



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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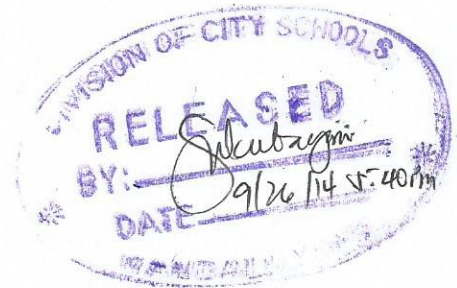


September 26, 2014

**2014 PLDT INFOTEACH OUTREACH PROGRAM IMPLEMENTATION**

**MEMORANDUM**

**To: Education/District Supervisors  
Principal, Secondary Schools  
Mandaluyong High School  
Andres Bonifacio Integrated School**



1. Enclosed is a letter from **Dr. Melinda dP. Bandalaria**, Dean and Professor, Project Leader, Infoteach, re: **2014 PLDT Infoteach Outreach Program Implementation**, content of which is self-explanatory for guidance and compliance.
2. The following will be the participants for the said training:
  1. Mrs. Marife V. Arias – EPS Div. ICT Coordinator
  2. Ms. Dorothy Grace I. Reyes – ABIS
  3. Mr. Angelo Raphael D. Bagdoc-MHS
3. The participants are encouraged to contact Mrs. Marife V. Arias for more information.
4. For appropriate action and wide dissemination.

  
**NERISSA L. LOSARIA, CESO VI**  
Officer In-Charge ✓

Office of the Schools Division Superintendent

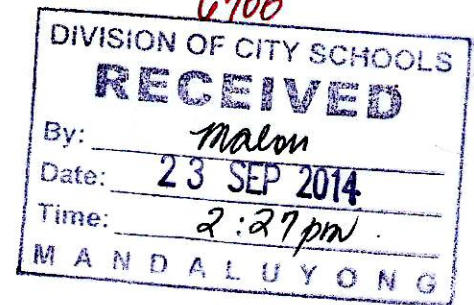


UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY

OFFICE OF THE DEAN

DR. NERISSA L. LOSARIA, CESO VI  
Schools Division Superintendent  
Calbayog St. Highway Hills  
Mandaluyong City

Attention: **MS. MARIFE V. ARIAS**  
DEPED Division ICT Coordinator



Dear Dr. Losaria,

It is with great pleasure that we acknowledge the official partnership which the Philippine Long Distance Telephone Company (PLDT) forged with you and the Local Government Unit of Mandaluyong for the implementation of the 2014 PLDT Infoteach Outreach Program in your area.

As indicated in the Program Infosheet (please see attached for immediate reference), one of the components of the program is the Training of the Master Trainers which we have scheduled on September 29 to October 3, 2014 at the UP Open University Headquarters in Los Baños, Laguna. In this regard, we would like to request for the names and contact points (email and mobile phone number) of your recommended participants in this Training of Master Trainers which ideally will consist of the following:

1. Division ICT Coordinator who will spearhead the planning, school identification, resource identification and mobilization, and the M&E of the program implementation
2. One ICT Teacher who will study the module for the teachers and who, in turn, will train the teacher-trainers from the participating schools. These trainers will train at least 15 teachers from their school.
3. One teacher who will study the module for the students and who, in turn, will train the teacher-trainers from the participating schools. These teacher trainers will train at least 15 4<sup>th</sup> year students from their school.

These participants will receive a Training Fellowship from PLDT to cover a round trip fare to and from place of residence to the training venue (Los Baños, Laguna), food and accommodation during the training duration and an allowance of P100/day during training program to cover incidental expenses. In return, the Master Trainers will conduct the training as indicated above.

As indicated also in the Infosheet, we hope you can recommend at least 10 schools to participate in this program from your Division. We hope your ICT Coordinator will be able to bring this list of participating schools to facilitate the planning process during the training program.

Feel free to email us at [mbandalaria@upou.edu.ph](mailto:mbandalaria@upou.edu.ph) for whatever questions or clarifications you may have. You can also contact me at 09189010515.

Thank you and we look forward to a fruitful collaboration with you.

Truly yours,

**MELINDA dP. BANDALARIA, Ph.D.**  
Dean and Professor  
Project Leader, Infoteach



## The 2014 PLDT Infoteach Outreach Program

The Philippine Long Distance Telephone (PLDT) Company, in collaboration with the UP Open University (UPOU), Department of Education (DEPED), and the Technical Education Skills and Development Authority (TESDA), will implement the 2014 Infoteach Outreach Program. The goal is to enable the participants to acquire the digital skills for the 21<sup>st</sup> century teaching, learning, and working.

The program has three components: the training of trainers; the roll out of training program; and the HomeDSL Broadband Quiz Contest.

Fourteen (14) areas will be covered by this year's program implementation:

### Luzon

- Naga City
- Daet
- Nasugbu Batangas
- Ilocos Norte
- La Union
- Bangued, Abra

### Metro Manila

- Las Pinas City
- Mandaluyong City

### Visayas

- Tagbilaran City
- Roxas City
- Cebu (Bogo City)
- Cebu Province (Bantayan)

### Mindanao

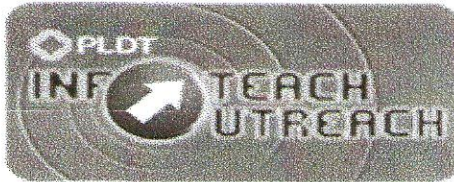
- Siargao
- Cagayan de Oro City

In each area, PLDT will also partner with the Local Government Unit and the DEPED Schools Division Superintendent.

### The Training Curriculum

For the Teachers	For the Students
<p>The training for teachers will use the Intel Teach Module Getting Started and will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Developing 21st Century Skills (e.g. workplace communication; leadership; working as member of the team; e-learning/lifelong learning)</li> <li>• Higher-order thinking and student collaboration</li> <li>• Word processing productivity tools</li> <li>• Multimedia software</li> <li>• Spreadsheet software</li> <li>• Facilitation skills</li> <li>• Developing Designs for electronic media</li> </ul>	<p>The training for the students will use the Intel Module Skills for Success and will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Word Processing productivity tools</li> <li>• Spreadsheet</li> <li>• Multimedia</li> <li>• E-learning/lifelong learning</li> <li>• Developing Designs for electronic media</li> <li>• Communication skills</li> <li>• E-learning</li> </ul>





### Instructional Mix

- Face-to-face direct instruction
- Self-paced/online

### Training Hours and Schedule:

- Training Hours:
  - Teachers: 20 hours of F2F instruction and 48 hours of self-paced/online instruction
  - Students: 20 hours of F2F instruction and 20 hours of self-paced/online instruction
- To be scheduled per area/location

### Who can participate:

- **Teachers:** The school ICT Coordinator and other subject teachers who need or desire to learn 21st century teaching and learning approaches and the development of designs for electronic media
- **Students:** 4<sup>th</sup> year high school students who desire to learn the 21<sup>st</sup> century skills and the development of designs for electronic media

Participants who successfully complete all the requirements of the training program will receive a Certificate of Training Completion from PLDT and DEPED. They may also opt to take the TESDA Certification of Competency for Developing Designs for Electronic Media.

### HomeDSL Broadband Quiz Contest

One major component of the PLDT Infoteach Outreach Program is the HomeDSL Broadband Quiz Contest. Each participating school will hold the school level quiz contest for both the teachers and the students. Winners will represent the school at the Division Level quiz contest. The winners at the Division Level will compete at the Regional Level where the top 4 will be selected for the National Championship.

### How to Apply:

Schools will be invited to participate in the program through the Schools Division Superintendent. The school will have to signify interest to participate and the willingness to facilitate participation of students and teachers by making available the needed school facilities. At least 10 schools per area will be selected and each school can nominate at least 15 teachers and 15 students to participate in the program.

Email to: [infoteachpldt@gmail.com](mailto:infoteachpldt@gmail.com)  
Mail to: Ms. Annie Ferrer  
PLDT  
Cojuangco Bldg., Makati Avenue  
Makati City





**2014 PLDT Infoteach Outreach Program  
Training of Master Trainers  
29 September-2 October 2014  
UPOU HQ, Los Banos, Laguna**

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## **Training Advisory #1**

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### ***Selection of Participants:***

As indicated in the previous communication, the training participants should include the following:

- DEPED Division ICT Coordinator
- Two teachers preferably from the potential participating schools who are willing to undertake the role of trainers for the other teacher-trainers from the participating schools.

One of them will be trained on the Getting Started module for the teacher-participants. The other will be trained on the Skills for Success module which will be the module for the students-participants

For the two teachers, they may or may not be ICT Coordinators of schools under the Division. What is important is their willingness to serve as trainer of other teachers and preferably with access to training venue or computer laboratory which can be used for the training of other teachers. This aspect should be discussed with Division ICT Coordinator. Therefore, the other two participants may or may not come from any of the participating schools. We leave this to the discretion of the Division ICT Coordinator and the Schools Division Superintendent. Take note that the three representatives of the Division will be the Training Team for the area.

### ***Travel Arrangements and Expenses:***

We will be making arrangements for the travel/flight schedule as all participants should be at the training venue before lunchtime of 29 September. UPOU will also provide the shuttle service from and to the airport. Plane tickets of the participants will be mailed prior to final booking for confirmation/validation. Should you wish to make changes in our proposed schedule e.g. arriving Manila earlier or later than the stated date such should be communicated to us. Take note though that the Training Organizers will just shoulder the travel expenses directly associated with attendance to the





training program. Pick up points will be arranged for those who will travel by land.

**Training Schedule**

<b>Day 1: 29 September</b>	
AM	Arrival of Training Participants; check in at hostel
12:00-1:00	Lunch
1:30-2:00	Opening Program
2:00-3:00	Session: Digital Literacy for Lifelong Learning
3:00-3:20	Break
3:20-4:20	Session: Electronic Media Publishing
4:20-5:20	Session: Effective Use of Social Media
<b>Day 2: 30 September</b>	
7:00-8:30	Breakfast
8:30-9:00	Recap of Day 1; Briefing for Day 2 and 3 sessions
9:00-5:30	Parallel Session: Group 1: ICT Coordinators for Planning and Monitoring Group 2: Skills for Success Module Group 3: Getting Started Module
<b>Day 3: 1 October</b>	
7:00-8:30	Breakfast
8:30-5:30	Parallel Session: Group 1: ICT Coordinators for Planning and Monitoring Group 2: Skills for Success Module Group 3: Getting Started Module
<b>Day 4: 2 October</b>	
7:00-8:30	Breakfast
8:30-9:30	Session: Effective Communication Skills
9:30-9:45	Break
9:45-10:30	Session: Media Literacy – Selecting Materials from the Internet
10:30-11:30	Session: Global Citizenship
11:30-12:00	Session: Green IT
12:00-1:00	Lunch
1:00-2:00	Session: DigiBayanihan Movement
2:00-3:00	Closing Program
3:00	Snacks
Homeward Bound	





**Contact Points:**

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