



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

DEPARTMENT OF EDUCATION  
Schools Division Office of Biñan City  
FACILITIES SECTION

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DIVISION MEMORANDUM

No. 221, s. 2021

**GOOGLE LITERACY PROGRAM: WEBINAR-WORKSHOP ON GSUITE FOR ALL  
LEVEL 1 NON-TEACHING GROUP**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads  
All Others Concerned

1. Pursuant to the research study entitled "Training Needs Assessment of All Level 1 Non-Teaching Group in the City Schools Division of Biñan City: A Basis for Program Proposal", this Office through the School Governance and Operations Division announces the conduct of **Google Literacy Program: Webinar-Workshop on GSuite for All Level 1 Non-Teaching Group** on **June 22-25, 2021 at 8:00 a.m. to 12:00 p.m.** via **Google Meet and Google Classroom**.

2. This activity aims to help participants to employ Google Suite on their day-to-day work, address the great technological needs as the result of the research study, and adapt to the technological demands brought by COVID-19 pandemic.

3. Participants to this activity are all level 1 non-teaching group (SG 1-9). Job Order Employees (LSB and MOOE) are also encouraged to participate in this webinar-workshop. Registration for this activity is through this link: **<https://tinyurl.com/GoogleLitProgRegistration>**.

4. All registered participants are directed to join the Google Classroom through **<https://tinyurl.com/GoogleLitProgClassroom>** and shall have a desktop/laptop for this workshop.

5. Enclosed herewith is the matrix of activity.

6. For questions and clarifications, contact Ms. Maureen Jane Q. Alangco at (049) 511-4191 or email at [maureen.alangco@deped.gov.ph](mailto:maureen.alangco@deped.gov.ph).

7. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



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**ACTIVITY MATRIX**

TIME	ACTIVITY	AASIGNED PERSON
June 22, 2021 (Day 1)		
8:00 a.m. – 8:10 a.m.	Preliminaries	Emcee
8:10 a.m. – 8:15 a.m.	Roll Call of Participants	
8:15 a.m. – 8:20 a.m.	Statement of Purpose	Ariel M. Cabantog AO V
8:20 a.m. – 8:25 a.m.	Opening Remarks	Bayani V. Enriquez Chief, SGOD
8:25 a.m. – 8:30 a.m.	Inspirational Message	Edna Faura-Agustin SDS
8:30 a.m. – 12:00 p.m.	Session 1: Google Mail	Ferdinand R. Arbo EPS II-SMME Google Certified Trainer
	Session 2: Google Search	
	Session 3: Google Drive	
June 23, 2021 (Day 2)		
8:00 a.m. – 8:10 a.m.	Preliminaries	Emcee
8:10 a.m. – 8:30 a.m.	Management of Learning	Selected Participant
8:30 a.m. – 12:00 p.m.	Session 4: Google Calendar	Eva Joyce V. Cabantog EPS II-SMN
	Session 5: Google Meet	
June 24, 2021 (Day 3)		
8:00 a.m. – 8:10 a.m.	Preliminaries	Emcee
8:10 a.m. – 8:30 a.m.	Management of Learning	Selected Participant
8:30 a.m. – 12:00 p.m.	Session 6: Google Slides	Ferdinand R. Arbo EPS II-SMME Google Certified Trainer
	Session 7: Google Docs	
	Session 8: Google Sheets	
June 25, 2021 (Day 4)		
8:00 a.m. – 8:10 a.m.	Preliminaries	Emcee
8:10 a.m. – 8:30 a.m.	Management of Learning	Selected Participant
8:30 a.m. – 11:30 a.m.	Session 9: Google Forms	Maureen Jane Q. Alangco PDO I
	Session 10: Autocrat – Creating Email Response	
11:30 a.m. – 11:50 a.m.	Management of Learning	Selected Participant
11:50 a.m. – 11:55 a.m.	Awarding of Certificates	Emcee
11:55 a.m. – 12:00 p.m.	Closing Remarks	Edgardo B. Militante ASDS

