November 18, 2021

SCHOOL MEMORANDUM
No. 119, s. 2021

To: Master Teacher I
   Grade Chairman
   Teacher I
   Teacher II
   Teacher III

CONDUCTING TEACHING INNOVATION FOR 21ST CENTURY SKILLS APPROPRIATE FOR DIVERSE LEARNERS: CANVA AS A TOOL IN THE DELIVERY OF INSTRUCTION

1. This office announces the conduct of School Learning Action Cell (LAC) for the month of November 2021 entitled "Conducting Teaching Innovation for 21st Century Skills Appropriate for Diverse Learners: Canva as a Tool in the Delivery of Instruction" via MS Teams/ Google Meet Application on November 25, 2021, from 1:00 PM to 5:00 PM.

2. This LAC session aims to:
   a. Gain comprehensive knowledge of using technology in teaching to address learners' need.
   b. Develop awareness on developing instructional materials for various learners in different teaching modalities using Canva for Education.
   c. Demonstrate the ability to use Canva for Education that may help in teaching and learning process.

3. 76 Teachers and 1 School Head will participate on LAC workshop.

4. The participants are required to have the following:
   a. Laptops/Desktop/ Mobile Phone/ tablets
   b. Microsoft Office Application (MS Office Word); Office 365.
   c. MS Teams/ Google Meet Application

5. This memorandum attached the following enclosures.
Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

a. Enclosure No. 1: Training Matrix
b. Enclosure No. 2: Activity Design
c. Enclosure No. 3: Technical Working Committee
d. Enclosure No. 4: List of Participants
e. Enclosure No. 5: Session Guide

6. For information and guidance of all concerned.

DIANALYN A. PALAGANAS PhD
Principal II
<table>
<thead>
<tr>
<th>TIME/NO. OF MINUTES</th>
<th>ACTIVITY/TOPIC</th>
<th>PERSON INVOLVE/RESOURCE SPEAKER</th>
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<tbody>
<tr>
<td><strong>PART I.</strong></td>
<td><strong>Opening Program</strong></td>
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<tr>
<td>1:00 - 1:03</td>
<td>3 Patriotic Song</td>
<td>Harlene Q. Torio</td>
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<td></td>
<td></td>
<td>Teacher I</td>
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<tr>
<td>1:03 - 1:05</td>
<td>3 Prayar</td>
<td>Marissa C. Navarro</td>
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<td>Teacher I</td>
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<td>1:06 - 1:10</td>
<td>4 Checking of Attendance</td>
<td>Brian L. Bernuico</td>
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<td></td>
<td>Teacher I</td>
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<tr>
<td>1:10 - 1:15</td>
<td>5 House Rules</td>
<td>Janet DT. Rosales</td>
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<td>Teacher I</td>
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<tr>
<td>1:15 - 1:25</td>
<td>10 Opening Remarks</td>
<td>Dianalyn A. Palaganas, PhD</td>
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<td>Principal II</td>
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<td>1:25 - 1:30</td>
<td>5 Overview of the Training</td>
<td>Jeffrey DC. Herrera</td>
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<td>Teacher III, LAC Facilitator</td>
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<tr>
<td><strong>PART II.</strong></td>
<td><strong>Training Proper</strong></td>
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<tr>
<td>1:30 - 2:00</td>
<td>30 Topic 1: Using Canva in Making Presentation as Instructional material.</td>
<td>Mary Ann O. Dunghit</td>
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<td>Teacher I</td>
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<td>2:00 - 2:30</td>
<td>60 Topic 2: Using Canva in Developing Video Lesson</td>
<td>Charmine Nicole Cagabanua</td>
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<td>Teacher I</td>
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<td>2:30 - 3:30</td>
<td>30 Topic 3: Using Canva in making printed activity sheets linked to the you tube educational videos using Bar Code</td>
<td>L-Jay B. Bartolome</td>
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<td>Teacher I</td>
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<td><strong>PART III.</strong></td>
<td><strong>Workshop</strong></td>
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<td>3:30 - 4:00</td>
<td>30 Workshop</td>
<td>Participant</td>
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<td>4:00 - 4:30</td>
<td>30 Presentation of Outputs</td>
<td>Facilitator</td>
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<td>Speakers</td>
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<td><strong>PART IV.</strong></td>
<td><strong>Closing Program</strong></td>
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<td>4:30 - 4:45</td>
<td>15 Awarding of Certificate</td>
<td>Speakers/ Participants/ School Head</td>
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<td>4:45 - 5:00</td>
<td>15 Announcement from different Subject Coordinators, Special Program Coordinators</td>
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<td>School Head/Coordinators</td>
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Prepared by: JEFFREY DC. HERRERA
Teacher III
LAC Facilitator

Recommended Approval: SARAH JEAN R. BAGARINO
Teacher I
LAC Coordinator

Approved: Dianalyn A. Palaganas PhD
Principal II

GRACEVILLE ELEMENTARY SCHOOL
Address: Brav. Graceville City of San Jose Del Monte, Bulacan 3023
Contact Number: (044)-3070131
Email Address: 162503.sjdmc@deped.gov.ph
ACTIVITY DESIGN
Conducting Teaching Innovation for 21st Century Skills Appropriate for Diverse Learners:
Canva as a Tool in the Delivery of Instruction
November 25, 2021: 1:00PM - 5:00PM
Microsoft Teams/ Google Meet

I. TITLE OF ACTIVITY: Conducting Teaching Innovation for 21st Century Skills Appropriate for Diverse Learners.
   a. Gain comprehensive knowledge of using technology in teaching to address learners’ need.
   b. Develop awareness on developing instructional materials for various learners in different teaching modalities using Canva for Education.
   c. Demonstrate the ability to use Canva for Education that may help in teaching and learning process.

III. SETTING OF THE ACTIVITY:
   A. Venue: Microsoft Teams Application
   B. Date/Time: November 25, 2021, 1:00 PM to 5:00 PM
   C. Participants:
      • School Head: .................. 1
      • Teachers: ...................... 76
      Total: .......................... 77

IV. BUDGETING REQUIREMENTS:

V. BUDGET SOURCE: N/A

Prepared by:

JEFFREY C. HERRERA
Teacher III
LAC Facilitator

Enclosure No. 3

Recommended Approval:

SARAH JEAN R. BAGARINO
Teacher I
LAC Coordinator

Approved:

DIANALYN A. PALAGANAS PhD
Principal III
Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

TECHNICAL WORKING COMMITTEE
Conducting Teaching Innovation for 21st Century Skills Appropriate for Diverse Learners:
Canva as a Tool in the Delivery of Instruction
November 25, 2021: 1:00PM- 5:00PM
Microsoft Teams/ Google Meet

PROGRAM:

ANNALEE P. GOMEZ
Teacher III

CERTIFICATES:

RONABELL ABD GERONA
Teacher III

DOCUMENTER:

LORNA B. VALDEZ
Teacher I

NARRATIVE REPORT:

JEFFREY DC. HERRERA
Teacher III

VIRTUAL MODERATOR:

RALPH JASON A. PAR
Teacher I

SPEAKERS:

CHARMINE NICOLE CAGBABANUA
Teacher I

L-JAY B. BARTOLOME
Teacher I

MARY ANN O. DUNGHIT
Teacher I

Prepared by:

JEFFREY DC. HERRERA
Teacher III
LAC Facilitator

Recommending Approval:

SARAH JEAN R. BAGARINO
Teacher I
LAC Coordinator

Approved:

DIANA LYN A. PALAGANAS PhD
Principal II

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