



MAY 13 2010

DepEd MEMORANDUM
No. **211**, s. 2010

TRAINING-WORKSHOP FOR FLEXIBLE LEARNING TUTORS AND COURSE
MANAGERS OF THE DEPED ICeXCELS

To: Regional Directors
Schools Division/City Superintendents

1. In keeping with the thrust on sustained efforts to undertake effective and efficient training and development programs for education officials through different modes of delivery and with pertinent provisions of the Memorandum of Understanding (MOU) between SEAMEO INNOTECH (SI) and the Department of Education (DepEd) regarding the transfer of technology of DepEd ICeXCELS to the National Educators Academy of the Philippines (NEAP), a five-day **Training-Workshop for Flexible Learning Tutors and Course Managers of the ICeXCELS** shall be conducted at SEAMEO INNOTECH, Diliman, Quezon City. The schedule of the training-workshop shall be announced through an Advisory.
2. At the end of the training-workshop, the participants are expected to:
 - a. Identify skills and competencies needed in the flexible learning course (ICeXCELS);
 - b. Explain core content of the ICeXCELS Flexible Learning short course/program;
 - c. Perform basic iFLEX task such as the use of MyForum, MyChat, MyRatings, MyModules, access submitted course requirements, upload and download e-files, use the Course Calendar and iFLEX class page Bulletin Board;
 - d. Prepare and implement a dynamic learning plan for the four-week online class sessions/activities using the modules and required readings supplemented with other learning resources, e.g. supplementary readings/websites and case studies;
 - e. Facilitate MyForum asynchronous discussion sessions with, socialization facilitated by tutors, assorted use of interactive online activities and applications, posting thought-provoking discussion topics related to course lessons and required readings, in a learning-friendly manner and able to promptly reply to learners' postings;
 - f. Facilitate MyChat synchronous discussion sessions with the use of helpful links, Higher Order Thinking Skills (HOTS) questions and interactive/online teaching-learning techniques and constructivist-appreciative inquiry;
 - g. Use Rating Rubrics: rate and give quality written feedback to submitted course requirements (of A, B and C quality) including two Module Assignments, reflection paper and Action Plan;
 - h. Prepare final rating of flexible learners and other reports for submission;
 - i. Use the "Sandwich Model" in giving feedback, comment and professional correction or constructivism to flexible learners; and
 - j. Conduct a simulated (recorded) revalida interview of flexible learners.



3. Two (2) participants to this activity shall be recommended by the Training and Development Team of the NEAP in their respective regions upon approval of the Regional Director then submit to the NEAP Central Office on or before May 15, 2010.

4. The nominees must possess the following qualifications:

- a. Must have a good reputation as an outstanding educator and possesses an excellent record in the field of education;
- b. Must have expertise and professional experience in educational management or educational administration, preferably in instructional leadership;
- c. Must be computer literate, with minimum knowledge of basic computer operations, use of work processing software like Microsoft Work and use of email software;
- d. Preferably with working experience in distance education, open learning or flexible learning environment;
- e. Must be willing to handle at least two (2) online or distance education classes of 15 learners each; and
- f. Must be of good moral character/good standing and professional prestige in the academe, Teachers Education Institutions (TEIs), school, region or division.

5. The estimated cost of this five-day training is Eighteen Thousand Five Hundred Pesos (PhP18,500.00) per participant. This cost covers tuition fees, accommodation at SI International House for six (6) nights, meals during the workshop (including dinner before and breakfast after the training), airport courtesies and insurance for the duration of the training-workshop chargeable against Human Resource Training Development (HRTD)-OSEC funds while travel expenses shall be charged against local funds, subject to its availability and the usual accounting and auditing rules and regulations.

6. The names of the nominees shall be enrolled to NEAP Central Office website address depedneap_central@yahoo.com. For further information, please contact Dr. Lolita B. Tungpalan or Ms. Lolet Escandor at tel. no.: (02) 633-9455 or telefax no.: (02) 635-4796.

7. Immediate dissemination of this Memorandum is desired.



MONA D. VALISNO
Secretary

Reference: N o n e

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

INFORMATION TECHNOLOGY
TRAINING PROGRAMS
WORKSHOPS