



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

SEP 07 2022

DIVISION MEMORANDUM
No. 198, s, 2022

2022 CAPACITY BUILDING FOR ASATIDZ via SLAC

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. This office announces the conduct of the capacity building for Asatidz for School Year 2022-2023 via School Learning Action Cells on September 21, 2022, and October 12, 2022, from 8:00 a.m to 5:00 p.m. in Alabang Elementary School.
2. This activity aims to enhance their skills in using Basic Computer Literacy and in preparing worksheets and other school forms. The matrix of activities is herein attached for further details.
3. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

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

MADRASAH EDUCATION PROGRAM

TRAINING

MMA/2022 CAPACITY BUILDING FOR ASATIDZ via SLAC CENTERS
198 /September 6, 2022



Student Center for Life Skills Bldg., Centennial Ave.,
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Republic of the Philippines
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Office of the Schools Division
 Superintendent

TRAINING MATRIX

Date: September 21, 2022, and October 12, 2022

Time: 8:00 a.m. – 5:00 p.m

Venue: Alabang Elementary School

DATE	TIME	ACTIVITY	Person-in-Charge
September 21, 2022	8:30 a.m.-9:15am	Registration	TWG
		Opening Program /Preliminary Activities	
	9:15a.m –10:30 a.m.	Mechanics on the Preparation of Worksheets for Learners	Dr. Ma. Theresa Dela Rosa
	10:30 -11:30 a.m.	Basic Computer Literacy (PowerPoint Presentation)	Dr. Shella C. Navarro
LUNCH BREAK			
	1:00 p.m– 5:00 p.m.	Hands-on Activity – Encoding of Outputs	Dr. Dela Rosa and Dr. Navarro
October 12, 2022	8:30-9:15am	Registration /Opening Program /Preliminary Activities	TWG
	9:15am – 11:30am	Basic Computer Literacy (Use of MS Excel)	Dr. Marissa M. Andanza
LUNCH BREAK			
	1:00 p.m. – 4:30 p.m.	Hands-on Activity (Encoding of Grades)	Dr. Marissa M. Andanza
	4:30 p.m.– 5:00 p.m.	Closing Ceremony	TWG



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