



Republic of the Philippines  
**Department of Education**  
REGION III

**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**

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January 19, 2022

**SCHOOL MEMORANDUM**  
**No. 002, s. 2022**

To: **Master Teachers**  
Administrative Officer II  
Grade Chairman  
Teachers

**REARMING TEACHNOLOGICAL SKILLS THROUGH CLASSPOINT™ AND MS POWERPOINT™  
UPDATES**

1. This office announces the conduct of School Learning Action Cell (LAC) for the month of January entitled “**REARMING TEACHNOLOGICAL SKILLS THROUGH CLASSPOINT™ AND MS POWERPOINT™ UPDATES**” via MS Teams on January 31, 2022, from 1:00 PM to 4:00 PM.
2. This LAC session aims to:
  - a. Recalibrate the technological skills of teachers in using ClassPoint™
  - b. Have an in-depth knowledge in using ClassPoint™ and Powerpoint
  - c. Produce a lesson presentation using ClassPoint™ and Powerpoint
3. The participants of this LAC workshop are the 77 teachers, 1 Administrative Officer, and 1 School Head.
4. The participants are required to have the following:
  - a. Laptop or PC
  - b. Internet Connection
5. The participants to this LAC session are listed in Enclosure No. 4 of this Memorandum
6. For the information and guidance of all concerned.

  
**DIANALYN A. PALAGANAS PhD**  
Principal II



**GRACEVILLE ELEMENTARY SCHOOL**

Address: Brgy. Graceville City of San Jose Del Monte, Bulacan 3023  
Contact Number: (044)-3070131  
Email Address: 162503.sjdmc@deped.gov.ph




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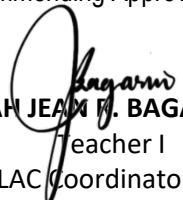
**TRAINING MATRIX**  
**REARMING TEACHNOLOGICAL SKILLS THROUGH CLASSPOINT™ AND MS POWERPOINT™ UPDATES**  
 January 31, 2022: 1:00PM- 5:00PM  
 Microsoft Teams

TIME/NO. OF MINUTES		ACTIVITY/TOPIC	PERSON INVOLVE/RESOURCE SPEAKER
<b>PART I. Opening Program</b>			
1:00 - 1:03	3	Patriotic Song	L-Jay Bartolome
1:03 - 1:06	3	Prayer	Arnel II A. Policarpio
1:06 - 1:10	4	Checking of Attendance/Energizer	Jasmine B. Balsana
1:10 - 1:15	5	House Rules	Mary Grace C. Ongleo
1:15 - 1:25	10	Opening Remarks	Dianalyn A. Palaganas
1:25 - 1:30	5	Overview of the Training	Roy V. Rebolado
<b>PART II. Training Proper</b>			
1:30 – 2:30	30	Topic 1: MS O365 PowerPoint™ Updates	Emel S. Escobido
2:30 – 3:30	90	Topic 2: ClassPoint™	Jeffrey DC. Herrera
<b>PART III. Workshop</b>			
3:30 – 4:00	30	Workshop	Participant
4:00 – 4:30	30	Presentation of Outputs	Facilitator Speakers
<b>PART IV. Closing Program</b>			
4:30 – 4:45	15	Awarding of Certificate	Speakers/ Participants/ School Head
4:45 – 5:00	15	Announcement from different Subject Coordinators; Special Program Coordinators.	School Head/Coordinators
<b>Princess E. Barba</b> Master of Ceremony			

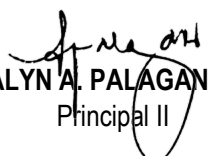
Prepared by:

  
**ROY V. REBOLADO**  
 Teacher II  
 LAC Facilitator

Recommending Approval:

  
**SARAH JEAN B. BAGARINO**  
 Teacher I  
 LAC Coordinator

Approved:

  
**DIANALYN A. PALAGANAS PhD**  
 Principal II



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**ACTIVITY DESIGN**

**Rearming TeachNological Skills through ClassPoint™ and MS Powerpoint™ Updates**  
**January 31, 2022 | 1:00PM to 5:00 PM**  
**Microsoft Teams**

**I. TITLE OF ACTIVITY:** Rearming *TeachNological* Skills through *ClassPoint™* and MS Powerpoint™ Updates

**II. OBJECTIVES:**

- a. Recalibrating teaching skills through the Updates of MS365 PowerPoint
- b. Enhance Technological Skills in teaching through the use of Classpoint
- c. Produce a quality presentation using MS365 Powerpoint
- d. Produce a quality presentation using ClassPoint

**III. SETTING OF THE ACTIVITY:**

- A. Venue: Microsoft Teams Application
- B. Date/Time: January 31, 2022 , 1:00 PM to 5:00
- C. Participants:
  - School Head: ..... 1
  - Admin. Officer: ..... 1
  - Teachers: ..... 76
  - Total: ..... 78

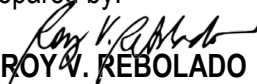
**IV. BUDGETING REQUIREMENTS:**

N/A

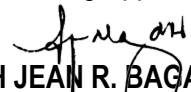
**V. BUDGET SOURCE:**

N/A


Prepared by:

  
**ROY V. REBOLADO**  
 Teacher I  
 LAC Facilitator

Recommending Approval:

  
**SARAH JEAN R. BAGARINO**  
 Teacher I  
 LAC Coordinator

Approved:

  
**DIANALYN A. PALAGANAS PhD**  
 Prhncipal II



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**TECHNICAL WORKING COMMITTEE**


**Rearming TeachNological Skills through ClassPoint™ and MS Powerpoint™ Updates**

January 31, 2022 | 1:00PM to 5:00 PM

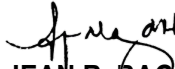
Microsoft Teams

PROGRAM:	<b>Grade 6</b> Welmer T. Serrano, MAEd Master Teacher I
CERTIFICATES:	<b>Grade 2</b> Eliny Plasencia-Castro Teacher I
DOCUMENTER:	<b>Grade 5</b> <b>Rochelle Junio-Esguerra</b> Master Teacher II
NARRATIVE REPORT:	<b>Grade 4</b> <b>Syche S. Tabuzo, PhD</b> Master Teacher I
VIRTUAL MODERATOR:	<b>Roy V. Rebolado</b> Teacher II
SPEAKERS:	<b>Emel S. Escobido</b> Teacher I  <b>Jeffrey DC. Herrera</b> Master Teacher I


Prepared by:

  
**ROY V. REBOLADO**  
Teacher I  
LAC Facilitator

Recommending Approval:

  
**SARAH JEAN R. BAGARINO**  
Teacher I  
LAC Coordinator

Approved:

  
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Principal II



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**LIST OF PARTICIPANTS**

**Rearming TeachNological Skills through ClassPoint™ and MS Powerpoint™ Updates**

January 31, 2022 | 1:00PM to 5:00 PM

Microsoft Teams

	<b>FAMILY NAME</b>	<b>GIVEN NAME</b>	<b>MIDDLE NAME</b>	<b>TEACHING POSITION</b>
1	PALAGANAS	DIANALYN	AGUILA	Principal II
2	AGAPITO	KRIZELLE	IGNACIO	Admin. Officer II
3	ESGUERRA	ROCHELLE	JUNIO	Master Teacher I
4	TABUZO	SYCHE	SARMIENTO	Master Teacher I
5	SERRANO	WELMER	TRAPSE	Master Teacher I
6	GOMEZ	ANNALEE	PANIGBATAN	Teacher III
7	DELA CRUZ	ANA LIZA	TAPANG	Teacher III
8	HERRERA	JEFFREY	DELA CRUZ	Teacher III
9	ESTRELLA	MARIA ELENA	GAN	Teacher III
10	PAGARA	MICHAEL ANGELO	BAITO	Teacher III
11	MACARAEG	REA ROSE	MENDOZA	Teacher III
12	FUNGO	SUSAN	RIAZA	Teacher III
13	RODRIGUEZ	CHERYL	IYANA	Teacher III
14	HERRERA	JANETTE	CANCINO	Teacher III
15	PAGARA	MYLEN	DELA CRUZ	Teacher III
16	SUNGA	MAYLYN	GARCIA	Teacher III
17	CALLADO	CRISTINA	BORCE	Teacher II
18	CONCEPCION	MARISSA	SANTOS	Teacher II
19	AVILA	MERLITA	TORIO	Teacher II
20	BABALCON	JOMALYN	GALIZA	Teacher II
21	ALCAZAREN	MARICEL	BAGARES	Teacher II
22	LOOR	ROSE ANN	MASCARDO	Teacher II
23	DU	DARLENE	BONGHANOY	Teacher II
24	ARMAMENTO	LEILANI	NOBLEZA	Teacher II
25	SEVILLA	MAJESTY	DELA CRUZ	Teacher II
26	PALINES	JANET	CLERIGO	Teacher II
27	CARILLA	ANJANETTE	LACBAYEN	Teacher II
28	ROSALES	JANET	DELA TORRE	Teacher II
29	REBOLADO	ROY	VILLOS	Teacher II
30	CAGURING	LEAH	NAVA	Teacher II
31	GARCIA	MARILOU	BAJAR	Teacher II
32	BOBADILLA	BOBBY	BORILE	Teacher II
33	DELA CRUZ	MERLITA	BARBA	Teacher II



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	FAMILY NAME	GIVEN NAME	MIDDLE NAME	TEACHING POSITION
34	BAGARINO	SARAH JEAN	ROBIAS	Teacher I
35	LLEGO	LUZVIC	ABALDE	Teacher I
36	POLICARPIO	ELAINE	NOLASCO	Teacher I
37	POLICARPIO	ARNEL II	ANTONIO	Teacher I
38	DADUL	MARILOU	LACABA	Teacher I
39	MARFIL	GINA	ELEUTERIO	Teacher I
40	BAUTISTA	MONICA	DELDA	Teacher I
41	TAN	KIMCHI CHINO	GRAJO	Teacher I
42	VALDEZ	LORNA	BARBACENA	Teacher I
43	MARQUITO	JOY	BAGON	Teacher I
44	NACARIO	JOSELITO	VERGEL DE DIOS	Teacher I
45	VILLASAN	DANILYN	MANZON	Teacher I
46	TY	NACIS	ECIJA	Teacher I
47	BALISI	RACHEL	PITAS	Teacher I
48	ABAD	RONABELL	OSDANA	Teacher I
49	ONGLEO	MARY GRACE	CORDENO	Teacher I
50	BENIGLA	SARA JEAN	DELA CRUZ	Teacher I
51	PLASENCIA	ELINY	LAYSON	Teacher I
52	TORIO	HARLENE	QUINTO	Teacher I
53	BARBA	PRINCESS	EDUARTE	Teacher I
54	CORTEZ	JUDY ANN	CAPILA	Teacher I
55	MACABUTAS	ANNABEL	ARIAS	Teacher I
56	BERRUICO	BRIAN	LECTANA	Teacher I
57	ESCOBIDO	EMEL	SEVILLA	Teacher I
58	DASALLA	RUBY JANE	LOOD	Teacher I
59	HOMBRE	ROSALIE	PALOMO	Teacher I
60	SUPERIO	RYEN JOY	ALMASOL	Teacher I
61	SIMBULAN	CYRIL	MILLARE	Teacher I
62	VILLARUEL	RAVEN	MATEO	Teacher I
63	TULAYAO	ALVIN	AMBONA	Teacher I
64	SARTE	KRIZCHELLE ANNE MAUREEN	KONG	Teacher I
65	BALSANA	JASMIN	BOREDOR	Teacher I
66	GUBAT	JUNNEL	DALINO	Teacher I
67	BARTOLOME	L-JAY	BORJE	Teacher I
68	ALBARAN	MANIE	ALOLINO	Teacher I
69	PEDROZA	CHERILYN	ESPINA	Teacher I
70	CASOBIDAN	AIDAH	AMPASO	Teacher I



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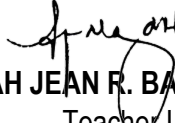
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**

	FAMILY NAME	GIVEN NAME	MIDDLE NAME	TEACHING POSITION
71	ASCAREZ	RODELYN	DOMASIAN	Teacher I
72	PAR	RALP JASON	ABARQUEZ	Teacher I
73	DUNGHIT	MARY ANN	ORTEA	Teacher I
75	BENEDICTO	DENNIS	GARINO	Teacher I
76	CAGBABANUA	CHARMINE NICOLE		Teacher I
77	CACHO	SIR EMMANUEL	DACUTAN	Teacher I
78	GALAN	JOEMAR	ESCOTO	Teacher I
79	SANGLAY	MA. YVONNE	RETARINO	Teacher I

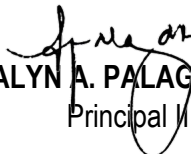
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**ROY V. REBOLADO**  
Teacher I  
LAC Facilitator

Recommending Approval:

  
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Approved:

  
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**SLAC SESSION GUIDE**

**Rearming TeachNological Skills through ClassPoint™ and MS Powerpoint™ Updates**

January 31, 2022 | 1:00PM to 5:00 PM

Microsoft Teams

<b>Session 1: (Title)</b>			
<b>Duration of Session</b>	4 hours		
<b>Target Participants:</b>	76		
<b>Link to the Previous Topic</b>	N/A		
<b>Link to the Next Topic</b>	N/A		
<b>Contribution of the Session to Learning Outcomes</b>			
<b>Learning Objectives</b>	a. Recalibrate the technological skills of teachers in using ClassPoint™ b. Have an in-depth knowledge in using ClassPoint™ and Powerpoint c. Produce a lesson presentation using ClassPoint™ and Powerpoint		
<b>Key Understanding</b>			
<b>References</b>	<a href="https://www.classpoint.io/classpoint-tutorial-getting-started/">https://www.classpoint.io/classpoint-tutorial-getting-started/</a> <a href="https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787">https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787</a>		
<b>Stages and Methodology</b>	<b>Key Points</b>	<b>Tools/ Resources/ Materials</b>	<b>No. of Slides/Time Allotment</b>
<b>INTRODUCTION</b>			
<b>ACTIVITY</b>	<p>1. <i>Introduce the activity to the participants by a PowerPoint presentation.</i></p> <p>Ask the following Questions:</p> <ol style="list-style-type: none"> <li><i>Are you familiar with MS 0365 PowerPoint?</i></li> <li><i>Who among you are using MS 0365 PowerPoint?</i></li> </ol> <p>2. <i>After the allotted time for the activity, give instructions.</i></p> <p>3. <i>Introduce the activity to the participants by a PowerPoint presentation.</i></p> <p>Ask the following Questions:</p> <ol style="list-style-type: none"> <li><i>Are you familiar with ClassPoint</i></li> <li><i>Who among you are using ClassPoint?</i></li> </ol>		



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	<i>2. After the allotted time for the activity, give instructions.</i>		
<b>ANALYSIS</b>	<i>1. After the viewing, ask the following questions: a. -What are the difference have you observe between MS Office 365 PowerPoint from its latter version? 2. Then direct the participants to do their own PowerPoint presentation. 3. After the viewing, ask the following questions: a. How can you use ClassPoint to make your presentation interactive? 4. Then direct the participants to make an interactive quiz using ClassPoint.</i>		
<b>ABSTRACTION</b>	<i>1. Present the power point to introduce the key understandings, skills, and attitudes Developed 2. Allow a discussion of each presentation</i>		
<b>APPLICATION</b>	<i>Develop a creative presentation that highlights key learning about the usage of ClassPoint.</i>		
<b>SYNTHESIS</b>	<i>1. Ask the participants to submit their output in an online drive. 2. Online evaluation thru Google Form.</i>		
<b>CLOSING ACTIVITY</b>	<i>Close the activity thru a closing remarks.</i>		

Prepared by:

  
**ROY V. REBOLADO**  
Teacher II



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