets
3. Styles and Formatting
4. Sorting and Filtering
5. Formulas and Functions
6. Adding Objects and Graphics to your worksheets
7. Charts and Tables
8. Preventing and Correcting Errors
9. Getting Data From External Source
10. Protection and Security

Open Office: IMPRESS

11. Working with IMPRESS environment
12. Developing Slide Presentations
13. Formatting Slides
14. Adding Objects and Graphics
15. Creating Special Effects
16. Sharing Files
17. Presentations Dos and Don'ts

CLUSTERED TRAINING SCHEDULES

REGION	DIVISION (# OF SCHOOLS)	# of Schools	VENUE	SCHEDULE
1	- Ilocos Norte - Ilocos Sur	13 12	Ilocos Norte National High School	May 11 - 13
	- La Union - Pangasinan	15 20	Mariano Umipig Nat'l High School - Calangayan City	May 11 - 13
2	- Batanes	1	To join training in Ilocos Norte Nat'l High School	
	- Cagayan - Isabela	2 24	Solano National High School -	May 11 – 13
	- Nueva Vizcaya - Quirino	11 7	Nueva Vizcaya	
CAR	- Abra	10	To join training in Mariano Umipig Nat'l High	
	- Apayao	7	To join training in Ilocos Norte Nat'l High School	
	- Benguet - Ifugao - Kalinga - Mt. Province	13 8 6 6	Baguio City	May 13 – 15
3	- Bulacan - Pampanga - Tarlac	21 2 13	Sindalan ICT National High School	May 13 – 15
	- Aurora - Nueva Ecija	4 25	Nueva Ecija High School	May 4 – 6
	- Bataan - Zambales	5 12	Regional Science High School - Subic	May 13 – 15
4A	- Batangas	39	Batangas	May 4 – 6
	- Cavite - Laguna	24 19	Cavite	May 4 – 6
	- Quezon - Rizal	22 20	Rizal	May 4 – 6
4B	- Marinduque - Or. Mindoro - Occ. Mindoro	7 9 19	Calapan	May 4 – 6
	- Palawan - Romblon	24 8	Palawan	May 6 – 8
5	- Albay - Catanduanes	19 13	Tabacco National High School	May 13 – 15
	- Camarines Norte - Camarines Sur	10 35	Camarines Sur Nat'l High School	May 13 – 15
	- Masbate - Sorsogon	13 18	Sorsogon City	May 11 – 13
NCR	- Area 1	16	Kapitolyo Nat'l High School – Pasig	May 6 – 8
	- Area 2	13		
	- Area 3	17	Valenzuela High School	May 6 - 8
	- Area 4	18		

REGION	DIVISION (# OF SCHOOLS)	# of Schools	VENUE	SCHEDULE
	-			
6	- Aklan - Antique - Capiz	16 20 25	Commissioner Luis Asis Nat'l High School – Panay, Capiz	May 18 - 20
	- Guimaras - Iloilo	5 40	Iloilo City	May 18 - 20
	- Negros Occidental	39	Bacolod City	May 18 - 20
7	- Cebu	49	Cebu Province Training Center	May 25 – 27
	- Bohol - Negros OR. - Siquijor	27 22 5		May 18 – 20
8	- Northern Samar - Western Samar - Eastern Samar	15 9 16	Catbalogan	May 18 - 20
	- Biliran - Leyte - Southern Leyte	5 25 12	Tacloban City	May 25 - 27
9	- Isabela City - Zamboanga del Norte	2 16	Dipolog City	May 25 - 27
	- Zamboanga del Sur - Zamboanga Sibugay	21 10	Zamboanga City	May 25 - 27
10	- Bukidnon - Camiguin - Misamis Or.	12 2 16	Cagayan de Oro Misamis Oriental General Comprehensive High School (for confirmation from the Division)	May 25 - 27
	- Lanao del Norte - Misamis Occ.	8 12	To join training in Dipolog City	
11	- Campostela Valley - Davao del Norte - Davao del Sur - Davao Oriental	8 11 21 9	Davao City Davao City National High School	May 25 – 27
12	- Northern Cotabato - Cotabato City - Sultan Kudarat	12 1 12	Cotabato City Carmen National Highy School (for confirmation from the Division)) or Libungan National High School (for confirfmation)	June 1 – 3
	- Sarangani - South Cotabato	9 16	GenSan General Santos City National High School (for confirmation from	June 1 – 3

			the Division)	
ARMM	- Lanao del Sur - Maguindanao	10 5	*** To join training in Cotabato City	
	- Basilan - Sulu - Tawi-Tawi	5 7 8	*** To join training in Zamboanga City	
CARAGA	- Agusan del Sur - Agusan del Norte - Surigao del Norte - Surigao del Sur	10 10 13 10	Butuan City Davao City Butuan City National ComprehensiveHigh School (for confirmation from the Division)	June 1 -3