



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



#0924



TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION TECHNOLOGY OFFICERS

FROM : DIOSDADO M. SAN ANTONIO
Director *W M*

SUBJECT : ADDENDUM TO RM No. 800 S. 2018

DATE : January 11, 2019

1. Relative to Regional Memorandum No. 800 s. 2018 issued last December 13, 2018, the venue for the training Hubhuman Free Software Training/Workshop will be at Hotel Dominique, Tagaytay City on January 30-February 1, 2019. Participants are expected to be at the venue on January 29, 2019, 3:00 PM.
2. Participants to this activity are the following :
 - a. Regional ICT Staff
 - b. 21 Division Information Technology Officers
 - c. 1 ICT Coordinator per SDO
 - d. Additional Hubhuman Ambassador from Antipolo City Division
 - o Rizalvy Pineda
 - o Rosa Mia Francisco
 - b. Secretariat from SDO Cavite Province
2. Immediate dissemination is highly desired.



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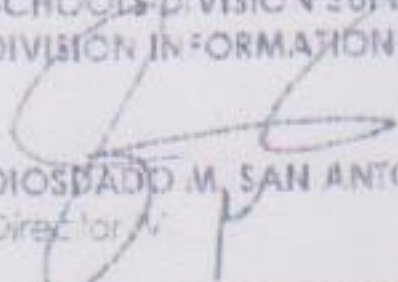




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TO : SCHOOLS DIVISION SUPERINTENDENTS
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FROM : 
DIOSDADO M. SAN ANTONIO
Director

SUBJECT : HubHuman FREE SOFTWARE TRAINING/WORKSHOP

DATE : December 6, 2018

1. Relative to DM- LA-2017-0327 and in consonance with Memorandum of Agreement between the National Educators' Academy of the Philippines-Central Office and the Marrex Trading and Construction dated November 22, 2017 the adopt-school project known as HubHuman Project this office will conduct training/workshop on January 23-25, 2019, training venue will be announced in a separate memorandum.
2. At the end of this training the participants will be able to:
 - a. determine the ethical and moral standards of using social media and website content;
 - b. comprehend the features and benefits of HH free software;
 - c. create, edit, change and add page to a web;
 - d. present simple website;
3. Participants from the said activity are the ff:
 - 5 Regional ICT Unit Staff,
 - 21 Division Information Technology Officer,
 - 21 Selected (1) ICT Coordinator of SDCs and
 - 5 "HubHuman Ambassadors" from Antipala City
 - o Vaneranda Vergara
 - o Maneth Alejanro
 - o Krystine Romayo
 - o John Joseph Alanacio
 - o Raphael Perez
4. Board and lodging shall be charged against HUBHUMAN Project Proponent while travel and other incidental expense shall be charged against local fund subject for usual accounting rules and regulations.
5. Dissemination of this memorandum is highly desired.



TENTATIVE TRAINING MATRIX

Day 1 January 23, 2019

| Time | Activity | Person in-charged |
|---------------|---|-----------------------|
| 8:00 - 8:30 | Registration of Participants | ICT Unit Staff |
| 8:30-9:00 | Opening Program | ICT Unit Staff |
| 9:00-10:00 | Valuing the importance of Software as a service (SaaS) a. social media; b. cloud enterprise solution | Hub Human Facilitator |
| 10:00 -10:30 | Break Time | |
| 10:30 - 12:00 | Continuation: c. benefits of Social Media in the community; d. attraction of users in using social media. | Hub Human Facilitator |
| 12:00-1:00 | Health Break | |
| 1:00 -2:30 | Benefits of SaaS in the educational system Orientation of HH Software Features | Hub Human Facilitator |
| 2:30 - 3:00 | Health Break | |
| 3:00-5:00 | Advantage and benefits of using HH software a. Presentation of Graphical user interface of the system (GUI) of the HH Software -Index of the system | Hub Human Facilitator |

Day 2 January 24, 2019

| Time | Activity | Person in-charged |
|---------------|--|-----------------------|
| 8:00 - 8:30 | MOL | Assigned Province |
| 8:30-10:00 | Presentation of GUI of the HH Software a. basic pages of the software c. capability of the software d. System restriction | Hub Human Facilitator |
| 10:00 -10:30 | Break Time | |
| 10:30 - 12:00 | HH system use: 1. creating an account 2. editing a personal profile, change banners, etc. Activity | Hub Human Facilitator |
| 12:00-1:00 | Lunch Break | |
| 1:00 -2:00 | HH system use: 3. creating/editing entity pages 4. creating/editing events Activity | Hub Human Facilitator |
| 2:30-3:00 | Health Break | |
| 3:00 - 5:00 | creating/editing teams, invite team members, etc. creating Events creating Change password Activity | Hub Human Facilitator |

Day 3 January 25, 2019

| Time | Activity | Person In-charged |
|-------------|---|----------------------|
| 8:00-8:30 | MOL | Assigned Province |
| 8:30-10:00 | Continuation of Activity | Hubhuman Facilitator |
| 10:00-10:30 | Coffee Break | |
| 10:00-12:00 | Presentation of Output | Participants |
| 12:00-1:00 | Lunch | |
| 1:00-3:00 | Continuation: Presentation of Output | Participants |
| 4:00-5:00 | Closing Program | Assigned Province |