M C C   F L E X:

Equal Access to Education in the Midst of a Pandemic

Transition Plan
A.Y. 2020-2021
www.mcc.edu.ph

Mabalacat City College
Mabalacat City,
Pampanga

ABOUT THE COVER

Red is the dominant color of the cover because it is the official color of Mabalacat City College and it symbolizes courage, which in this context, being fearless in confronting the issue of equality in education in the midst of the COVID-19 pandemic.

MCC is the acronym for Mabalacat City College.

Flex (*slang*) is an expression popularized by the millennial generation which means to "proudly announce"; the expression ignores the tenses of verb rule.

"Equal Access to Education in the Midst of a Pandemic" is the central theme and goal of this transition plan and this is represented by the parallel lines depicting equal signs in the background.

The arrow symbolizes that the MCC community is looking and acting forward in one direction towards achieving the goal.

The photos of students are used as background as they are the true inspiration in the development of this work. In the Introduction, complete package was mentioned as it describes the full picture of this work: equality in education as MCC tries to give students prime education services regardless of their status.

The Philippine flag at the topmost part is a salute to our nation, and a symbol of honoring our country in the delivery of education.

Photos of laptops are symbols of optimizing available information and communications technologies as part of the transition plan.

The last photo, which depicts the new normal practice of washing ones hands regularly, represents the new culture that this pandemic has created.

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INTRODUCTION

The Mabalacat City College ("MCC") aims to achieve what is deemed unattainable to most: to continue to provide equitable access to education without compromising the safety of its students during a pandemic. MCC flexes flexible learning -- where delivery of education and services will adapt to its students' limited resources and movements; where changed behaviors, style and attitude towards learning will be considered; where technology and available advancements will be utilized; where human resources will be maximized; where manpower knowledge and skills will be updated; and where contingency plans will be developed and executed with careful considerations on health and safety.

The transition plans were formulated based on the results of a number of surveys conducted among students and teachers. Full-time MCC educators were asked for their recommendations for the new normal. Students were surveyed on their socioeconomic status, including but not limited to the resources currently available in their household that could aid them should the delivery of instructions shift from traditional to flexible. The results of these surveys can be found in Chapter I.

From these facts on hand, MCC decided to go for FLEXIBLE LEARNING, the strategic plan for this transition. But what is it anyway? How is it defined and understood by MCC? How does MCC plan to implement it? What policies will be drawn? How will it shape the MCC Culture? What innovations will it install to deliver effective student services? All of these will be answered in Chapter II.

With the strategic plan well-defined, MCC lays down its operational plans. Chapter III expounds the curricula, teaching methods and learning evaluation standards that conform to the modular approach of course design. On the other hand, Chapter IV discusses the class schedules and faculty loadings per Institute tailored fit for flexible learning schemes.

The Chapter V goes into detail the infrastructure plan, which is the use of information and communications technologies (ICT) at its disposal. One is the optimization of the in-house network infrastructure to deliver student services faster and easier. Then there is the barangay learning hub, to provide access to internet connection and equipment to students who do not have

the said resources in their homes. To complement it, a fully-equipped broadcasting studio in MCC is set up for use of instructors for content creation. MCC's innovative plan of assembling a Learning Management System using available free online platforms, tagged as "Pinagtagpi-tagping Libre" program, is also discussed in detail in this Chapter. It was developed to curb MCC's limited financial resources, given that it is a public College, and diverted the same to other programs that cannot be availed of for free. Also discussed in this Chapter is the partnership with CLTV to broaden the platforms available to students. This program even extends to the community, since contents via this medium will be available for public consumption.

How to equip and upgrade MCC's manpower is what Chapter VI is all about. In the short time that it has, MCC administrators sponsored certain webinars for its Faculty. Its instructors also equipped themselves according to their needs with contents that are technology-related, delivery-related and subject-related.

The last Chapter discusses the personnel complement plan to support the strategic plan of flexible learning. Found in this Chapter is the workforce structure and the enumeration of responsibilities of each personnel, to substantiate the labor force plan complementing the execution of the operational, administrative and infrastructure plans.

With all of these plans on hand, MCC is driven to give an all-in-one package to its students. The Philippines may be poverty-stricken and face-to-face education may have been the norm but MCC is determined to implement a new normal of learning that is available not only to a few but for all students. With motivated educators and administrators in the frontline, NO MCC STUDENT WILL BE LEFT BEHIND, even if it be against an invisible and silent enemy called COVID-19.

FRAMEWORK

The "complete package" offer is MCC's way to ensure delivery of equal access in education. For MCC, equal access means equal opportunity for all student to avail quality education, access to technology and resources, relevant programs and activities, efficient and effective services, and a supportive community in the midst of this pandemic. MCC believes that these features are not exclusive to elite institutions or what other calls "expensive education".

This same quality education is attainable through this multi-dimensional approach in this adaptive framework illustrated in the Venn diagram below.
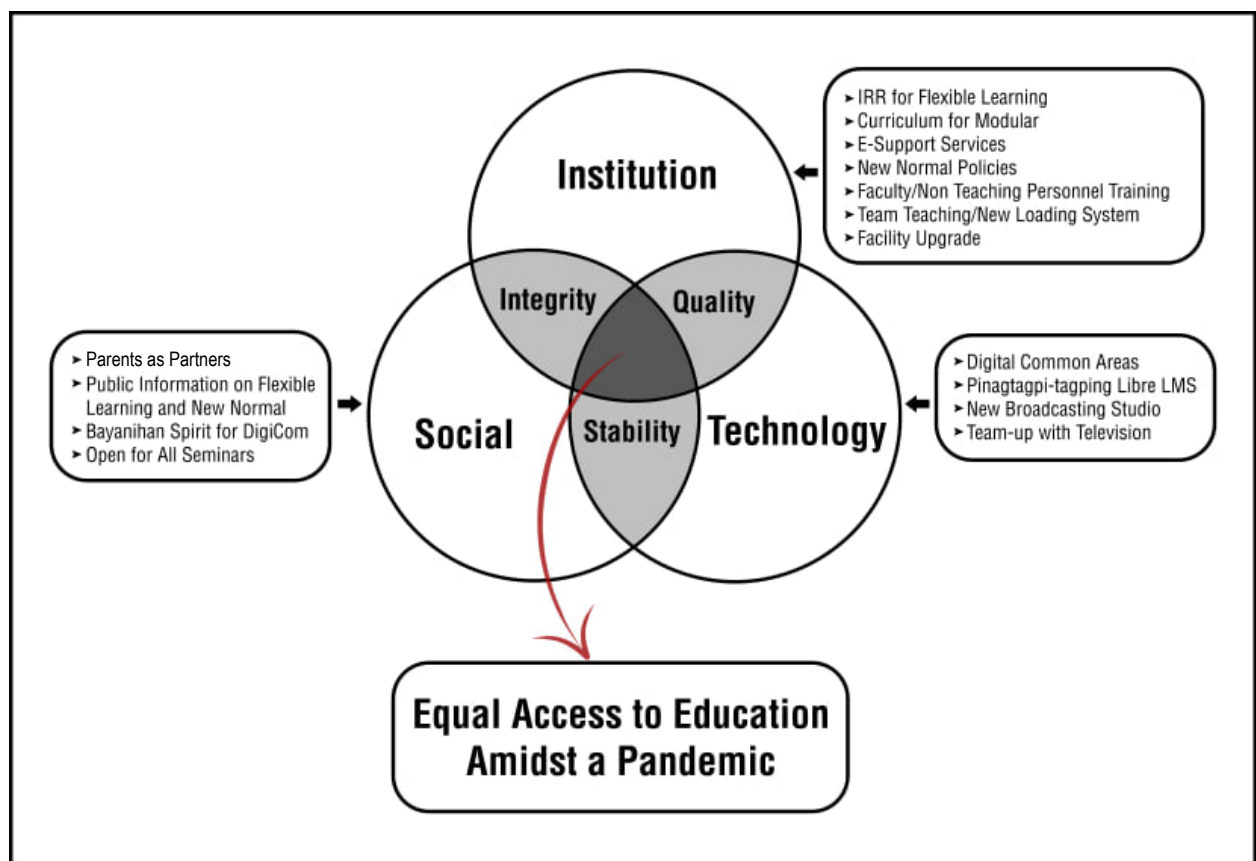
Adaptive Framework for Equal Access in Education

The first dimension is institution-based which means all components are within the control of the college. The institution-based are in the areas of academic, support services, research and extension. MCC restructured the institution through clearly defined flexible learning

in its IRR complete with curriculum and loading guidelines, campaign for the new normal by establishing strong policies and culture-shaping activities and strategies; converting support services to be remotely accessible; adjust personnel complement and other reengineered processes in every unit to support the safe and health services.

To aid in the achievement of equal access in education is the adaption of technology and making it available for all students. Hence, the second dimension is technology-based. Although the use of technology can be considered as initiative from the institution, it was categorized as another dimension since connectivity strength, availabiliy of software and   other digital requirements are from external resources. The   role of the college is in the selection, modification, installation or subscription to technology available.

The third dimension lies in the relationsip of the college to the community thus it is categorized as social-based. MCC recognizes the importance of strong community support in the shift to flexible learning. MCC believes that the absence of this dimension is detrimental to the success of the program. Even with the adequate academic support and the open access to technology, without it, MCC cannot guarantee a safe, secured and conducive environment for online learning. It may be true that support services are activated but these conditions are in fact in the sphere of influence of the other units in the society. Hence, MCC strives to seek their cooperation.

Through a restructured institution and technology-based system, MCC can be assured of a continued quality education and service. The optimization of its technology and the shared responsibility to the community shall guarantee stability in the operation. The strong partnership between the community and the institution gives integrity to the program.

Over-all, with integrity intact, assurance of quality and stability in its operation, MCC is confident that it will be able to deliver the highest standard of education and services to its students amid the pandemic hence equalizing education.

CHAPTER 1

THE "NEW NORMAL SURVEY"

OVERVIEW

Mabalacat City College (MCC), as a local college and an institution of higher learning, is dedicated to providing quality higher education to underprivileged but deserving students in and around Mabalacat City. With the sudden shift to flexible learning which heavily depends on digital connection and tools, in other words, resources, the majority of MCC students are put at a disadvantage.

Right information is the most basic and vital tool in planning and decision-making especially to situations that significantly affect the entire student population. The result of this survey shall be used to recalibrate its delivery of services and operation in the new normal, hence, MCC launched the "Towards the New Normal"or shortly referred to as the "New Normal Survey" last April of 2020.

The New Normal Survey is a 25-digital page google form survey divided into three parts. The first part is a simple gathering of information on the available digital resources of students. This portion of the survey measures the ability or inability of a student to access flexible learning. The second part is composed of open-ended questions to gather the insight of students on how they would want online and distance learning to be. The result helped the academic unit in formulating their strategies for flexible learning. The third part is a comprehensive socio-economic survey of the family and the household the student belongs to. Information such as the total combined income of family members and chances of receiving additional allowance from other resources such as relatives abroad, government subsidy, or private sponsorship were obtained to measure the capability of the family to provide necessary tools for flexible learning. The type of house or dwelling and nature of ownership, furniture and fixtures available, number of appliances and type of appliances they use, among other factors which are indicative of their living conditions and the neighborhood they belong to, were also gathered. This kind of information is important to determine how conducive their living arrangements and environment are for homeschooling.

The target respondents are 2nd year to 5th year MCC students coming from all Institutes. Incoming freshmen were not included as the admission process was still ongoing at the time of the survey. However, the same survey questionnaire will be given to them upon enrollment.

Out of 2000 target respondents, 1,910 participated in the said survey. It was found out that 50% of the students come from families whose income is below the poverty line set by NEDA and only 30% of the student population have internet connection at home. These show that there is a need for MCC to provide a venue to access flexible learning. This information led to the approval of the installation of digital common areas in barangays where students can safely perform the tasks required to complete the semester. Other findings also paved the way to the development of support activities such as the "Call a Friend" program. This is an online and phone counselling program that takes care of the mental health of the students whose living conditions are not suitable for online learning. This program aims to help students to process possible frustrations and family issues in a healthy way. "Call a Girl Friend" is another variation of this service focusing on women as a response to gender-sensitive issues such as domestic violence, harassment and others depicted in cases where female students are confined at small congested homes together with an aggressive male member. Another program that was enhanced is the career placement service because the survey results show that the majority of the students are the eldest of their respective families. It is a common knowledge in Filipino culture that the eldest share the responsibility in providing for the family thus immediate employment is hoped, moreso with the current economic situation where employment is uncertain.   The Career Placement Office shall launch programs that will assist the vulnerable families. Other support units also used the data produced by the survey to help them recalibrate their operations.

Another New Normal Survey was also designed specifically for teachers to determine their equipment readiness for online learning. The information is also used by the Human Resource Unit to identify who are capable of the work-from-home arrangement. It also helped the management to provide solutions for those who cannot. The findings justify the conversion of a room to a fully-equipped, wifi ready broadcasting studio. The studio is open for teachers in their module making, video-recording and broadcasting. Another component of the survey is to find out the preparedness of the teachers in shifting to flexible learning. These are open-ended questions to not only determine their existing knowledge about distant and online learning but

also to gauge their enthusiasm and willingness to embrace flexible learning. Their recommendations and suggestions were appreciatively noted and were included in management discussions.

The Implementing Rules and Regulation of Flexible Learning, development of policies and redirection of various support programs are just some of the many management plans that were crafted based on the survey findings. Over-all, both surveys are influential to the management in making its major plans and decisions for seamless adjustments to cope with the new normal.

I. THE SURVEY

MCC Student Survey 2020

MCC Student Survey 2020

* Required

1. Email address *

    _____

2. Student Name *

    _____

3. Student Number *

    _____

4. Father's Occupation *

    _____

5. Mother's Occupation *

    _____

6. Institute *

    Mark only one oval.

    ◯ ICS

    ◯ IHTM

    ◯ IASTE

    ◯ IBE

7. Do you have any of the following at home (Check All Applicable Answers) *

Check all that apply.

- [ ] Laptop
- [ ] Desktop Computer
- [ ] Netbook
- [ ] Cellular Phone (With WIFI / Mobile Data Connection)
- [ ] Cellular Phone (for Call and Text Only)
- [ ] Printer
- [ ] Internet Connection
- [ ] I do not own anything mentioned above

8. Do you own what you have selected above? *

Check all that apply.

- [ ] Yes - I own the Laptop
- [ ] Yes - I own the Desktop Computer
- [ ] The Laptop / Desktop Computer is owned by my Parent/Relative and is being shared with me
- [ ] Yes - I own a Cellular Phone
- [ ] The Cellular Phone is owned by my Parent/Relative and is being shared with me

9. If you have a Laptop / Desktop computers, please select the applications that you installed. *

Check all that apply.

- [ ] MS Word
- [ ] MS Powerpoint
- [ ] MS Excel
- [ ] Any PDF Reader / Editor
- [ ] Video Player
- [ ] I have no applications installed or I do not own a Laptop / Desktop Computer

10. Do you have access to any of the following within your immediate area? *

Check all that apply.

☐ Internet / Computer Shop
☐ Printing Shop
☐ Photocopying Shop
☐ I do not have an immediate access to the shops mentioned above.

11. Please check the social media platforms and applications that you have an account with. *

Check all that apply.

☐ Facebook
☐ FB Messenger
☐ Yahoo Mail
☐ Google Mail
☐ I do not use or have an account with the aforementioned online services

12. Do you have a Constant Cellular Phone Load for Mobile Internet Browsing,Calling and Texting? *

Mark only one oval.

⚪ YES - For Mobile Internet Browsing, Calling and Texting
⚪ YES - For Mobile Internet Browsing Only
⚪ YES - For Calling Only
⚪ YES - For Texting Only
⚪ NO

13. Do you have any of the following portable storage devices? *

Check all that apply.

☐ External Hard Drive
☐ USB Flash Drive
☐ I do Not Own Any of the Devices Mentioned above

14. Do you have a television set at home? *

Mark only one oval.

( ) Yes

( ) No

15. If you have a television set at home, do you have access to CLTV 36 and/or One Media (formerly GNN TV44)? *

Mark only one oval.

( ) Yes - I have access to both channels

( ) Yes - But I only have access to CLTV36

( ) Yes - But I only have access to One Media (formerly GNN TV44)

( ) No - I do not have access to any of these channels

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Google Forms

6/2/2020   MCC Student Social Economic Status

MCC Student Social Economic Status

Instructions: Kindly answer the following questions carefully, completely and truthfully.

All MCC students are required to answer this form. No Form Record, No Clearance.
* Required

1. Email address *

   _____

2. Student Number (1920-****) *

   _____

3. Student's Full Name (First Name, MI, Last Name, Ext) *

   _____

4. Institute *

   Mark only one oval.

   ◯ ICS

   ◯ IHTM

   ◯ IASTE

   ◯ IBE

   A. Personal Information

5. Sex *

Mark only one oval.

⬭ Male

⬭ Female

6. Age *

_____

7. Marital Status *

Mark only one oval.

⬭ Single

⬭ Married

⬭ Widowed

⬭ Separated

⬭ Partner / Live-in

⬭ Other: _____

8. Number of Children , If any (put zero if none) *

_____

9. Employment *

_____

_____

_____

_____

_____

10. Do you have any of the following at home (Check All Applicable Answers) *

Check all that apply.

- [ ] Laptop
- [ ] Desktop Computer
- [ ] Netbook
- [ ] Cellular Phone (With WIFI / Mobile Data Connection)
- [ ] Cellular Phone (for Call and Text Only)
- [ ] Printer
- [ ] Internet Connection
- [ ] I do not own anything mentioned above

11. Do you own what you have selected above? *

Check all that apply.

- [ ] Yes - I own the Laptop
- [ ] Yes - I own the Desktop Computer
- [ ] The Laptop / Desktop Computer is owned by my Parent/Relative and is being shared with me
- [ ] Yes - I own a Cellular Phone
- [ ] The Cellular Phone is owned by my Parent/Relative and is being shared with me

12. If you have a Laptop / Desktop computers, please select the applications that you installed. *

Check all that apply.

- [ ] MS Word
- [ ] MS Powerpoint
- [ ] MS Excel
- [ ] Any PDF Reader / Editor
- [ ] Video Player
- [ ] I have no applications installed or I do not own a Laptop / Desktop Computer

13. Do you have access to any of the following within your immediate area? *

    Check all that apply.

    ☐ Internet / Computer Shop
    ☐ Printing Shop
    ☐ Photocopying Shop
    ☐ I do not have an immediate access to the shops mentioned above.

14. Please check the social media platforms and applications that you have an account with. *

    Check all that apply.

    ☐ Facebook
    ☐ FB Messenger
    ☐ Yahoo Mail
    ☐ Google Mail
    ☐ I do not use or have an account with the aforementioned online services

15. Do you have a Constant Cellular Phone Load for Mobile Internet Browsing,Calling and Texting? *

    Mark only one oval.

    ◯ YES - For Mobile Internet Browsing, Calling and Texting
    ◯ YES - For Mobile Internet Browsing Only
    ◯ YES - For Calling Only
    ◯ YES - For Texting Only
    ◯ NO

16. Do you have any of the following portable storage devices? *

    Check all that apply.

    ☐ External Hard Drive
    ☐ USB Flash Drive
    ☐ I do Not Own Any of the Devices Mentioned above

17. Do you have a television set at home? *

Mark only one oval.

◯ Yes

◯ No

18. If you have a television set at home, do you have access to CLTV 36 and/or One Media (formerly GNN TV44)? *

Mark only one oval.

◯ Yes - I have access to both channels

◯ Yes - But I only have access to CLTV36

◯ Yes - But I only have access to One Media (formerly GNN TV44)

◯ No - I do not have access to any of these channels

B. General Household Information

19. Total number of family members *

_____

20. Number of siblings *

_____

21. Birth order among siblings *

Mark only one oval.

- First
- Second
- Third
- Fourth
- Fifth or Above

22. Household members (those who live in the same permanent residence, including helpers): *

_____

23. Is you household receiving any financial and/or educational assistance? *

Mark only one oval.

- Yes
- No

24. If yes, from what agency *

Mark only one oval.

- Government
- Private
- Relative
- No
- Others

25. Father's Occupation *

_____

26. Father's Highest Educational Attainment *

Mark only one oval.

◯ Post - Graduate

◯ Graduate

◯ Undergraduate

◯ TechVoc

◯ High School

◯ Not Applicable

27. Mother's Occupation *

_____

28. Mother's Highest Educational Attainment *

Mark only one oval.

◯ Post - Graduate

◯ Graduate

◯ Undergraduate

◯ TechVoc

◯ High School

◯ Not Applicable

29.   Total household income *

Mark only one oval.

- ⬭ Php 50001 - Above
- ⬭ Php 40001 - Php 50000
- ⬭ Php 30001 - Php 40000
- ⬭ Php 20001 - Php 30000
- ⬭ Php 10001 - Php 20000
- ⬭ Below Php 10000

30.   Do you have relatives working abroad? *

Mark only one oval.

- ⬭ Yes
- ⬭ No

31.   If you have relatives working abroad, do they support your family in any way? *

Mark only one oval.

- ⬭ Yes
- ⬭ No
- ⬭ Not Applicable

Housing Information

32. Select your Barangay of Residence *

Mark only one oval.

⬭ ATLU-BOLA

⬭ BICAL

⬭ BUNDAGUL

⬭ CACUTUD

⬭ CALUMPANG

⬭ CAMACHILES

⬭ DAU

⬭ DOLORES

⬭ DUQUIT

⬭ LAKANDULA

⬭ MABIGA

⬭ MACAPAGAL VILLAGE

⬭ MADAPDAP

⬭ MAMATITANG

⬭ MANGALIT

⬭ MARCOS VILLAGE

⬭ MAWAQUE

⬭ PARALAYUNAN

⬭ POBLACION

⬭ SAN FRANCISCO

⬭ SAN JOAQUIN

⬭ SANTA INES

⬭ SANTA MARIA

⬭ SANTO ROSARIO

⬭ SAPANG BALEN

⬭ SAPANG BIABAS

⬭ TABUN

⬭ OUTSIDE MABALACAT (TARLAC)

⬭ OUTSIDE MABALACAT (ANGELES)

⬭ OUTSIDE MABALACAT (SAN FERNANDO)

◯ OUTSIDE MABALACAT (MAGALANG)

◯ OUTSIDE MABALACAT (MEXICO)

◯ OUTSIDE MABALACAT (PORAC)

◯ OUTSIDE MABALACAT (OTHERS)

33.   Complete Permanent Residence Address *

_____

_____

_____

_____

_____

34. Select your Barangay of Residence *

Mark only one oval.

- ( ) ATLU-BOLA
- ( ) BICAL
- ( ) BUNDAGUL
- ( ) CACUTUD
- ( ) CALUMPANG
- ( ) CAMACHILES
- ( ) DAU
- ( ) DOLORES
- ( ) DUQUIT
- ( ) LAKANDULA
- ( ) MABIGA
- ( ) MACAPAGAL VILLAGE
- ( ) MADAPDAP
- ( ) MAMATITANG
- ( ) MANGALIT
- ( ) MARCOS VILLAGE
- ( ) MAWAQUE
- ( ) PARALAYUNAN
- ( ) POBLACION
- ( ) SAN FRANCISCO
- ( ) SAN JOAQUIN
- ( ) SANTA INES
- ( ) SANTA MARIA
- ( ) SANTO ROSARIO
- ( ) SAPANG BALEN
- ( ) SAPANG BIABAS
- ( ) TABUN
- ( ) OUTSIDE MABALACAT (TARLAC)
- ( ) OUTSIDE MABALACAT (ANGELES)
- ( ) OUTSIDE MABALACAT (SAN FERNANDO)

◯ OUTSIDE MABALACAT (MAGALANG)

◯ OUTSIDE MABALACAT (MEXICO)

◯ OUTSIDE MABALACAT (PORAC)

◯ OUTSIDE MABALACAT (OTHERS)

35. Complete Temporary Residence Address if applicable *

_____

_____

_____

_____

36. House Ownership *

Mark only one oval.

◯ Owned

◯ Owned by parents

◯ Owned by relatives

◯ Rented

◯ Others

37. If house is rented, how much is the rent per month? (put NA if not applicable) *

_____

38. What kind of area does your family rent? *

Mark only one oval.

- House
- Room
- Bedspace
- Others

39. If your family rented a house, how many rooms are there? *

Mark only one oval.

- More than 5 rooms
- 4
- 3
- 2
- 1
- NA

40. How many bathrooms do you have in your residence? *

Mark only one oval.

- More than 5
- 4
- 3
- 2
- 1
- NA

41. What kind of toilet facility are in your residence? *

Mark only one oval.

- ⬭ Water-sealed, sewer septic tank used exclusively by the household
- ⬭ Water-sealed, sewer septic tank shared with other households
- ⬭ Water-sealed, other depository used exclusively by the household
- ⬭ Water-sealed, other depository used shared with other households
- ⬭ Closed pit
- ⬭ Open pit
- ⬭ Others (pail system, and others)
- ⬭ None

42. What type of fuel does your household use for lighting? *

Mark only one oval.

- ⬭ Electricity
- ⬭ Kerosene
- ⬭ Liquified Petroleum Gas (LPG)
- ⬭ Oil
- ⬭ Others
- ⬭ None

43. What type of fuel does your household use for cooking? *

Mark only one oval.

- Electricity
- Kerosene
- Liquified Petroleum Gas (LPG)
- Oil
- Others
- None

44. What is the household's main source of water supply for drinking. Check the applicable columns. *

Check all that apply.

- Own use, faucet community water system
- Shared, faucet community water system
- Own use, tubed/piped deep well (at least 100ft/30m deep)
- Shared, tubed/piped deep well
- Tubed/piped shallow well
- Dug well
- Protected spring
- Unprotected spring
- Lake, river, rain, and others
- Peddler
- Bottled water
- Others

45. What is the household's main source of water supply for cooking. Check the applicable columns. *

Check all that apply.

- [ ] Own use, faucet community water system
- [ ] Shared, faucet community water system
- [ ] Own use, tubed/piped deep well (at least 100ft/30m deep)
- [ ] Shared, tubed/piped deep well
- [ ] Tubed/piped shallow well
- [ ] Dug well
- [ ] Protected spring
- [ ] Unprotected spring
- [ ] Lake, river, rain, and others
- [ ] Peddler
- [ ] Bottled water
- [ ] Others

46. What is the household's main source of water supply for laundry/bathing. Check the applicable columns. *

Check all that apply.

- [ ] Own use, faucet community water system
- [ ] Shared, faucet community water system
- [ ] Own use, tubed/piped deep well (at least 100ft/30m deep)
- [ ] Shared, tubed/piped deep well
- [ ] Tubed/piped shallow well
- [ ] Dug well
- [ ] Protected spring
- [ ] Unprotected spring
- [ ] Lake, river, rain, and others
- [ ] Peddler
- [ ] Bottled water
- [ ] Others

47. Do you and/or any of your household members own a vehicle? *

Mark only one oval.

◯ Yes

◯ No

48. if yes, how many vehicles do you own? *

_____

49. What kind? Please check all applicable *

Check all that apply.

☐ Sedan
☐ AUV
☐ SUV
☐ Van
☐ Mini - Van
☐ Tricycle
☐ Owner Type-Jeep
☐ Bicycle
☐ Others

50. What are the appliances and/or devices present in your household? Check all applicable. *

Check all that apply.

- [ ] Television
- [ ] Refrigerator
- [ ] Microwave
- [ ] Toaster
- [ ] Oven
- [ ] Rice Cooker
- [ ] Aircon
- [ ] Electric Fan
- [ ] Washing Machine
- [ ] Cooking Range
- [ ] Other

Household Health Information

51. Do you have any family members that are Person With Disability (PWD)? *

Mark only one oval.

- [ ] Yes
- [ ] No

52. IF you have family members that are Person With Disability (PWD), how many are they? *

_____

53. Do you have any family members that are considered high risk in contracting COVID19 (Age 60 above and/or have existing health conditions or illnesses)? *

Mark only one oval.

- [ ] Yes
- [ ] No

54. If you have any family members that are considered high risk in contracting COVID19 (Age 60 above and/or have existing health conditions or illnesses), how many are they? *

_____

55. Do you have any family members that were tagged as Persons Under Monitoring (PUM)? *

Mark only one oval.

⬭ Yes

⬭ No

56. If you have any family members that were tagged as Persons Under Monitoring (PUM)?, how many are they? *

_____

57. Do you have any family members that were tagged as Persons Under Investigation (PUI)? *

Mark only one oval.

⬭ Yes

⬭ No

58. If you have any family members that were tagged as Persons Under Investigation (PUI), how many are they? *

_____

_____

_____

_____

_____

59. Do you have any family members that tested positive for COVID19? *

Mark only one oval.

⬭ Yes

⬭ No

60. If you have family that tested positive for COVID19, how many are they? *

_____

61. Was any of your household members' employment/livelihood affected by the COVID19 pandemic? *

Mark only one oval.

⬭ Yes

⬭ No

62. If any of your household members' employment/livelihood affected by the COVID19 pandemic, specify the impact of COVID19 to your family (example: Father cannot work because of Enhanced Community Quarantine) *

_____

_____

_____

_____

_____

MCC: "The New Normal Survey"
* Required

1. Faculty / Instructor's Name *

   _____

2. Faculty / Instructor's Institute *

   Mark only one oval.

   ◯ IASTE

   ◯ IBE

   ◯ ICS

   ◯ IHTM

3. Faculty / Instructor's Email Address *

   _____

4. What courses can be transitioned into a full-blown Blended Learning Mode? *

   _____

   _____

   _____

   _____

   _____

5. For Technical Courses like Mathematics, Programming, Accounting and etc., what are your suggestions in reducing the Physical Contact of the Students and Teachers during Face-to-Face Mode? *

_____

_____

_____

_____

6. For courses with laboratory, like Cooking, Programming, Chemistry and etc., what are the measures we will implement to still emphasize Physical Distancing and reducing physical contact of Students-Students and Student-teachers during face-to-face classes? *

_____

_____

_____

_____

7. In general, what are your suggestions and recommendations to the school admin in reference to the "New Normal" in academic delivery of instructions caused by COVID19 in the country? *

_____

_____

_____

_____

_____

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II. SURVEY RESULTS

The survey conducted consists of three (3) parts. They are as follows:

A. MCC STUDENT SURVEY 2020

This survey was created for the students of MCC. The survey aims to identify the capacity of its students should delivery of education adapt the blended or flexible learning scheme. There are four (4) Institutes in MCC -- Institute of Hospitality and Tourism Management (IHTM), Institute of Business Education (IBE), Institute of Computing Studies (ICS) and Institute of Arts, Sciences and Teacher Education (IASTE).

One thousand nine hundred thirteen (1,913) students from the different Institutes were able to answer the survey: 35.1% are from IHTM, 26.1% from IASTE, 24.4% from ICS, and 14.4% from IBE.

When asked about the occupation of their fathers, some of the responses are driver, farmer, construction worker, overseas Filipino worker (OFW), and unemployed. Their mothers' occupation includes sewer, teacher, overseas Filipino worker (OFW), housewife, unemployed.

The survey revealed that 75.1% of the students have mobile phones with WiFi or mobile data connection they can use at home, 33.7% have internet connection, while 3.9% do not have laptops, cellphones, or any means to connect to the internet.

Among those who declared that they use a mobile phone, 84.2% said that they own it. A small percentage share the computer or cellphone they use with other family members. Thirty-eight and three tenth percent (38.3%) of respondents do not have constant mobile load. But 30.6% responded otherwise.

The most commonly installed application in their laptops or desktop computers is MS Word which garnered 37.3%. The majority (70.3%) of the respondents do not have immediate access to the internet/computer shop, printing shop, or photocopying shop.

Among the respondents, Facebook (95.1%) and FB Messenger (89.1%) are the most common social media platforms they use.

Most student respondents (57.3%) do not have any portable storage device, like an external hard drive or a flash drive.

Eighty-eight and seven tenth percent (88.7%) of the respondents have television sets at home. Fifty-one and seven tenth percent (51.7%) of the respondents have access to CLTV36.

The results of the survey were greatly considered by the MCC Administration in formulating its transition plans.

6/2/2020   MCC Student Survey 2020

MCC Student Survey 2020
1,913 responses

Publish analytics

Student Name
1,913 responses

Ong,Jesusa Aimee T.

Wilmar T. Abejero

Ameerien Yumul manalo

Charlyn D. Laxamana

Angel L Espino

Adrian Paul Rosaldo Mercado

Jamie Tolentino

Marinelle C. Torres

Jemaya N. Sibug

Student Number

1,913 responses

1920-314

1819-1276

1920-509

1819-1142

1920-443

1920-201

1920314

1819-1156

1819-1464

Father's Occupation

1,913 responses

None

Driver

N/A

Tricycle Driver

Deceased

Farmer

Construction Worker

Tricycle driver

OFW

Mother's Occupation

1,913 responses

- Housewife
- None
- House wife
- N/A
- House Wife
- Sewer
- OFW
- Teacher
- Housewife

Institute

1,913 responses
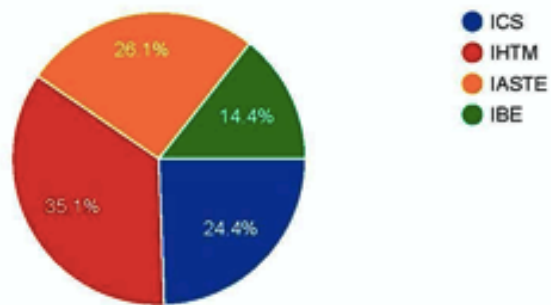
- ICS
- IHTM
- IASTE
- IBE

26.1%
14.4%
35.1%
24.4%

Do you have any of the following at home (Check All Applicable Answers)

1,913 responses

Item	Count (%)
Laptop	537 (28.1%)
Desktop Computer	178 (9.3%)
Netbook	28 (1.5%)
Cellular Phone (With WIFI / Mobile Data...	1437 (75.1%)
	435 (22.7%)
Printer	136 (7.1%)
Internet Connection	645 (33.7%)
I do not own anything mentioned above	74 (3.9%)
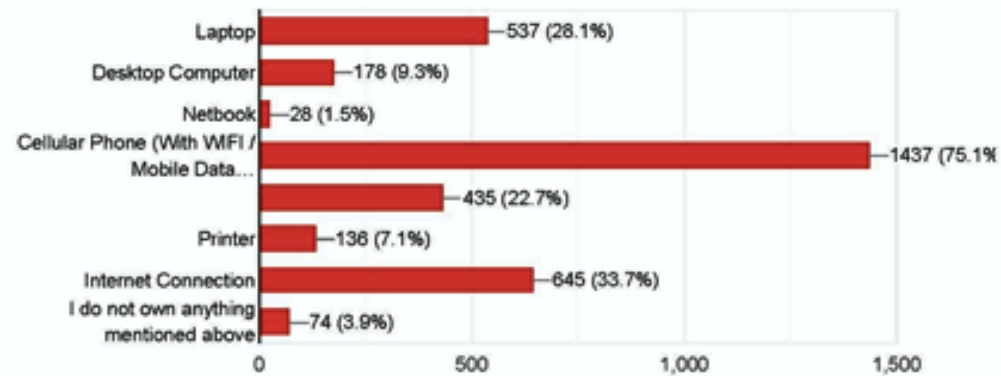
Do you own what you have selected above?

1,913 responses

Item	Count (%)
Yes - I own the Laptop	332 (17.4%)
Yes - I own the Desktop Computer	96 (5%)
The Laptop / Desktop Computer is owned ...	279 (14.6%)
Yes - I own a Cellular Phone	1611 (84.2%)
The Cellular Phone is owned by my Paren...	159 (8.3%)
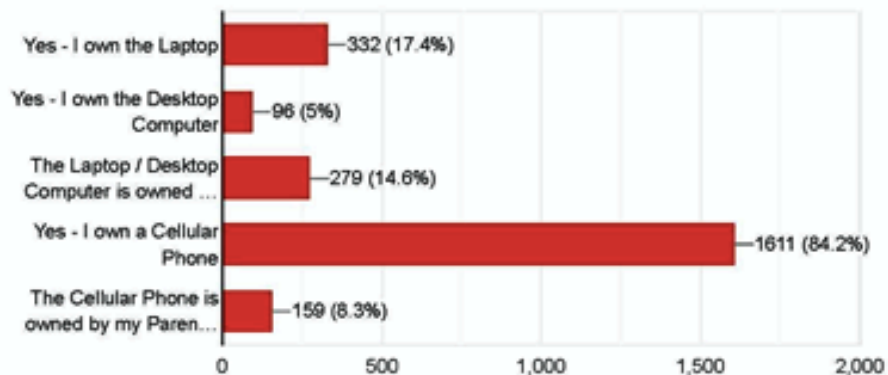
MCC Student Survey 2020

If you have a Laptop / Desktop computers, please select the applications that you installed.

1,913 responses

Application	Responses
MS Word	713 (37.3%)
MS Powerpoint	616 (32.2%)
MS Excel	516 (27%)
Any PDF Reader / Editor	338 (17.7%)
Video Player	344 (18%)
I have no applications installed or I d...	1145 (59.9%)
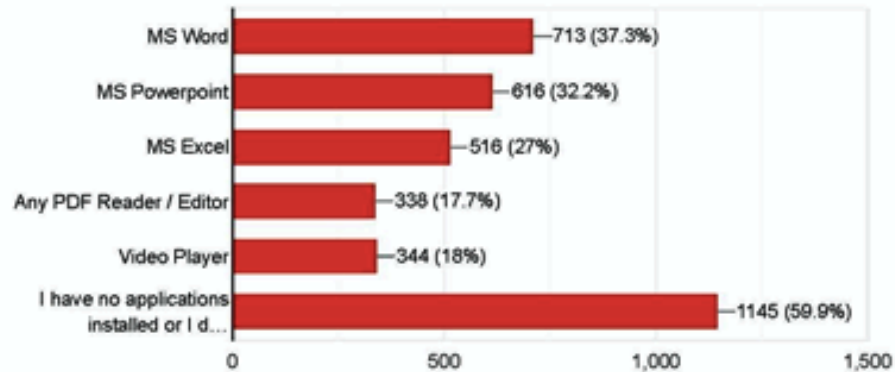
Do you have access to any of the following within your immediate area?

1,913 responses
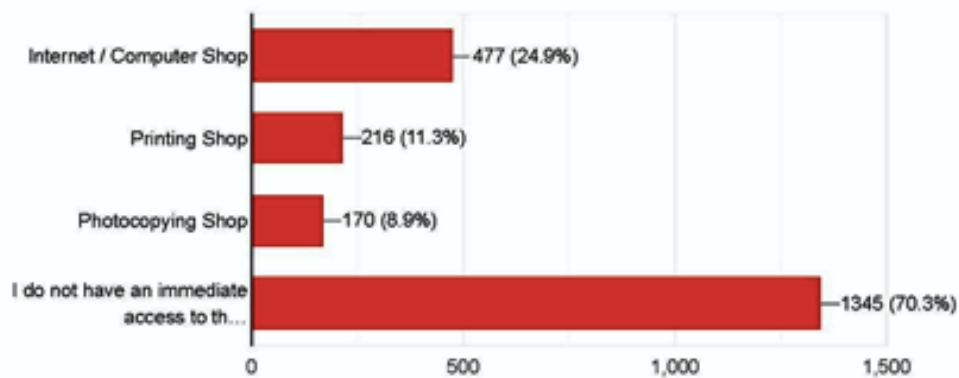
Location	Responses
Internet / Computer Shop	477 (24.9%)
Printing Shop	216 (11.3%)
Photocopying Shop	170 (8.9%)
I do not have an immediate access to th...	1345 (70.3%)
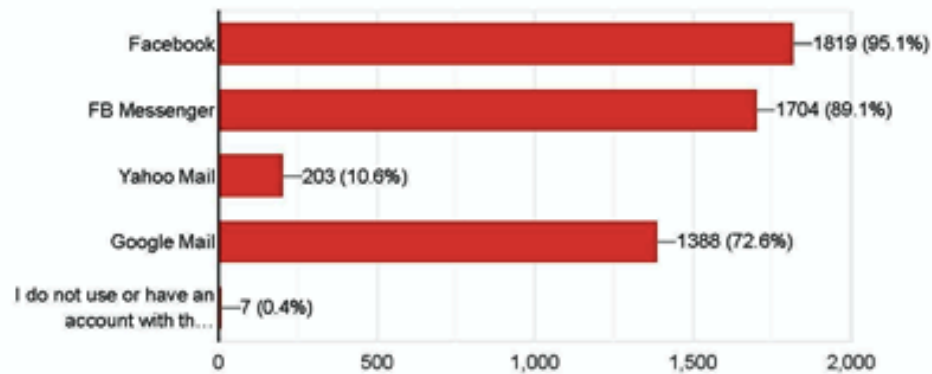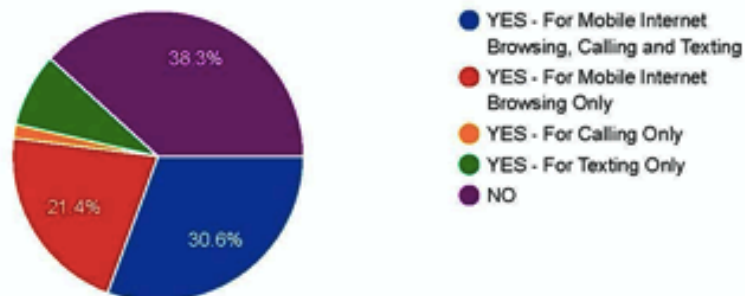
Do you have any of the following portable storage devices?

1,913 responses

External Hard Drive — 130 (6.8%)

USB Flash Drive — 750 (39.2%)

I do Not Own Any of the Devices Mention... — 1097 (57.3%)

0   500   1,000   1,500
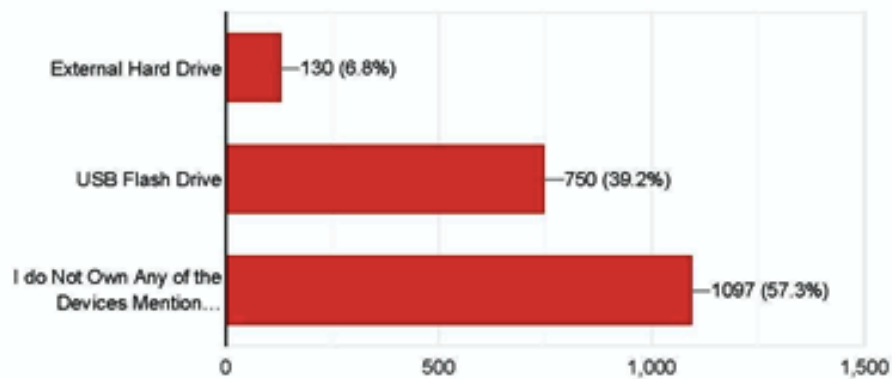
Do you have a television set at home?

1,913 responses

- Yes
- No

88.7%

11.3%
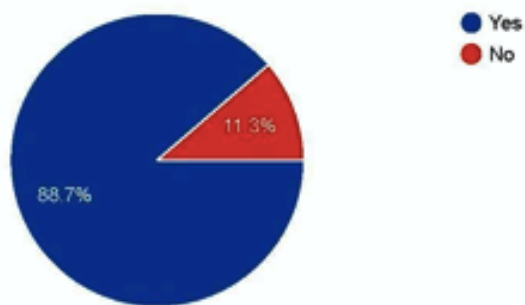
6/2/2020   MCC Student Survey 2020

If you have a television set at home, do you have access to CLTV 36 and/or One Media (formerly GNN TV44)?

1,910 responses

- Yes - I have access to both channels
- Yes - But I only have access to CLTV36
- Yes - But I only have access to One Media (formerly GNN TV44)
- No - I do not have access to any of these channels

47.2%
12.9%
38.8%

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Google Forms

B. MCC STUDENT SOCIOECONOMIC STATUS

One thousand seven hundred and seven (1,707) students responded to the survey: 22.2% are from IHTM, 32.1% from IASTE, 29.3% from ICS, and 16.4% from IBE. Sixty-one and two tenth percent (61.2%) are female, while 38.8 are male.

This survey is more comprehensive compared to the MCC Student Survey 2020. The questions were formed to identify the capacity of not only the students but also their families. The results of this survey helped in the conceptualization of the Digital Common Areas to be set up in the different Mabalacat City Barangays and the "Pinagtagpi-tagping Libre" project for the Learning Management System.

The succeeding pages will show the results of this survey.

MCC Student Social Economic Status
1,701 responses

Student Number (1920-****)
1,701 responses

1819

1

18191005

192044

1920

1920954

433

1617

18191276

Student's Full Name (First Name, MI, Last Name, Ext)

1,701 responses

Bryle Ashley Deguzman

Neilvin Jr, Adang Abong

Stephannie B. Fernandez

Monica Bea L. Palac

Wilmar T. Abejero

Aldrian S. Dino

Joshua Regala Royo

Angelo P. Banal

Jolina L. Zamora

Institute

1,701 responses

- ICS
- IHTM
- IASTE
- IBE

32.1%
16.4%
22.2%
29.3%
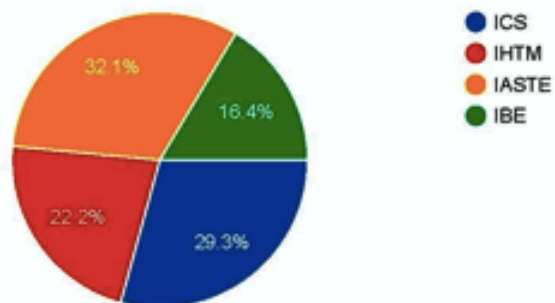
A. Personal Information

6/2/2020   MCC Student Social Economic Status

Sex

1,701 responses

- Male
- Female

61.2%

38.8%

Age
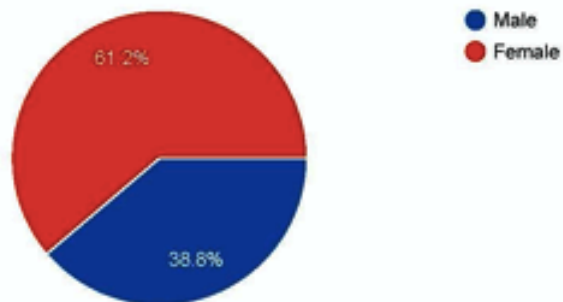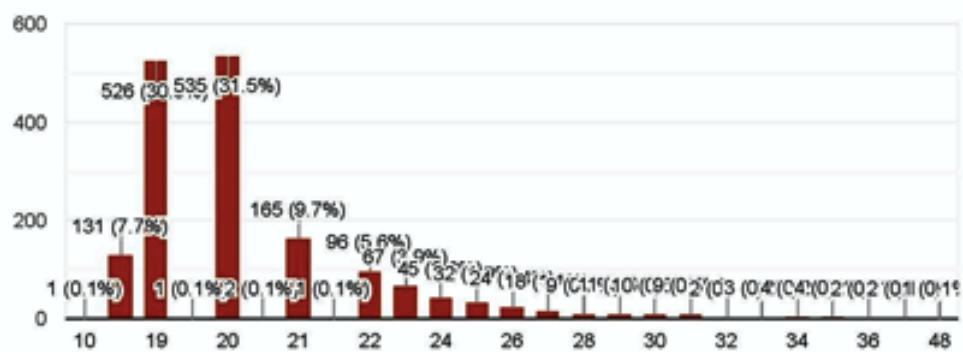
1,701 responses

Marital Status

1,701 responses

- Single
- Married
- Widowed
- Separated
- Partner / Live-in
- single parent

96.7%
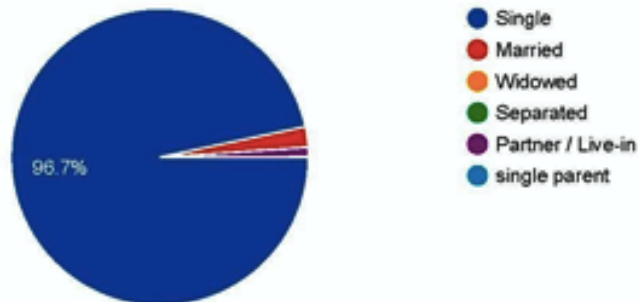
Number of Children , If any (put zero if none)

1,685 responses

1575 (93.5%)

1 (0.1%) 47 (2.8%) 20 (1.2%) 16 (0.9%) 9 (0.5%) 2 (0.1%) 8 (0.5%) 3 (0.2%) 2 (0.1%) 1 (0.1%) 1 (0.1%)

0   00   1   2   3   4   5   6   7   9   09121108566   09664...
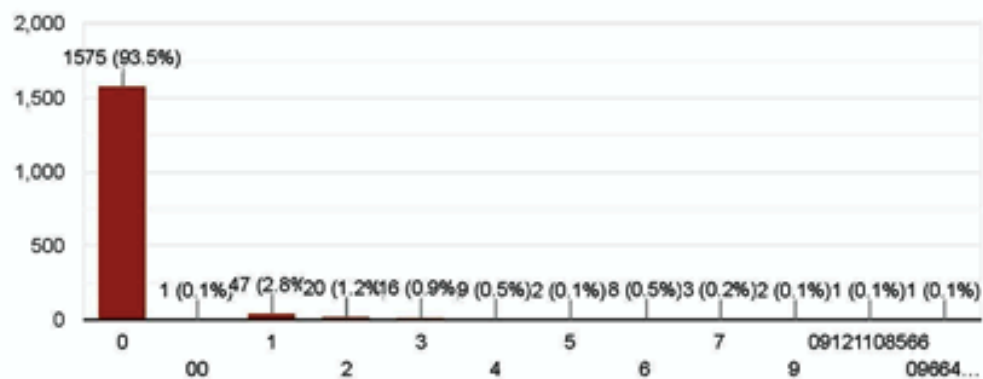
6/2/2020   MCC Student Social Economic Status

Employment

1,701 responses

None

N/A

Student

0

NA

Unemployed

No

N/a

Do you have any of the following at home (Check All Applicable Answers)

1,701 responses

Laptop — 493 (29%)
Desktop Computer — 155 (9.1%)
Netbook — 27 (1.6%)
Cellular Phone (With WIFI / Mobile Data... — 1271 (74.7%)
— 398 (23.4%)
Printer — 109 (6.4%)
Internet Connection — 482 (28.3%)
I do not own anything mentioned above — 61 (3.6%)
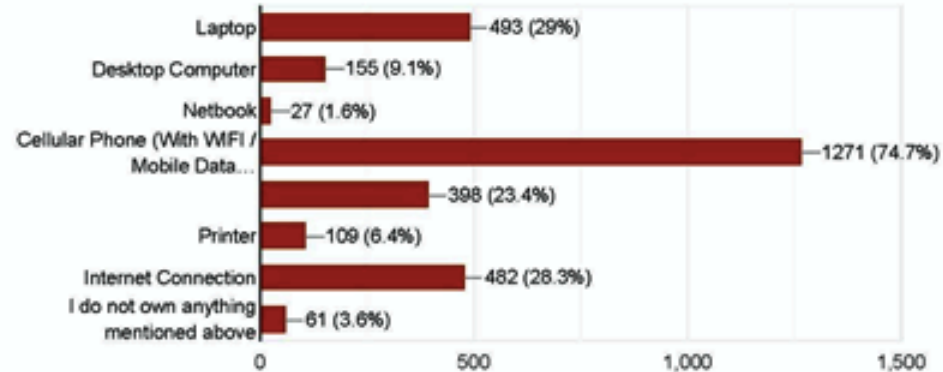
6/2/2020   MCC Student Social Economic Status

Do you own what you have selected above?

1,701 responses
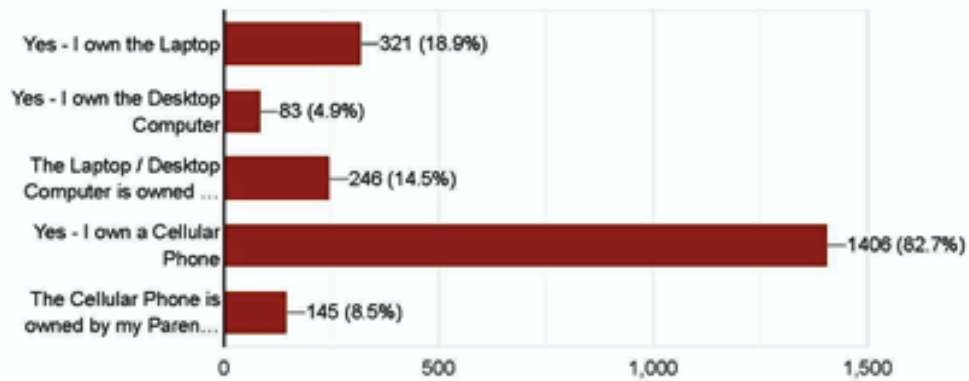
Yes - I own the Laptop	321 (18.9%)
Yes - I own the Desktop Computer	83 (4.9%)
The Laptop / Desktop Computer is owned ...	246 (14.5%)
Yes - I own a Cellular Phone	1406 (82.7%)
The Cellular Phone is owned by my Paren...	145 (8.5%)

If you have a Laptop / Desktop computers, please select the applications that you installed.

1,701 responses

MS Word	622 (36.6%)
MS Powerpoint	535 (31.5%)
MS Excel	440 (25.9%)
Any PDF Reader / Editor	328 (19.3%)
Video Player	335 (19.7%)
I have no applications installed or I d...	1025 (60.3%)
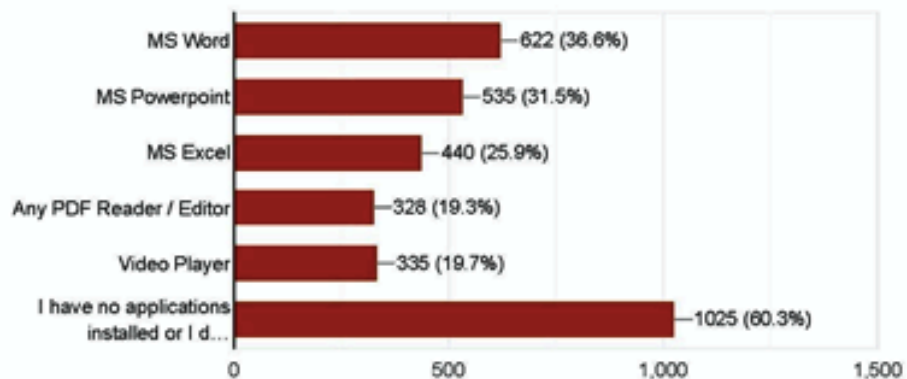
6/2/2020 MCC Student Social Economic Status

Do you have access to any of the following within your immediate area?

1,701 responses

Category	Value
Internet / Computer Shop	394 (23.2%)
Printing Shop	187 (11%)
Photocopying Shop	155 (9.1%)
I do not have an immediate access to th...	1225 (72%)
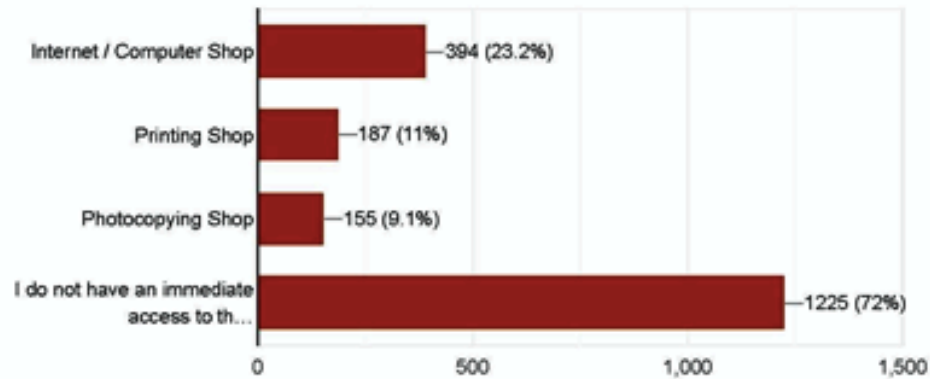
Please check the social media platforms and applications that you have an account with.

1,701 responses

Platform	Value
Facebook	1599 (94%)
FB Messenger	1493 (87.8%)
Yahoo Mail	169 (9.9%)
Google Mail	1237 (72.7%)
I do not use or have an account with th...	10 (0.6%)

https://docs.google.com/forms/d/1-5j_dcI3IEh4FvOWI5V-kv-bnEUSySvkXnXLxvqOffI/viewanalytics 7/31

Do you have a Constant Cellular Phone Load for Mobile Internet Browsing,Calling and Texting?

1,701 responses

- YES - For Mobile Internet Browsing, Calling and Texting
- YES - For Mobile Internet Browsing Only
- YES - For Calling Only
- YES - For Texting Only
- NO
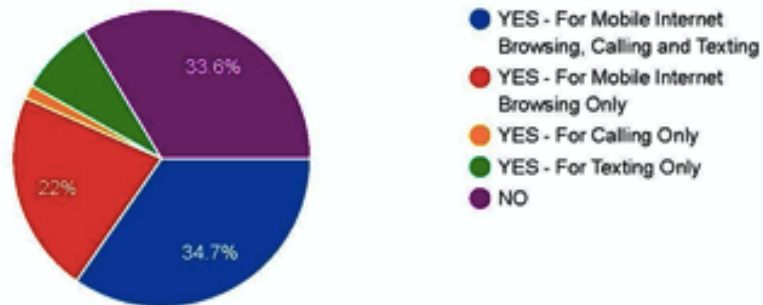
Do you have any of the following portable storage devices?
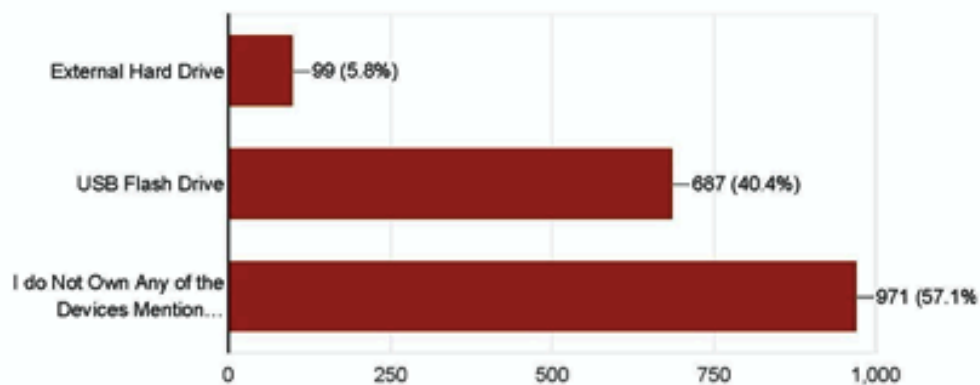
1,701 responses
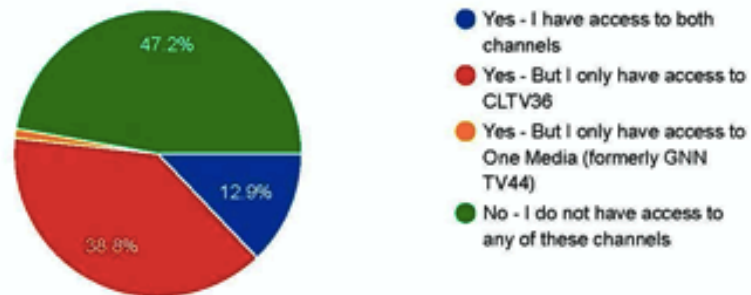
Do you have a television set at home?

1,701 responses
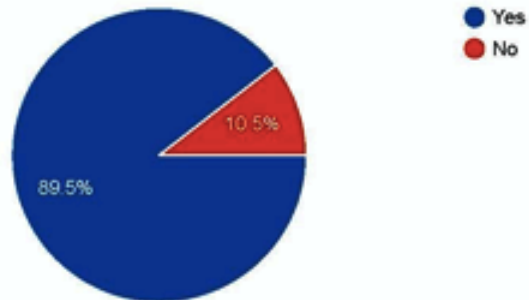
- ● Yes
- ● No

10.5%

89.5%

If you have a television set at home, do you have access to CLTV 36 and/or One Media (formerly GNN TV44)?

1,701 responses
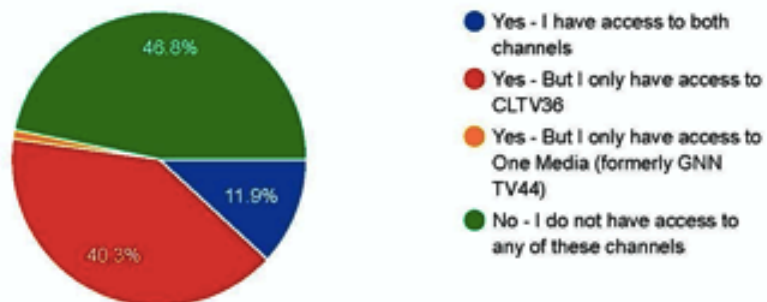
46.8%

11.9%

40.3%

- ● Yes - I have access to both channels
- ● Yes - But I only have access to CLTV36
- ● Yes - But I only have access to One Media (formerly GNN TV44)
- ● No - I do not have access to any of these channels

B. General Household Information

Total number of family members

1,701 responses
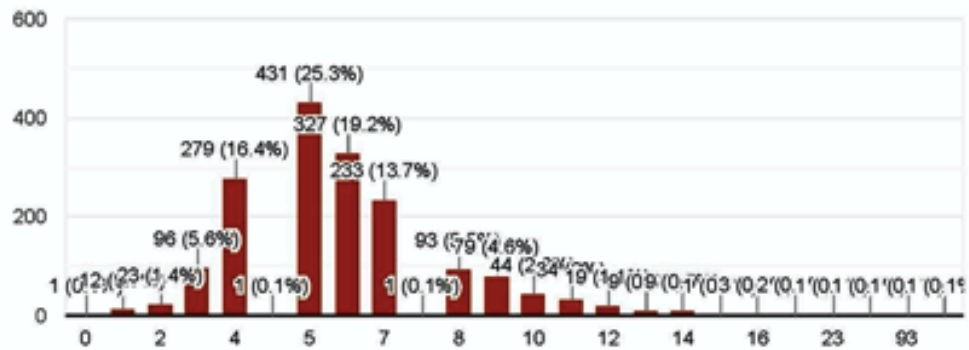
Number of siblings
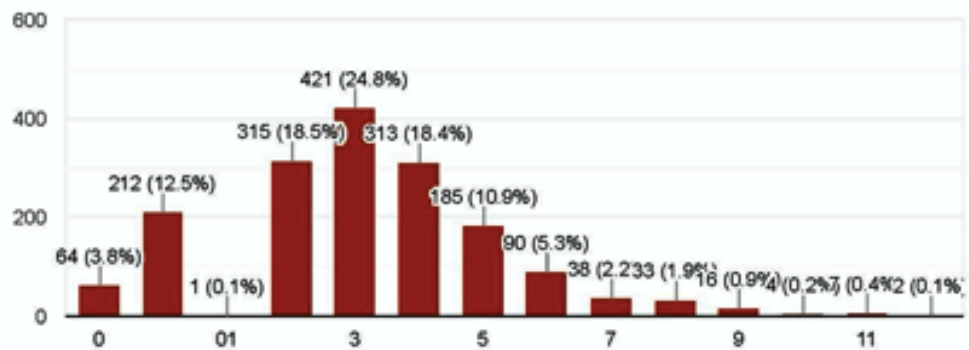
1,701 responses

Birth order among siblings

1,699 responses

- First
- Second
- Third
- Fourth
- Fifth or Above
- Fifth
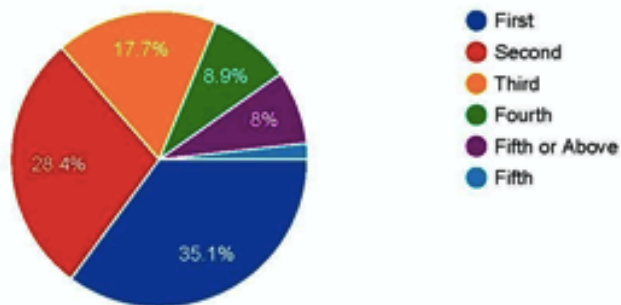
Household members (those who live in the same permanent residence, including helpers):

1,701 responses
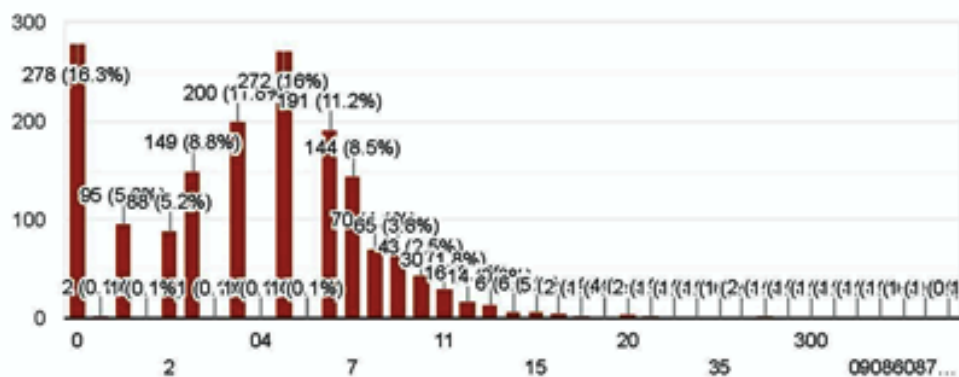
Is you household receiving any financial and/or educational assistance?

1,701 responses

Legend:
- Yes
- No

75.5%

24.5%
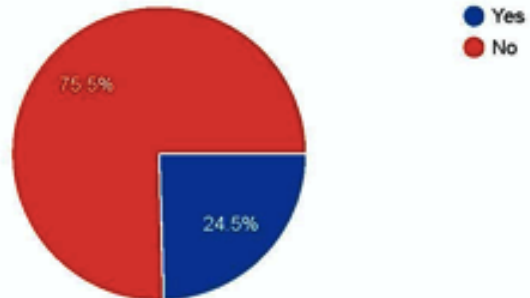
If yes, from what agency

1,701 responses
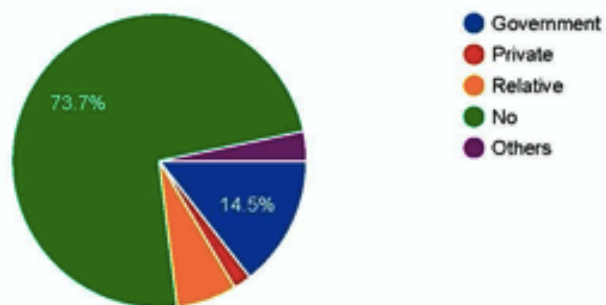
Legend:
- Government
- Private
- Relative
- No
- Others

73.7%

14.5%

Father's Occupation

1,701 responses

None

Driver

N/A

Tricycle Driver

Deceased

Farmer

Tricycle driver

Construction Worker

Father's Highest Educational Attainment
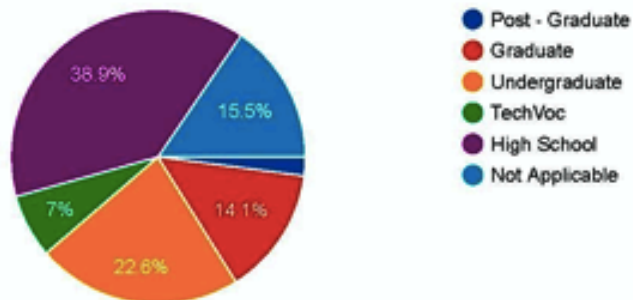
1,701 responses

- Post - Graduate
- Graduate
- Undergraduate
- TechVoc
- High School
- Not Applicable

38.9%
15.5%
7%
14.1%
22.6%

Mother's Occupation

1,701 responses

Housewife

None

House wife

House Wife

N/A

Housewife

Sewer

housewife

Teacher

Mother's Highest Educational Attainment
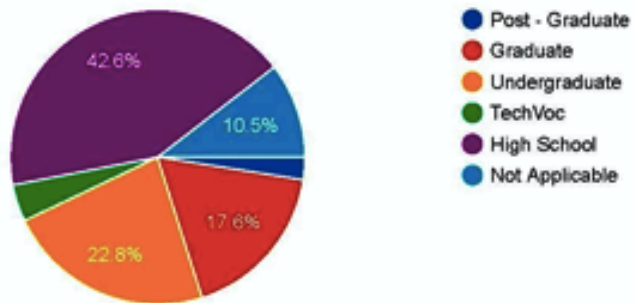
1,701 responses

- Post - Graduate
- Graduate
- Undergraduate
- TechVoc
- High School
- Not Applicable

42.6%
10.5%
17.6%
22.8%

Total household income

1,701 responses

- Php 50001 - Above
- Php 40001 - Php 50000
- Php 30001 - Php 40000
- Php 20001 - Php 30000
- Php 10001 - Php 20000
- Below Php 10000

50.5%
26.4%
8.5%
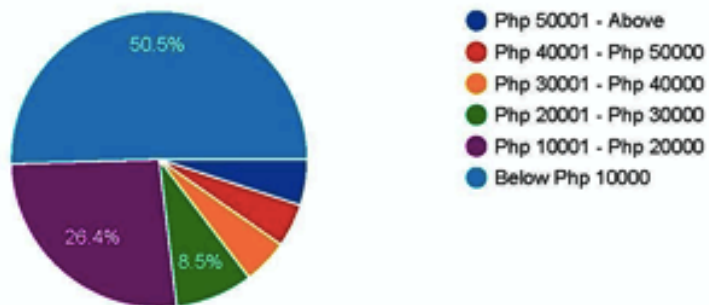
Do you have relatives working abroad?

1,701 responses

- Yes
- No

53.2%
46.8%
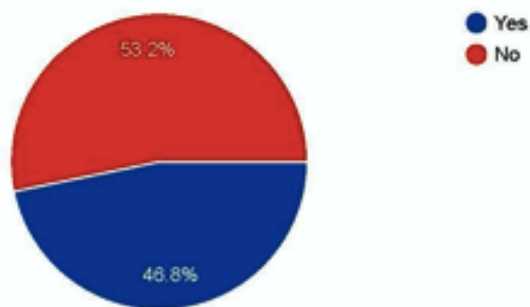
6/2/2020   MCC Student Social Economic Status

If you have relatives working abroad, do they support your family in any way?

1,701 responses

- ● Yes
- ● No
- ● Not Applicable

29.5%
52.7%
17.9%
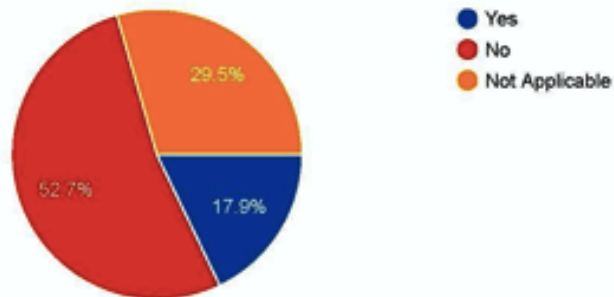
Housing Information

Select your Barangay of Residence

1,701 responses

- ● ATLU-BOLA
- ● BICAL
- ● BUNDAGUL
- ● CACUTUD
- ● CALUMPANG
- ● CAMACHILES
- ● DAU
- ● DOLORES

▲ 1/5 ▼

15.3%
9.5%
14.2%
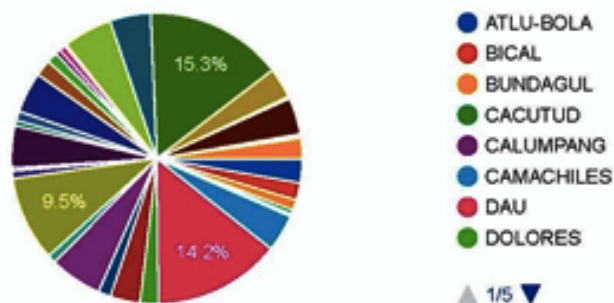
Complete Permanent Residence Address

1,701 responses

#42 Mampan St. Camachiles Mabalacat City

Sibulan Sta Cruz Davao Del Sur

None

Zone 6 Bigaas Calabanga Camarines Sur

18st blk 101 lot 15 mawaque resettlement

Talba 31st blk156 lot 16 Madapdpap Rest.

1130 sto. Nino st. Duquit Mabalacat City

0048 Purok 1, Camachiles, Mabalacat City, Pampanga

Sta. Monica Concepcion Tarlac

Select your Barangay of Residence
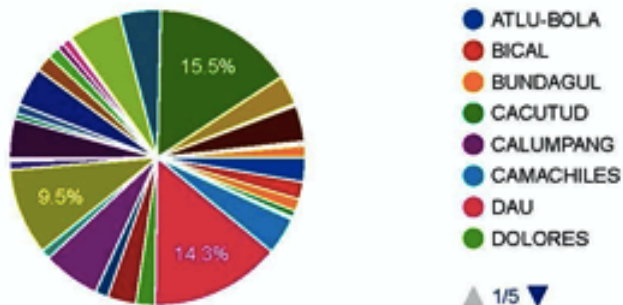
1,701 responses

- ATLU-BOLA
- BICAL
- BUNDAGUL
- CACUTUD
- CALUMPANG
- CAMACHILES
- DAU
- DOLORES

1/5

Complete Temporary Residence Address if applicable

1,701 responses

NA

N/A

None

Na

0

Not Applicable

2530-B Purok 7 Mabiga babalacat City Pampanga

N/a

House Ownership

1,701 responses
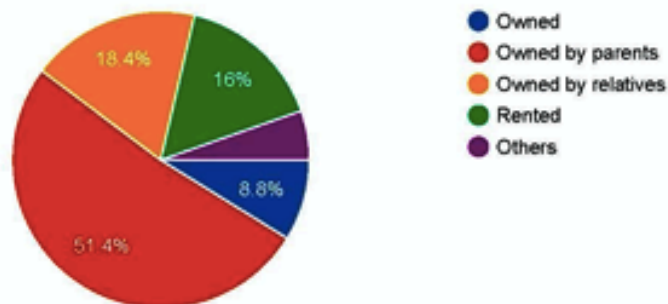
- Owned
- Owned by parents
- Owned by relatives
- Rented
- Others

18.4%
16%
8.8%
51.4%

If house is rented, how much is the rent per month? (put NA if not applicable)

1,701 responses

NA

N/A

Na

3000

5000

4000

na

2000

0

What kind of area does your family rent?

1,701 responses

- House
- Room
- Bedspace
- Others

64.7%

33.3%

If your family rented a house, how many rooms are there?

1,701 responses

- More than 5 rooms
- 4
- 3
- 2
- 1
- NA

71.4%

14.1%

How many bathrooms do you have in your residence?

1,701 responses

- More than 5
- 4
- 3
- 2
- 1
- NA

69.2%   8.8%

15.9%

What kind of toilet facility are in your residence?

1,701 responses

- Water-sealed, sewer septic tank used exclusively by the house...
- Water-sealed, sewer septic tank shared with other households
- Water-sealed, other depositor...
- Water-sealed, other depositor...
- Closed pit
- Open pit
- Others (pail system, and others)
- None

13.1%   9.5%

7.8%   7.8%

49.2%

What type of fuel does your household use for lighting?

1,701 responses

- Electricity
- Kerosene
- Liquified Petroleum Gas (LPG)
- Oil
- Others
- None

89.4%
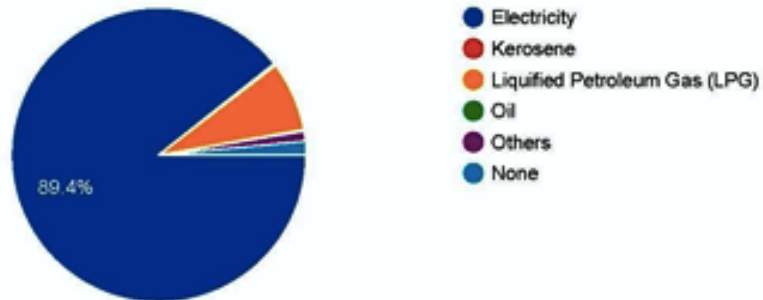
What type of fuel does your household use for cooking?

1,701 responses

- Electricity
- Kerosene
- Liquified Petroleum Gas (LPG)
- Oil
- Others
- None

90.5%

What is the household's main source of water supply for drinking. Check the applicable columns.

1,701 responses

Own use, faucet community water system	789 (46.4%)
	174 (10.2%)
Own use, tubed/piped deep well (at leas...	60 (3.5%)
	31 (1.8%)
Tubed/piped shallow well	22 (1.3%)
Dug well	12 (0.7%)
Protected spring	80 (4.7%)
Unprotected spring	5 (0.3%)
Lake, river, rain, and others	11 (0.6%)
Peddler	39 (2.3%)
Bottled water	273 (16%)
Others	408 (24%)

What is the household's main source of water supply for cooking. Check the applicable columns.

1,701 responses

Own use, faucet community water system	1167 (68.6%)
	204 (12%)
Own use, tubed/piped deep well (at leas...	63 (3.7%)
	32 (1.9%)
Tubed/piped shallow well	33 (1.9%)
Dug well	13 (0.8%)
Protected spring	37 (2.2%)
Unprotected spring	4 (0.2%)
Lake, river, rain, and others	1 (0.1%)
Peddler	10 (0.6%)
Bottled water	91 (5.3%)
Others	184 (10.8%)

What is the household's main source of water supply for laundry/bathing. Check the applicable columns.

1,701 responses

Do you and/or any of your household members own a vehicle?

1,701 responses

- Yes
- No

34.9%

65.1%
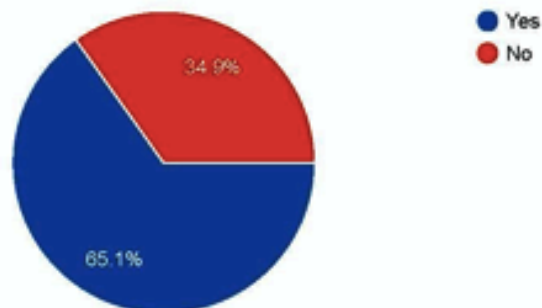
6/2/2020   MCC Student Social Economic Status

if yes, how many vehicles do you own?

1,701 responses

1

0

2

NA

3

None

N/A

4

5

What kind? Please check all applicable
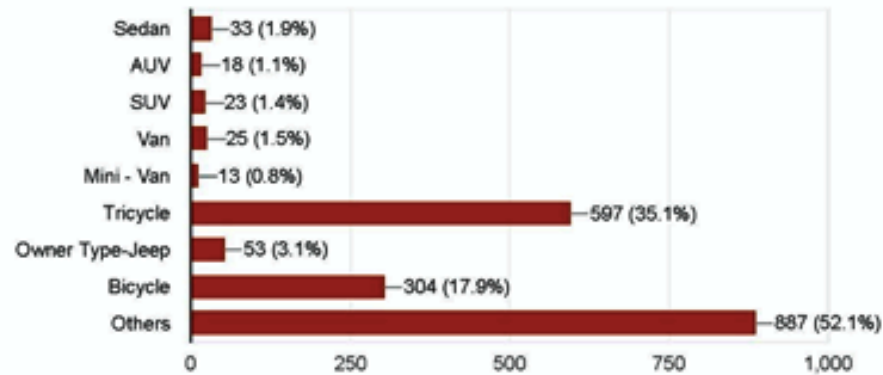
1,701 responses

https://docs.google.com/forms/d/1-5j_dcl3lEh4FvQWI5V-kv-bnEUSySvkXnXLxvqOffl/viewanalytics   24/31

What are the appliances and/or devices present in your household? Check all applicable.

1,701 responses

Appliance	Count (Percentage)
Television	1555 (91.4%)
Refrigerator	1116 (65.6%)
Microwave	226 (13.3%)
Toaster	160 (9.4%)
Oven	205 (12.1%)
Rice Cooker	991 (58.3%)
Aircon	368 (21.6%)
Electric Fan	1596 (93.8%)
Washing Machine	1334 (78.4%)
Cooking Range	336 (19.8%)
Other	172 (10.1%)
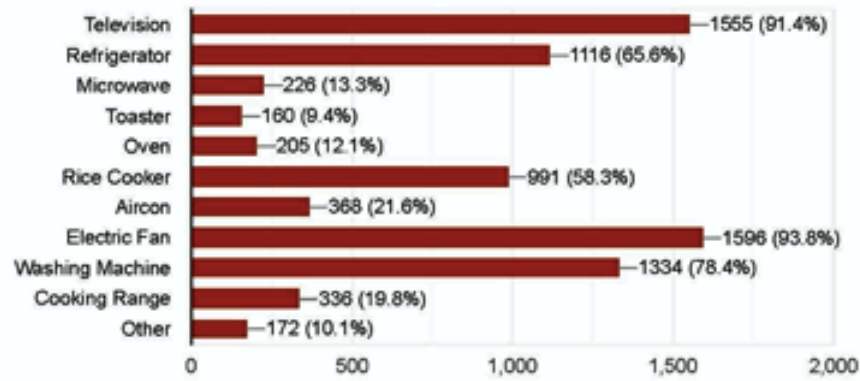
Household Health Information

Do you have any family members that are Person With Disability (PWD)?

1,701 responses
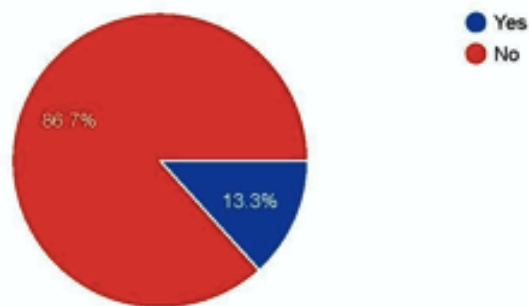
- Yes
- No

86.7%

13.3%

IF you have family members that are Person With Disability (PWD), how many are they?

1,701 responses

Do you have any family members that are considered high risk in contracting COVID19 (Age 60 above and/or have existing health conditions or illnesses)?

1,701 responses
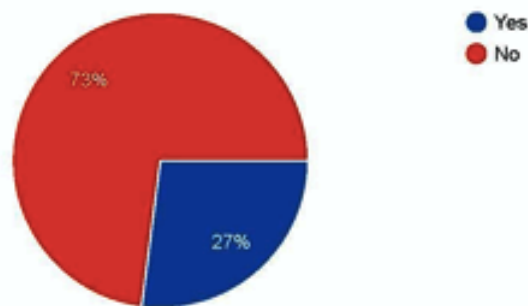
If you have any family members that are considered high risk in contracting COVID19 (Age 60 above and/or have existing health conditions or illnesses), how many are they?

1,701 responses

Do you have any family members that were tagged as Persons Under Monitoring (PUM)?

1,701 responses
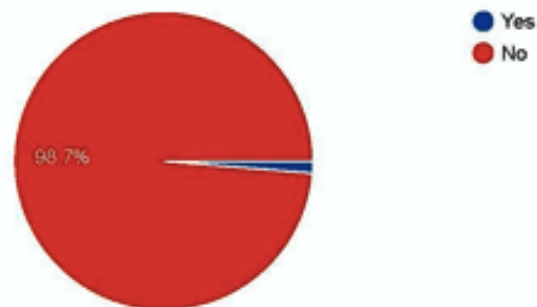
If you have any family members that were tagged as Persons Under Monitoring (PUM)?, how many are they?

1,701 responses

Do you have any family members that were tagged as Persons Under Investigation (PUI)?

1,701 responses
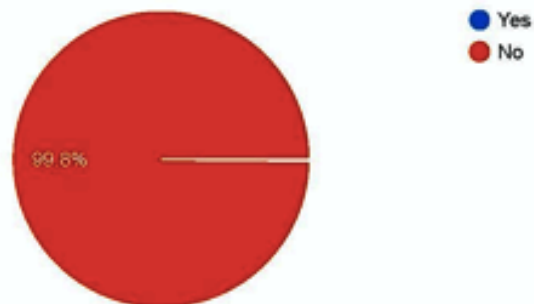
If you have any family members that were tagged as Persons Under Investigation (PUI), how many are they?

1,701 responses

0

NA

None

N/A

1

wala

3

00

Do you have any family members that tested positive for COVID19?

1,701 responses
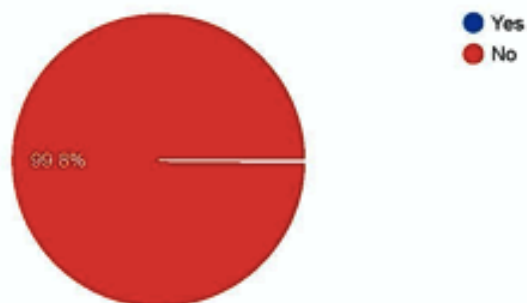
- Yes
- No

99.6%

If you have family that tested positive for COVID19, how many are they?

1,701 responses

Was any of your household members' employment/livelihood affected by the COVID19 pandemic?

1,701 responses
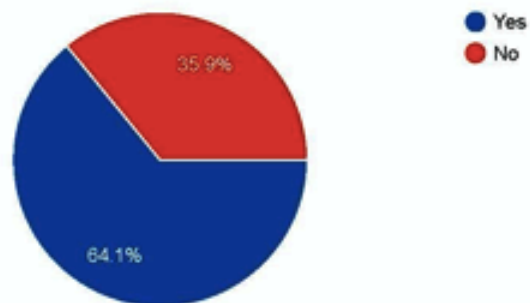
6/2/2020 MCC Student Social Economic Status

If any of your household members' employment/livelihood affected by the COVID19 pandemic, specify the impact of COVID19 to your family (example: Father cannot work because of Enhanced Community Quarantine)

1,701 responses

0

NA

Father cannot work because of ECQ

Father cannot work because of Enhanced Community Quarantine

None

N/A

Mother cannot work because of Enhanced Community Quarantine

No work no pay

2

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C. THE NEW NORMAL SURVEY

Sixty-six out of 70 full-time instructors (94.28%) responded to the survey. Sixty-three and six tenth percent (63.6%) of which are from IASTE, 16.7% are from ICS, 12.1% are from IHTM, and 7.6% are from IBE.

This survey was intended to find out the reactions and opinions of the full-time instructors of MCC. It was also made to identify what course modalities can be converted into full blended modality.

6/2/2020   MCC: "The New Normal Survey"

MCC: "The New Normal Survey"

66 responses

Publish analytics

Faculty / Instructor's Name

66 responses

Renalyn Gacusan

Geralyn A. Quiambao

Marie Kristine Joy Sangalang

James Darwin N. Lagman

Glen S. Nolasco

RAMOS, EDC

Ian Paulo N. Punsalan

Dennis Tacadena

Kerly Jane E. Marucut
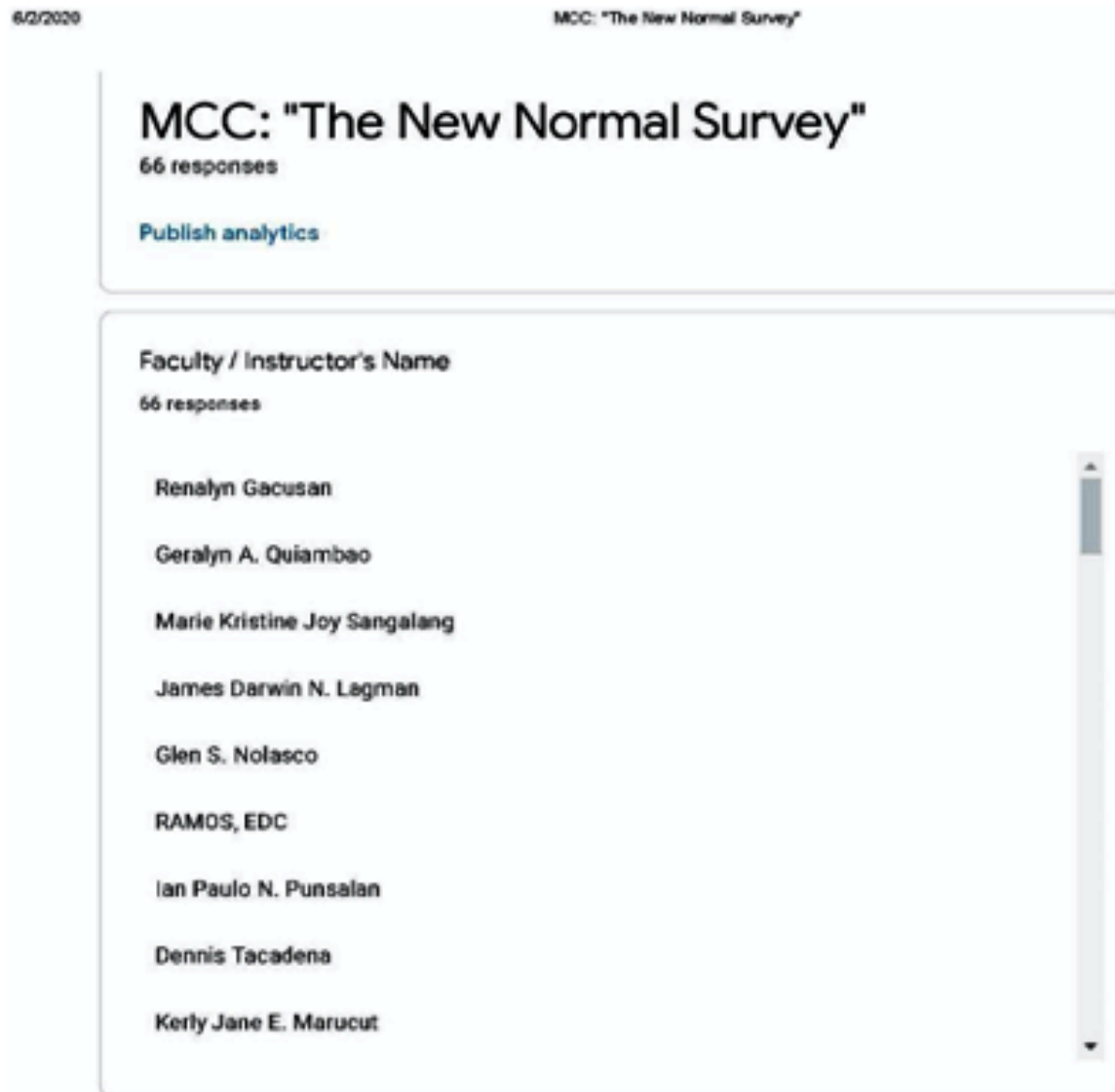
6/2/2020   MCC: "The New Normal Survey"

Faculty / Instructor's Institute

66 responses

- ● IASTE
- ● IBE
- ● ICS
- ● IHTM

16.7%

12.1%

63.6%
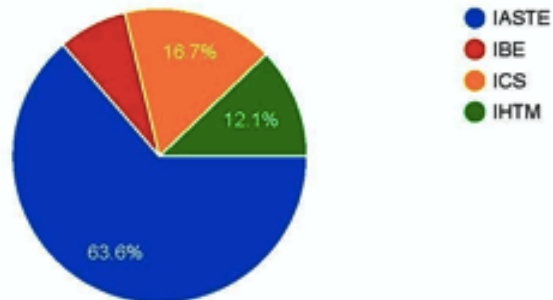
Faculty / Instructor's Email Address

66 responses

renalyn.gacusan.17@gmail.com

quiambaogeralyn@yahoo.com.ph

mariekristinejoy@yahoo.com

lagmanjames888@yhoo.com

gnolasco.mcc@gmail.com

eduardramos@rocketmail.com

ianpaulonicdaopunsalan@gmail.com

dennis.tacadena@gmail.com

kajema1899@gmail.com

What courses can be transitioned into a full-blown Blended Learning Mode?

66 responses

All

1. For BS Biology major courses
2nd sem 2019-2020
A. Biomolecules/Biochemistry (2ndyr)
-lecture type is needed
-only a handful of activites can be done/submitted online
-still needed to have hands on/laboratory experiments
B. Systematics (1styr)
-lecture type is needed
-most pen and paper activities can be blended
C. Chemical molecules/organic chemistry (1styr)
-lecture is still needed as molecular structure modelling is needed
-activities can be done/submitted online after a lecture
D. Microbiology
-lectures are needed
-laboratory experiments are strictly needed

1st sem 2020-2021

For Technical Courses like Mathematics, Programming, Accounting and etc., what are your suggestions in reducing the Physical Contact of the Students and Teachers during Face-to-Face Mode?

66 responses

N/A

n/a

Schedule the face to face contact hours, determine the number of students (by batch) per face to face class to maintain proper social distancing, assessment of learning should not use paper and pen to avoid any form of physical contact.

We can give lectures, reading materials, illustrations etc.thru on line if ready ang lahat when it comes sa access sa internet.

Give them handouts for advance reading and let them answers questions ahead. then give the answers and explain in class

Most probably just use a standard module to be given to the students

For the technical courses mentioned, here is my take. In cases like these, we cannot go away fully with the classroom setup of learning. Proper scheduling should be done

6/2/2020   MCC: "The New Normal Survey"

For courses with laboratory, like Cooking, Programming, Chemistry and etc., what are the measures we will implement to still emphasize Physical Distancing and reducing physical contact of Students-Students and Student-teachers during face-to-face classes?

66 responses

Same answer with the previous item

We should have standard procedures sa lahat ng students and instructors when it comes sa pagsuot ng mask at gloves, wash hands before and after session, physical distancing(how many meters) and most important dapat ready tayo sa lay out ng mga rooms, laboratory, kitchen, equipt, facilities and furniture (chairs) para ma observe ang physical distancing. Mahirap talaga pag sa face to face esp if may mga concerns and questions ang mga students na kailangan lapitan sila at illustrate.

limit the students in attending laboratory. maybe by group then another group will be on classroom for other activities then rotation

Make a schedule for the student whom would be performing the said task(group schedule for the student that would come to school).

To maintain physical/social distancing inside the classroom, it is crucial to employ individual outputs/seatworks/laboratory related activities once the ECQ is lifted. Apply one sit apart for all the students once they are inside the laboratory rooms.
Social/physical contact and other assemblage should be abstained

6/2/2020   MCC: "The New Normal Survey"

In general, what are your suggestions and recommendations to the school admin in reference to the "New Normal" in academic delivery of instructions caused by COVID19 in the country?

66 responses

Consider everyone's financial and emotional situation in creating the guidelines for the new normal.

Sa personal ko po opinion if on line ang platform na gagamitin mas maganda po sana na masigurado po muna natin na all students and instructors ay may access sa internet. If we go sa face to face naman po we need to have our own school measures and procedures and follow govt ordinances and laws with regards sa safety and physical distancing. We also need to consider yung pamumuhay at sitwasyun ng ating mga estudyante na alam naman natin most of them galing sila sa mahihirap na pamilya. Ang concern ko lang po kasi dahil sa krisis na nararanasan natin ngayon ready po kaya sila physically,morally,mentally and financially? We need to evaluate, gather more informations (from different schools) na applicable sa atin di naman masama gumaya basta para sa ikabubuti ng lahat and most of all guidance sa Panginoon. I pray for our school president and the administration na sana malampasan ang krisis na ito and that they will be guided and come up with right decisions. We pray for their safety and good health. KAYA natin yan basta tulong tulong. God bless us all.

i think blended learning should be consider

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CHAPTER 2

DEFINITION OF FLEXIBLE LEARNING AND NEW NORMAL

I. FLEXIBLE LEARNING IMPLEMENTING RULES AND REGULATIONS

Aside from capacitating the College to deliver quality education in the midst of this pandemic, the flexible learning scheme thaFt MCC offers in this Academic Year of 2020-2021, strives to balance the   economic capabilities of its students, the available resources of its teachers, and the dynamism it will create with other members of the community on its forthcoming implementation.

The MCC Flexible Learning also reflects how the college understands and values the individual preferences and styles of its students by offering diverse learning materials; the mental health preservation of both students and teachers by developing mechanisms that control the amount of responsibilities and maintain proper pacing; and the integrity and professionalism in the   academic community by imposing the proper citations of materials, respecting the intellectual property rights of authors/owners, penalizing plagiarism and setting of expectations during the conduct of online learning.

Below is the MCC Flexible Learning Implementing Rules and Regulations as approved by the MCC Board last May 4, 2020 in its Resolution No. 8 - "The Shift to Flexible Learning".

A. GENERAL PLAN

1. All academic instructions for the 1st Semester of AY 2020-2021 shall be delivered off-campus due to the prohibition on face-to-face classes by the national government.

2. There will be two (2) cycles for the 1st semester of the AY 2020-2021, which will start on September 14, 2020, until December 18, 2020. Half of the curricula for the semester shall be offered on the first cycle and the remaining half on the second cycle. The cycles for the 2nd semester will be adjusted accordingly based on the advisories of the government.

3. Team Teaching will be implemented due to the absence of a physical space in the chosen deliveries of learning and to maximize the academic labor force of the College. The following distribution of students per course shall be used based on the composition in the Team Teaching:

Faculty Team Teaching Composition	Minimum Number of Students	Maximum Number of Students
1	35	75
2	76	150
3	151	200

A new section shall be opened if the students taking a specific course have more than 200 students enrolled. The deans will maximize the utilization of each section, taking into consideration the fair distribution of students per section and teaching loads to the faculty. The Team Teachers shall coordinate with each member to identify their respective strengths and device among themselves the partitioning of the course module delivery per section.

For the PE and NSTP class, a Team Teaching composed of three (3) members shall handle 400 students per section (as agreed upon by the IASTE Dean and the PE / NSTP instructors)

4. A Faculty member shall have a maximum of four (4) sections in a semester or 15 units equivalent load (whichever is higher) to complete the 24 hours teaching requirement as set by the CHED and the Association of Local Colleges and Universities. The distribution of the sections can vary for each instructor based on the discretion of the Institute Deans. Additional modules on top of the four (4) sections or 15 unit equivalent load will be counted as overload and computed based on the original number of hours needed by the course per week (14 Weeks).

5. Solo Teaching of section(s) with fewer than 35 students shall be allowed provided that the course is highly specialized in the program and/or the existing enrollees in the course cannot go beyond the set limit. This is subject to the justification of the Institute Dean and the approval of the Vice President for Academic Affairs.

6. A part-time Faculty member shall not hold more than three (3) sections or 12 unit equivalent load (whichever is higher) during the semester. The number of contact hours for salary purposes will be counted based on the actual contact hours requirement in the normal scenario (No. of hours per week x 14 weeks). Part-time teaching loads of more than the prescribed limit must be requested by the Institute dean and approved by the VPAA.

7. Full-time Faculty members with designations shall follow the deloading rule as shown in the table below. Additional modules on top of the maximum allowed handled modular sections will be counted as overload and computed based on the original number of hours needed by the course per week (14 weeks).

Designation	Unit Deloading	Modular Load Equivalent
Vice Presidents	24	0
Deans	24	0
Directors	24	0
Heads	12	2
Field of Study Heads	12	2

8. The sports coordinator with the assistance of the coaches shall formulate an online training regimen that will maintain the players' physical readiness during the suspension of all sports activities. Regimen includes discussions on strategies and great plays, video demonstration of great techniques, self-trainings, balance diet and weight maintenance. This is to ensure that MCC complies with the no physical contact during the community quarantine and still be "battle-ready" when the sports competitions resume.

B. DELIVERY OF INSTRUCTIONS

1. The official Learning Management System (LMS) that will be used by MCC is EDMODO. All Faculty members must register in EDMODO and connect to the Mabalacat City College community in the LMS. The Faculty will utilize the EDMODO LMS in all academic activities starting the 1st semester of the academic year 2020-2021.

2. The video recorded discussions will be uploaded on YouTube for storage and video streaming. The instructors may utilize FB messenger to communicate with their students. However, it is advised that the messaging service provided by EDMODO should be used in communicating and posting announcements to students.

3. Theoretical and conceptual modules will be given to the students during the 1st semester for courses with laboratory or skills-based courses (e.g. Programming, Culinary). Practical modules will be given the following semester when physical face-to-face shall be allowed by the proper authorities. The Institutes shall be responsible for scheduling the make-up laboratory classes in the second semester giving due consideration to government advisories. An incomplete "INC" grade will be temporarily given to the students enrolled in these courses. The INC grades shall be lifted once the students have complied or completed the laboratory requirements of the course when in-campus activities are once again allowed by the proper authorities. The Institute Deans of these courses will make sure that the minimum contact hour requirements for the laboratory component of the course shall be given to the students.

Note: Please refer to "Pinagtagpi-tagping Libre Project" for the detailed explanation on the Learning Management System use of Mabalacat City College.

C. MATERIALS

1. MCC shall adapt the Modified Hybrid Learning Model and Asynchronous Learning Models. The Modified Hybrid Learning Model integrates digital, printed, recorded, and traditional activities in a planned, pedagogically valuable manner. In the Asynchronous Learning Model, the students take courses at their own pace and time. Lectures, reading materials, and worksheets are made available within a specific time frame. The Learning Models will be used in creating discussion materials for each course. Course Learning Packets (CLPs) will include but is not limited to the following contents:

a. Outcomes-Based Teaching and Learning Plan (see attached OBTL format),
b. Video Discussions (Live or Recording),
c. Reading Materials (Soft Copy and/or Hard Copy),
d. Module Supplemental Activities, and
e. Module Requirements / Worksheets
Institute Deans may include additional requirements in the CLPs.

The applicable learning materials may include in combination but is not limited to the following:

a. Video tutorials / Video Demonstrations
b. Films
c. Documentaries
d. Podcast
e. Audiobooks
f. E-books
g. Pictures
h. News (Prints, Clippings, Online Link, etc.)
i. Graphic slides
And other relevant materials as deemed relevant by the deans

The course modules can be created, developed, and delivered using, but are not limited to, the following tools or applications:

a. E-Mail

b. Chat

c. Wiki

d. Skype

e. Blog

f. Facebook Messenger

g. Self-paced e-learning modules

h. Zoom

i. Google Docs for collaboration

j. Google Hangout

k. Text Messaging

l. Phone Call

m. File Sharing

n. Video recording/sharing

o. Podcasts

p. Powerpoint presentations

q. Radio broadcast

r. TV broadcast

2. The Institutes shall ensure that the Most Essential Learning Competencies (MELC) will be included in the CLPs during the modular discussion period.

3. The faculty are enjoined to use the facilities of Mabalacat City College (DigiHub, MAC Lab, and Broadcast Rooms) in creating their video discussions (recorded and/or live). Further, the instructors are expected to look professional during a live broadcast when they prefer to record or broadcast the video discussions at home. The instructors recording their video discussions must make sure that their surroundings are set up in an office or professional manner. The instructors are also expected to dress appropriately during recording and/or broadcasting their respective video discussions. The Deans shall ensure the strict compliance of this guideline.

4. All original materials for distribution and publication shall be covered by intellectual property rights. Free sourced-out materials should be properly cited and actions shall be taken against plagiarism.

D. TECHNICAL SUPPORT

1. Digital Common Area (DigiCom) shall be set up in each Mabalacat City Barangay. The DigiCom shall be installed with internet connection and function as a FREE wi-fi zone for students to download learning materials and watch broadcasts. It will also serve as the pick-up and drop-off points of the Course Learning Packets (CLP) for students who cannot access the EDMODO LMS.

2. Teachers shall have access to a broadcasting studio fully equipped with high-end MAC computer units and equipped with a wi-fi connection with a minimum strength of 10 mbps. They may use this facility for video recording and broadcasting. Webinars on EDMODO Familiarization shall be given to all faculty members as well as actual demonstration on how to use the studio and its equipment.

3. A Learning Management System (LMS) support group will be established with the assistance of the ICS. The LMS support group will assist the instructors, students, and parents with their queries regarding the EDMODO LMS. It will also assist the instructors and students in any technical problems that they may encounter in using these free online services. Moreover, instructors may seek assistance from the LMS Support Group for the encoding of the submissions made by the students when available.

E. EVALUATION OF STUDENTS

1. Although professors, teachers and instructors are given freedom to devise tools for evaluating and assessing the skills and knowledge of the students, because of the nature of flexible learning, performance evaluation shall be based on outputs. The Institute for Arts, Sciences and Teaching Education shall devise a standardized tool (preferably rubrics) in grading the submitted worksheets. Further, the instructors shall

extend the utmost considerations to the students about the submission deadlines of the worksheets.

2. Student attendance shall not be a factor during performance evaluation in the implementation of flexible learning.

F. OTHER SUPPORT

1. The Office of the Vice President for External Affairs may accept donations such as laptops, pocket wifi, computer, and other equipment, from public and private agencies and institutions in support of flexible learning in accordance with existing laws on government donations and sponsorships. Likewise, it may also initiate and pursue partnerships with other organizations of mutual interest.

2. MCC shall seek assistance from the Local Government and the Barangays for security, logistics and other necessary support for its DigiCom and other programs for flexible learning.

3. MCC shall encourage parents of students to become active partners by communicating to them the specific home support that their children need during flexible learning.

G. PUBLIC INFORMATION and RESEARCH

1. MCC shall be responsible for increasing the awareness of the Mabalacat community about flexible learning. It shall provide informational materials and updates on how MCC prepares for the transition to flexible learning, through social media, television, prints and other forms of media available.

2. MCC shall conduct research on the components and implementation of flexible learning for the improvement of its operation, management and its impact to its students. The result of these researches shall be made available for the public.

This Implementing Rules and Regulations shall take effect upon the official start of the Academic Year 2020-2021.

II. NEW NORMAL POLICIES

With the emerging new trends in education and learning, school policies must also adapt and catch up, especially where the health and safety of its stakeholders are at risk. Since there have been new normal practices and routines being standardized globally, it is important that these be concretized into policies first in order to fit the same in the organizational setting. These will set the boundaries and the operating procedures that will make the organization function safely and effectively and deliver its services immediately and efficiently. The policies will also establish the responsibilities and accountabilities for easier and immediate implementation of the set standards.

The following policies shall define the new normal for MCC:

1. Policy on the Implementation of New Normal

2. Policy on Entertaining Visitors and Guests

3. Policy on Greeting and Handshakes

4. Policy on Meetings

5. Policy on Office Tools, Supplies and Personal Items

6. Policy on Physical and Social Distancing in the Office

7. Policy on Risk-Reduction from Covid-19

8. Policy on Waste Disposal of Hazardous Items

9. Policy on Work From Home Arrangement

10. Return to Work Policy

11. Guidelines on New Admission Policy

A. POLICY ON THE IMPLEMENTATION OF NEW NORMAL

This policy will serve as a guideline on the day-to-day entry and exit procedure at MCC, delivery of services and conduct of transactions and maintenance and cleaning standards. This guideline was made to ensure the safety and health of all MCC personnel against Covid-19. (Please also read other policies related to new normal)

1. Gate Procedure

All personnel, students and guests should undergo foot bath, misting and thermoscan at designated area at the entrance. Only those below 37.5 C temperature shall be allowed to enter. People on cue should stay on marked floors to maintain social distancing. Personnel and guests should use their own ballpen to sign in. Any guest without a ballpen should leave his or her ID in the dropbox so that the guard can enter the information. ID can be collected upon exit. For personnel using biometric, they should apply alcohol before and after use. ID should also be in plain view to avoid conversation with the guard on duty. Same health protocol applies for exit. This gate procedure should be posted at the guard house.

2. No Face Mask, No Entry

Anyone without a proper face mask will not be allowed to enter MCC. Improvised face mask such as handkerchief or any piece of cloth with unsecured clasp shall not be considered as face mask.

3. Online Transactions

All services such as request for TOR and credentials, admission inquiries, guidance services, medical consultation etc. should be available online. All responsible units for these services should have a clear workflow for the efficient implementation of such, digital platform to conduct these services and campaign strategy for its promotion.

4. Procedures for transactions that require physical presence or face-to-face

Social distancing of 2 meters should be strictly maintained. For exchange of cash, document or any material, it must be received with a gloved hand. If there is no glove, it must be left in the nearest table or drop box infront of the office and shall be picked after sanitation.

5. Delivery of Items

For any delivery, gate procedure should be followed. All items should be deposited at the designated area for sanitation or disinfection before inspection and receipt.

6. Cleaning Routine

All offices, rooms and surroundings of MCC shall be disinfected everyday after office hours. Sterilization shall also be done by assigned personnel every weekend. After sterilization, no one is allowed to enter in MCC until the resumption of the business week.

7. Laboratory Maintenance

Laboratories shall be disinfected after every session and shall be closed if unused.

All computers in laboratories should be gently wiped with anti-bacterial cloth after usage with careful attention on keyboard and mouse. Loitering is strictly not allowed. LAB PASS is required if used outside laboratory time. In the use of computer, One is to One shall be strictly enforced. No sharing of any lab/comp equipment and supplies such as flashdrive and headset. FOR Laboratory Custodians: require all users to read Laboratory Rules before session starts. Laboratory Rules should be posted inside the room visibly.

8. Hand washing Facility

There must be a handwashing facility in accessible areas within MCC. The School Health Office should be responsible for the encouragement of this practice.

9. Waste disposal

There should be a separate waste bin for face mask, gloves and any materials that might be contaminated. This waste bin must be properly sealed and disposed according to health and safety guidelines by trained personnel.

B. POLICY ON ENTERTAINING VISITORS AND GUESTS

This policy provides protocols when accepting or accommodating visitors.

Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

Protocols

1. Accepting or entertaining visitors and guests in school premises is highly discouraged.

2. If it is really necessary to have visitors and guests, their visits must first be requested permission from the immediate Vice President supervising the event or person being visited, to enter school premises at least five (5) days before the date of visit. All other details including the names of all visitors, age, if they have underlying sickness, purpose of visit and other details necessary to make the necessary precautions for their visit must be disclosed to the approving authority.

3. The Office of the Vice President for Administration must be notified of the details of the visit once approved, at least three (3) days, to prepare all the necessary additional precautions for the visit. It shall brief the visitors or guests with the school safety precautions and practices prior to the visit, via e-mail, teleconference or videoconference.

4. All visitors and guests must wear masks at all times.

5. Any violation of safety protocols must not be tolerated and the visitors and guests shall be respectfully escorted to exit the school premises immediately.

C. POLICY ON GREETINGS AND HANDSHAKES

This policy provides guidelines on what would be the new norm on greetings and handshakes inside the school premises.

Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

Guidelines

1. Handshakes, high fives, fist bumps, tapping of the back and other gestures that require physical contact shall not be allowed at all times.

2. Greetings between teachers and students may be made through waving of the hand, bowing or nodding.

3. Greetings to guests and visitors may be made through bowing or nodding.

4. Spoken greetings must be minimized and used only when circumstances call for it.

5. Masks shall be worn at all times.

D. POLICY ON MEETINGS

This policy provides the protocols in preparing and conducting work-related meetings.

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

1. Protocols for Face-to-Face Meetings

Face-to-Face Meetings are highly discouraged but if physical presence is really necessary, the following protocols must be observed:

a. Preparation

i. Notice of the Meeting must be sent via e-mail or other mobile or computer applications available.

ii. All documents and written materials needed for the meeting must also be sent via e-mail or other mobile or computer applications available.

iii. Each participant must bring his or her own device to access the materials. If his or her device is not easily movable, he or she must print his or her own copy of the said materials.

iv. Each participant must also bring his or her own items to be used for note taking. No sharing or lending allowed.

b. Conduct of Meetings

i. All participants must keep a distance of one (1) meter radius from each other.

ii. The presenter must keep a longer distance since he or she is expected to speak for a longer period.

iii. If votes need to be taken, the facilitator must require participants to simply raise their hands.

iv. If votes are to be taken anonymously, the facilitator must require participants to send in their votes via e-mail or other mobile or computer applications available.

2. Protocols for Virtual Meetings

Teleconferencing is the preferred mode of meetings. The following protocols must be observed:

a. Preparation

i. Notice of the Meeting must be sent via e-mail or other mobile or computer applications available.

ii. All documents and written materials needed for the meeting must also be sent via e-mail or other mobile or computer applications available.

iii. Participants must have access to or provided with devices or facilities to attend the said meeting.

b. Conduct of Meetings

i. Participation may be via call, teleconference or videoconference.

ii. Proof that the meeting has transpired and the participants to the meeting must be kept on record.

iii. All matters discussed in the said meetings must be kept confidential. If being recorded, all participants must be made aware at the start of the meeting.

iv. Participants are encouraged not to wear sleeveless, strapless, sandos and spaghetti straps during video conference meetings.

v. Participants are discouraged from standing up or doing unnecessary movements when they are on video. They are encouraged to turn off their videos and/or microphones so as to keep other participants from being distracted.

E. POLICY ON OFFICE TOOLS, SUPPLIES AND PERSONAL ITEMS

This policy provides guidelines on the use of office supplies when employees and personnel are required to physically report to work.

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

Guidelines

1. All employees/personnel will be issued necessary office supplies for the completion of work or tasks.

2. It is strongly encouraged that all office-issued and personal-owned office supplies, especially if left in the office or desk must be properly labelled with the name of the recipient/owner, for convenient tracing.

3. No lending and sharing of office and personal supplies, like staplers, pens, and other tools/ items, like utensils and cutleries.

4. If lending is inevitable for some reason or if needed, items should be disinfected before and after transfer.

F. POLICY ON PHYSICAL AND SOCIAL DISTANCING IN THE OFFICE

This policy provides the protocols to be maintained inside the school offices and other rooms to minimize contact rate:

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

1. Protocols in the Work Premises

a. Doors should be kept open to prevent the need to handle door knobs.

b. Certain areas may not be used by being taped-off so as to allow physical distancing.

c. Whenever possible, employees and personnel must eat in their individual work areas. Packed meals are encouraged.

d. Face masks must be worn at all times, except when eating or drinking. Conversations with masks off during meal times are highly discouraged.

2. Protocols in Minimizing Physical Contact

a. Communications, as much as possible, must be made through teleconferencing, and other computer/mobile applications like, viber, messenger, and e-mail.

b. Physical handling or transfer of documents must be minimized. Transfer of scanned copies through virtual means is highly encouraged.

c. Work areas must be rearranged to ensure physical distancing at the minimum of one (1) meter radius space between employees/personnel.

d. The number of persons inside an enclosed space such as a room or hall must be limited.

e. Movement within and across areas must be reduced and minimized.

f. Mingling among employees is prohibited.

G. POLICY ON RISK REDUCTION FROM COVID-19

This policy provides protocols and standards for reducing the risk of infection or spread of COVID-19 in the school premises, as adopted from the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19.

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

1. Protocols in the event that a person in the school premises is suspected of having COVID-19

a. The person shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;

b. Clinic personnel attending to the suspected person should wear appropriate PPEs and if needed should require the transport of the suspected worker to the nearest hospital. School protocols for transport to suspect COVID-19 cases and for PCR testing, should be in place including providing for ambulance conduction. Hospitals will report to the DOH the suspected person.

c. The work area must be decontaminated:

i. Work areas must be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant);

ii. After decontamination of the work area, work can resume after 24 hours; and

iii. Persons present in the work area of the suspected person shall go on a fourteen (14) days home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If a suspected person has a negative result, those who were sent home for quarantine may be allowed to report back to work.

2. Protocols in the event that a person is sick or has fever but is not suspected of COVID-19 (e.g. urinary infection, wound infection or any diseases not related to lungs or respiratory tract)

a. The Clinic personnel must advise the person to take prudent measures to limit the spread of communicable diseases, as follows:

i. Stay at home and keep away from work or crowds;

ii. Take adequate rest and take plenty of fluids;

iii. Practice personal hygiene to prevent spread of disease; and

iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing as started, or when he/she becomes weak.

H. POLICY ON WASTE DISPOSAL OF HAZARDOUS ITEMS

This policy provides guidelines when disposing of used masks, gloves and other protective items against CoVid-19.

Scope and Coverage

This policy shall cover all employees, personnel, students, guests and visitors.

Guidelines

1. Separate garbage bins for used face masks, gloves and other protective items must be deployed in the different areas of the school, where though accessible, must not be near

places where people are staying or working, where food is prepared or sold, or where water sources are.

2. The bins must have a label and a cover but should not require hand contact to dispose of hazardous items.

3. Step-by-step disposal of used masks, gloves and other protective items must be posted near the bins.

4. All persons must strictly follow the proper disposal of hazardous items at all times. These items must not be thrown in bins that are not intended for the same.

5. Disposal of the garbage for hazardous items must follow safety protocols of the local government.

I. POLICY ON WORK-FROM-HOME ARRANGEMENT

This policy provides guidelines and expectations for work-from-home arrangement in line with the Civil Service Memorandum Circular No. 10, series of 2020 - Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic.

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

Definition of Work-From-Home ("WFH")

It refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.

Parameters

1. WFH may be allowed for the following tasks:

a. Research

b. Policy formulation/review/amendment;

c. Project work, including but not limited to, drafting of proposals/project studies/training modules;

d. Date encoding/processing;

e. Adjudication of cases or review of cases, including legal work;

f. Budget planning and forecasting;

g. Recording, examination and interpretation of financial records and reports;

h. Evaluation and formulation of accounting, auditing and management control systems;

i. Computer programming;

j. Database maintenance;

k. Design work/drafting of drawing plans;

l. Preparation of information materials;

m. Sending/receiving e-mail;

n. HR tasks, e.g. computation of leave credits, preparation of payroll, etc., as the case may be; and

o. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.

2. Employees or personnel who are under 21 years old and those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, shall be under work-

from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

3. To facilitate the implementation of the work-from-home arrangement, the agency head shall ensure the following:

a. The employees/personnel are given tasks to be performed to the full extent possible in terms of man-days per work week.

b. Employees/personnel under work-from-home shall make themselves available during the work hours that they are at home.

c. Only employees who have access to or are provided with any communication equipment or facility may be allowed this arrangement. They should have the following to be submitted to Human Resource Management Office:

   i.   An active mobile number

   ii. Viber or FB Messenger account

   iii. E-mail account

4. Appropriate measures such as Pledge of Confidentiality of Information, Data Encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to the Data Privacy Act of 2012.

5. The confidential and proprietary information are protected and secured at all times.

J. RETURN TO WORK POLICY

This policy provides guidelines on employees who return to work after recovery from COVID-19, being suspected or categorized as probable COVID-19 case, as adopted from Department Memorandum No. 2020-0220: Interim Guidelines on the Return-to-Work issued by the Department of Health on May 11, 2020.

Scope and Coverage

This policy shall cover all employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

Guidelines

1. The employee or personnel must present to the Human Resource Management Office (HRMO) the Certificate of Quarantine Completion duly issued by the step-down care facility or local health office, whichever is applicable based on the latest DOH guidelines on reintegration of suspect, probable and confirmed COVID-19 cases, upon return to work.

2. The HRMO must keep the previous health condition of the said employee confidential.

3. The school administrators must ensure that the said employee or personnel shall not be discriminated against, bullied or be the subject of hostility of co-workers and students.

K. GUIDELINES ON NEW ADMISSION POLICY

In the light of the global health crisis that struck the world, the conduct of the College Admission Test (CAT) for a considerable number of applicants has been strongly affected by a series of Community Quarantine imposed by the National Government through the Inter-Agency Task Force on COVID-19 (IATF) for the safety of all citizens.

The provisions of the stay-home policies and the limitations on public and private transportations during the quarantine period can impede applicants from attending their scheduled taking of the CAT.

MCC, considering the policies of the IATF, exigency of time, and above all, the safety of everyone, is waiving the College Admission Test (CAT) for the Academic Year 2020-2021 and will evaluate applicants based on the following guidelines:

1. The existing admission policy on minimum GPA requirement as indicated in the student handbook (2016) shall be retained: IAS-82%, ITE-88%, IBE-85%, ICS-82%, IHTM-82%. This shall constitute 70% of the evaluation process. The average of the 12th Grade GPA in all grading periods shall be considered as the final GPA.

2. The applicant's Senior High School (SHS) Track's alignment with the program applying for shall have merits. It shall constitute 20% of the total evaluation process.

For aligned programs, the applicants shall receive 10 points, while for non-aligned programs, the applicant shall get 5 points

3. The final 10% of the total evaluation process shall be devoted to residency. As a local college run by the City, Mabalacat Local Government Unit recognizes that due priority to Mabalacat Citizens must have merits. 10 points will be credited to Mabalacat residents and 5 points for Non-Mabalacat residents.

4. Below is a sample of the ***proposed matrix for evaluating applicants*** and a sample table:

Sample of Computation of Points

INSTITUTE	A. PROGRAM SCREENING REQUIREMENT	B. ALIGNMENT OF ACADEMIC TRACT TO PROGRAM APPLIED (20%)	D. RESIDENCY (10%)
	REQUIRED GPA (70%)	ALIGNED ACADEMIC TRACK **– 10 points** NOT ALIGNED **– 5 points**	MABALACAT RESIDENTS **– 10 points** NON-MABALACAT RESIDENTS **– 5 points**
IAS	82		
IBE	85		
ICS	82		
IHM	82		
ITE	88		
NOTE: GPA from Grade 12 will be the basis for the screening. Program screening requirement from Student Manual 2016			

PTS = Points accumulated

5. The total points accumulated by the applicant shall be the basis for ranking. Only the top-ranking students for each program shall be admitted. Admission shall be limited to the identified carrying capacity of each program.

6. In case of a tie, the socio-economic status of the student-applicant will be considered with the following pointing system: If applicant comes from a public school– 10 points and if applicant comes from a private school – 5 points. The points will be added to the total points accumulated by the student-applicant.

7. For Transferees and ALS Passers, the Dean for the Program applying for shall evaluate the credentials of the applicants.

8. Scanned / Photographed Images of the Grade 12 Progress Report Card (Form 138) shall be uploaded in the Admission Portal from June 6, 2020 – June 26, 2020. For applicants who will have difficulty in accessing the internet, the admission office will assist them.

III. SHAPING THE CULTURE OF NEW NORMAL

The pandemic abruptly disrupted the order of society and forcefully introduced a stricter, more cautious and restrictive new culture. Labelled as the "New Normal", social distancing wearing of face mask, restrictions on travels and mass gathering, strict observance on hygiene became a mandatory part of our lives.

In the academe, with the prohibition of face-to-face learning, "New Normal" means the reliance on digital tools and the adaption to flexible learning. However, as the leading institution of Higher Education in Mabalacat City, MCC recognized its role in helping shape the community's new normal not only in the sphere of education but to life in general.

Objective

The main objective of creating cultural-based programs is to change the attitude of our stakeholders, instead of viewing the "New Normal" as a legal imposition and an added burden it shall be appreciated as an accepted safer way of living. By doing this, we help in ensuring the survivability of our race. To successfully effect this change, approaches from various disciplines such as marketing, advertising, consumerism, sales, design, and psychology were employed.

A. ENVISIONING THE VISUALS

Visuals mostly represented by colors and symbols play an important role as they are the first element to capture attention. An effective way to present a message is to blend the old semiotic traditions with new culture so that acceptance comes easy.

To give you an example of wrong visuals which did not result to expected behavior

can be seen in this cultural-based campaign of Light Rail Transit (LRT) 1 for social distancing. The symbol "X" was marked on where to stand and where to sit but based on the Filipino traditional semiotic knowledge, the symbol "X" means no or not allowed which is the opposite of their message. Hence, the campaign for social distancing failed.

MCC does not want to commit this same mistake thus it developed its own visual guide to campaign for the "New Normal" with consideration on psychological effects of colors, fonts, and other elements. Messaging tried to capture relatability, reliability, and timeliness of the content.

1. Design Approach

The official branding of Mabalacat City College was used as the baseline as it already provides familiarity giving instant recognition.

Color Palette

Primary

Crimson
Official color of MCC
Symbolizes the determination to succeed

White
Cleanliness, transparency

Secondary

Yellow
Hope, activates memory

Grey
Strong foundation

Branding Elements

The Gears
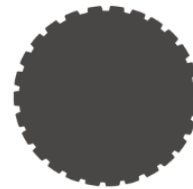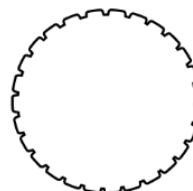
Symbolism:
Working together to
create something great

Vector type images, simple background photos and one-color overlay will be incorporated in the designs to make information simple and straightforward.

Sample visuals:
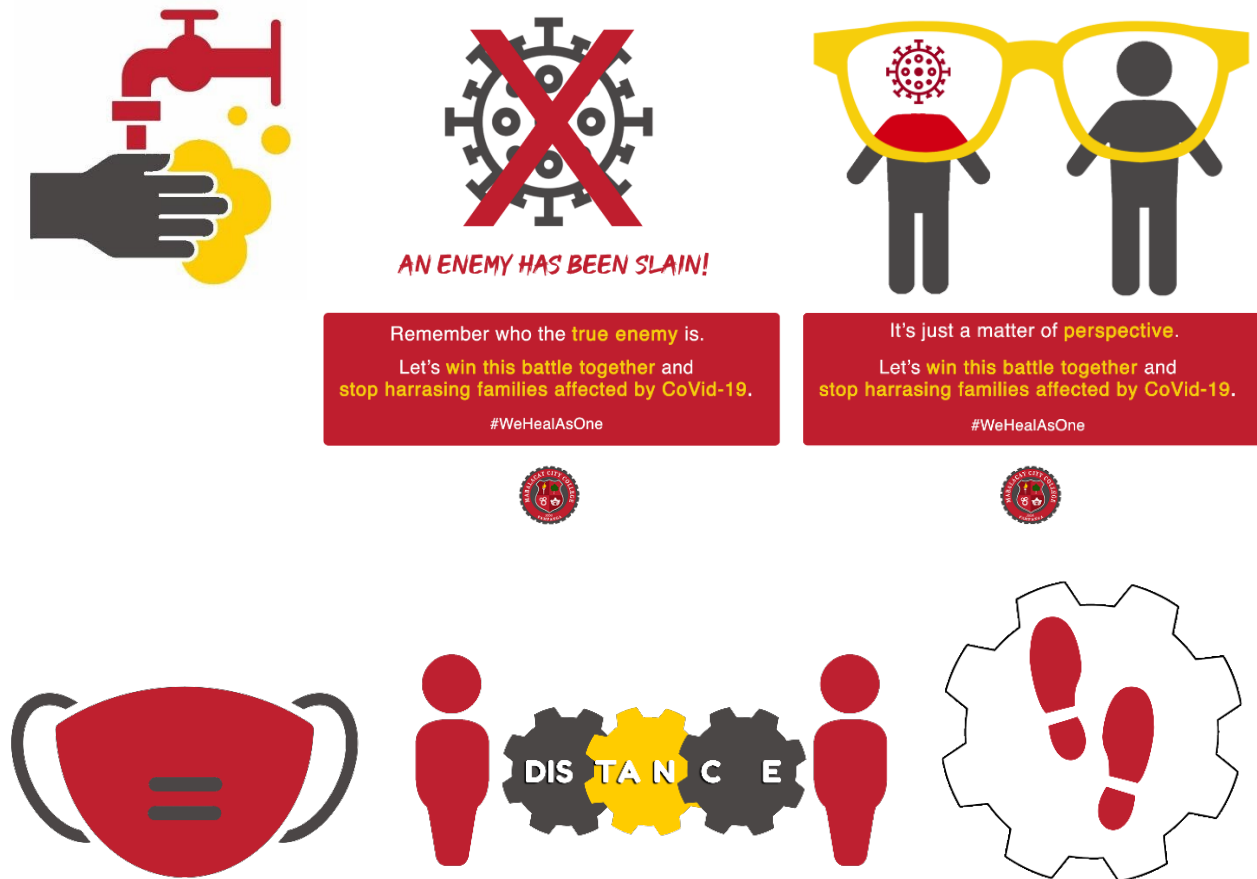
There must be consistency in color palette application for relatability of materials. Graphics that are recognizable symbols for Covid-19 such as mask, footprints shall be used so that audience can easily decode the message by simply looking at the graphics.

2. Font Styles

Display type and Serif are the preferred fonts as both font types.

Display type fonts, creates a friendly atmosphere due to its curves and smooth lines. This will give the messaging the vibe of a gentle reminder rather than a forced and mandatory rule.

Display fonts used:

Fredoka One   *Hey August*   **BEBAS**

Serif fonts give the impression of respect and reliability which can give credibility to the one giving the message which is the college. *Serif fonts used:*

TIMES NEW ROMAN   TIMELESS   MyriadPro

By combining both fonts in labels, the messaging comes off with a voice of care and legitimacy which will make acceptance for the new normal easier and hopefully without resentment.

3. Messaging Approach

Simple words shall be used in messaging so as to avoid confusion that may send a wrong message. A wrong message can breed a wrong culture. Positive messaging is desired to uplift feelings.

Sample messaging:

Positive messaging

Using relatable terms and symbols like "Tiktoks" and "#" to attract attention

A family with no CoVid-19 Patient = A family with CoVid-19 Patient

Let's win this battle together and stop harrasing families affected by CoVid-19.
#WeHealAsOne

Share your **#HomeTivities** and you might get something from us!

PS: Tiktoks are very much welcome :)

We are here to **LISTEN**

Simple and straightforward

B. UTILIZING EFFICIENT MEDIUMS

The campaign for "New Normal" shall explore all available mediums to reach its audience.

1. Traditional Media

Using traditional media, such as television, magazines, newspapers and radio, is very effective for cultural programs because it is a rhetoric medium. It can easily persuade the audience through contents and information due to public trust. That is why it is an effective medium to disseminate technical information to the audience as it helps them perceive the content as factual and reliable.

MCC's Chief Administrative Officer, Ms. Michelle Aguilar-Ong, on the news gave details about the mass promotion of MCC students.

The news assured the Mabalacat community that safety of students is the priority of the administration.

The MCC Chief Administrative Officer also devoted her time for a one hour one-on-one interview with Sonia Soto's So to Speak on CLTV 36 and 30 minutes at Global New Network's Oras Na with John Susi to explain how MCC shall implement flexible learning and the preparations the college is currently undertaking.

2. Social Media Platforms

Unlike traditional media, social media platforms create a two-way communication model. The level of engagement of the stakeholders is key in measuring the effectiveness of social media.

The effectiveness of social media platforms was tested in the STAY HOME campaign for MCC students during the Enhanced Community Quarantine (ECQ).

Pop culture elements such as the use of hashtag (#Hometivities) as the main title, encouragement to send "Tiktok" videos (a media platform very well familiarized the students) was

used. A reward was also offered for the best home activity. The post reached 11, 691 profiles while it gained 823 comments. Follow-up posts further increased the number of reach of this campaign.

Both media channels proved to be effective for MCC to communicate with its intended audience remotely and effectively.

3. Physical Collaterals

If traditional media and social media platforms focus on descriptive information, physical collaterals present a creative and artistic way in doing public information. This specific medium is for those who come to school. Examples of these are physical signages, flyers, message boards, stickers and the like. Based on the previous MCC Library campaign, this type was successful in implementing the proper behaviour when inside the library premise shaping the library culture among students.
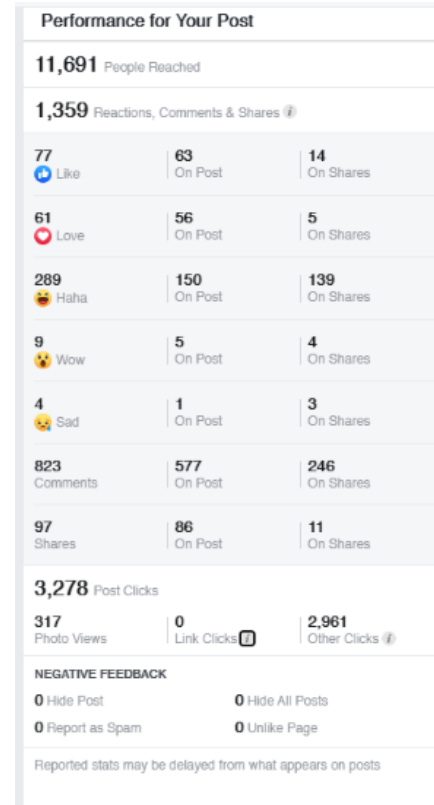
Same approach shall be adapted for the "New Normal". Guidelines for clean hygiene, social distancing, and other specific reminders will be communicated via this medium.

Using local values and known tradition to shape the new culture can also be effective. In this design above, the popular "hugas kamay" word is used to promote frequent handwashing

(which is one of the new cultures in the "New Normal"). Thus, reminding people the need and importance of washing their hands in connection to fighting the CoViD-19 pandemic.

Symbols are also good in triggering interest and curiosity. It also gives hints on how one should behave or in this case, how one can position him or herself. An example of this is the footwork decals on MCC gates and waiting areas to maintain social distancing. It should also be noted that official MCC gear branding was incorporated in the design to let them know that the college seriously enforces social distancing.

The kind of materials for use in physical collaterals should also be well-thought as regards to weather exposure and durability. By doing so, resources are maximized. MCC shall use sintra type boards, matte sticker decals, and weather proof materials as they tend to last longer.

C. IMPLEMENTING THE DIRECTIONS

Having discussed the reasons and concepts used on how MCC will help in shaping the behaviour towards the new normal, the next pages will show actual works already being done using the concepts above.

1. Social Distancing Culture

a. Gears Don't Go Near: MCC Social Distancing Floor Decals
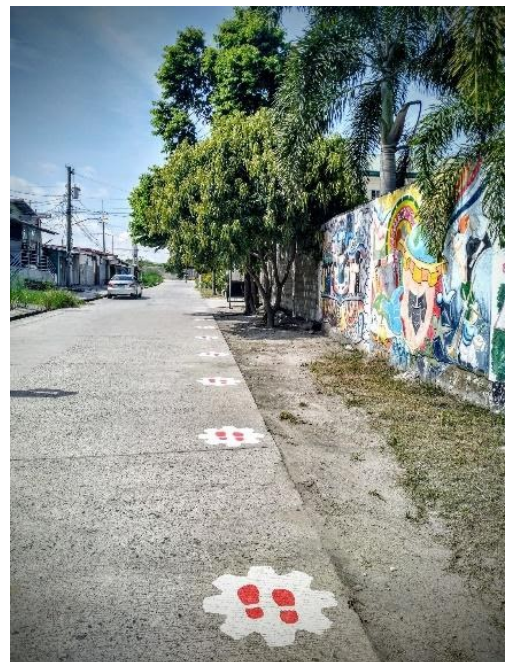
Purpose: To ensure that social distancing is being observed by the

stakeholders

Materials: Acrylic paint

Unit(s) concerned: Facilities

Branding

Cashier

Registrar

Admission

Security

Health Services

As we try to go online for all transactions, it is still inevitable to form cue lines in some circumstances, these foot decals were installed with a distance of 2 meters apart. You can find these foot decals at the entrance and exit points of MCC, in front of the cashier', registrar's transaction windows, health services office, admission office and even the comfort rooms.

b. Let's Keep Distance: An MCC Social Distancing Campaign
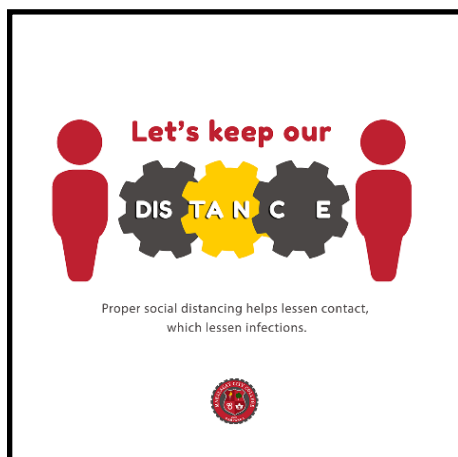
Medium: Social Media Platform

Physical Collateral

Purpose:	To remind stakeholders with proper social Distancing
Materials:	Sintra-type boards & decal stickers
Unit(s) concerned:	Branding Facilities

Reducing the risk of infection is not only on corridors and in front of offices, but also inside offices and classrooms.

Floor decals will be used to help stakeholders know the safe distance between chairs. Chairs will be arranged in such a way that one meter apart shall be observed. This will be implemented in all MCC classrooms, laboratories, cultural hall, covered court and library.

c. There's Only One Way Every Day: Social Distancing Reminders for Pathways

Medium: Physical Collateral

Purpose: To impose social distancing through specific pathways
(e.g. keep right)

Materials: Sintra-type boards & red tapes

Unit(s) concerned: Branding
                       Facilities

Pathways are not spared too. Even during movement such as walking freely, social distancing should still be maintained. This campaign also aims to instill discipline by assigning directions for right side and left side.

2. Proper Hygiene Culture

MCC shall adapt these various campaigns:

a. 99.9% Germ Free, 100 % CoVid-19 Free – MCC cleanliness campaign

Medium: Physical Collateral
                       Traditional Media
                       Social Media Platform

Purpose: To impose proper cleanliness of stakeholders through mind conditioning programs

Materials: Media interviews
                       Sintra Boards

Unit(s) concerned:Facilities
                       Branding

The image on the left shows how this program will be implemented. Physical collaterals will be posted in all 22 comfort rooms (16 for the Main campus, 6 for the Dapdap campus) to remind stakeholders to wash their hands. The contents of these collaterals can also be converted to social media posts. Due to the flexibility of the program, it can be used even during interviews via traditional media to encourage the public to do the same.

Guidelines for cleanliness will also be posted in the college premises. Making use of familiar equipment as designs can produce a clear message.

The photo below is a misting tent installed at the entrance for visitors to pass through before entering the campus. Just the mere presence of the tent shall send off a strong message that cleanliness and safety are serious concerns. Therefore, helping this cultural campaign be effective.

b. It's a Waste to Throw It Wrong – Proper waste disposal program

    Medium: Physical Collateral

              Social Media Platform

    Purpose: To guide the stakeholders in proper wastes disposal

    Materials: Properly labelled trash bins

    Unit(s) concerned:Facilities

              Branding

    Proper disposal is already being implemented, but another category in the disposal arena entered the scene because of this pandemic - hazardous waste.

    Before the "New Normal", hazardous waste bins were only found in hospitals, clinics, and other medical facilities. Now, it is considered as part of the trash bin groups in a normal set-up. These bins will be introduced as one of the "New Normal". All wastes with contact to body fluids or even the substances that do not have any safe commercial, industrial, agricultural or economic usage and are transported to other places (Republic Act 6969: Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990, 1990) are considered hazardous waste. Examples of new hazardous wastes are: Used bottled water, used feminine products, and other similar products. Labels and reminders shall be placed to introduce this new definition of hazardous waste.

c. Stay Calm, We Cleaned Everything - MCC cleanliness update for all areas

    Medium: Physical Collateral

    Purpose: To assure all stakeholders that the area was already sanitized

    Materials: White board

Unit(s) concerned:Facilities

White boards will be installed in front of all rooms indicating the time it was last cleaned. This will put people at ease and become aware of health protocols whenever they enter other facilities outside MCC.

d. Use Your Foot, Not Your Hands – Facilities support program for cleanliness
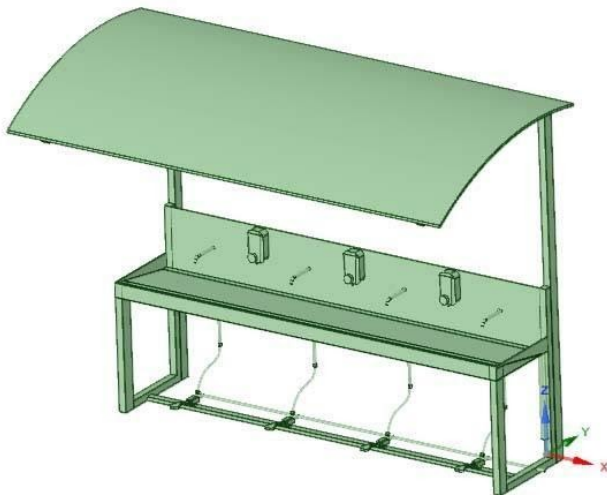
Medium:	Physical Collateral
Purpose:	To lessen the use of hands in toilets and hand washing facilities resulting into less physical contact
Materials:	Metal pedals

Bearings

Wires

Sintra boards

Unit(s) concerned:Facilities

Branding

To shape the hygiene culture, the Facilities Unit will convert all fixtures into foot pedal operated. Signages on how foot pedals are used shall be placed to familiarize users.

3. Pandemic Proof Culture

To strengthen the new normal culture, "I AM PANDEMIC PROOF" campaign shall be launched. This is a participatory campaign to share the responsibility and make it their own.

a. I Am Pandemic Proof – Social media campaign for influencing the community

Medium: Social Media Platform

Purpose: To create a campaign influencing people to be pandemic proof in their own ways

Materials: Merchandise for prizes

Unit(s) concerned: Branding

This program will mask itself as a marketing campaign to encourage engagement. A reward system will be used as motivation for students to join. By joining, the participants will

help disseminate the program's objective through their own networks. Thus, creating free marketing channels for MCC.

The program will also help gather data how the audience adapted to the new culture. The data can also show what the stakeholders think of being pandemic proof and how to do it.

b. #IAmPandemicProof – Campus reminders to stakeholders on how to be pandemic proof

    Medium: Physical Collaterals

    Purpose: To install collaterals around campus reminding stakeholders on how to be pandemic proof

    Materials: Sintra boards

    Unit(s) concerned: Branding

The above picture shows the face mask reminder. You may see this design in MCC offices, hallways, entrance points and other possible areas where people frequent.

4. *Malasakit* Culture

Focusing on the value-forming side of the culture, MCC shall use an approach that will stir the emotion towards protecting each other thus promoting *malasakit*.

a. Let's Win This Battle TOGETHER! - MCC Community Campaign

Medium: Social Media Platform

Traditional Media
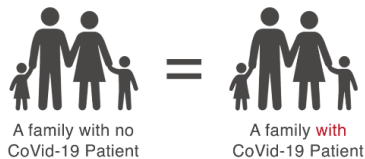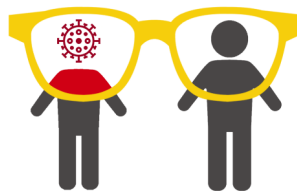
Purpose: To promote the value of caring and understanding to stakeholders

Unit(s) concerned: Branding

The "New Normal" can cause confusion in priorities and perceptions. This program aims to broaden the perspective of everyone.

An example for this approach is the campaign against the stigma and harassment of CoVid-19 patients and their families. The photos on the left re-introduced values and perceptions that are normally being followed before the CoViD-19 pandemic happened. Visuals for this program sends an underlying message to not pass harsh judgment in patients and their families.

D. SUSTAINING THE NEW NORM

Measures to sustain the new normal shall be promoted in MCC. These activities are not limited to health protocols but also on ways to cope with crises brought by the pandemic.

1. Planting for The Better: An Agricultural Project of MCC

This project will use the vacant spaces including plant boxes to plant fast-growing vegetables. This will be an encouraging sight for others to do their own gardening at home even in small spaces.

The vegetables harvested from these projects will be given to students whose families were affected by the pandemic. This will not only fill stomachs, but fill the hearts of the giver and the receiver.

These vegetables will be organic as fertilizer will come from a compost made in the school.

2. 50% Mask, 50% Me, 100% Pandemic Free: Free Masks Projects

This campaign shall encourage the use of washable mask to reduce waste and show malasakit to the environment.

3. Sanitation Packs

Free sanitation packs will be given to students who come from the poorest of the poor families. Sanitation packs will include alcohol, hand sanitizers, wet wipe, and hand soap. This will benefit them when they go out to access the internet in the DigiCom areas.

E. KEEPING THE COMMUNICATION

The future of the "New Normal" is still uncertain thus communication is vital to keep everyone updated and connected. This way too, delivery of services continues. With the current situation, offices opened their own digital platform through facebook to make themselves accessible to students and the public.

MCC ONLINE DIRECTORY FOR THE NEW NORMAL			
Name	**Link**	**Purpose**	**Unit(s)-in-charge**
Official MCC Website	https://mcc.edu.ph/	Access to different school systems (admissions, faculty, and student). New Normal features: •Uploading of admission requirements (Social Distancing Culture). •Submission of personal information of applicant (Social Distancing Culture).	MIS
Official MCC Facebook Page	https:// www.facebook.com/ TheOfficial.MCC/	General information outlet for any concerns. New Normal Features: •Major communication tool for "New Culture" campaigns (Pandemic Proof Culture) •Technical support for students who have problems with their applicant account, and student portal (Social Distancing and Proper Hygiene Culture)	MIS

MCC Registrar	Facebook page: https:// www.facebook.com/ MabalacatCityCollege. Registrar/ Email: mccregistrar@yahoo.com.ph	A Facebook page and email that caters to Registrar related concerns. New Normal Features: ●Download MCC forms so students can fill-out in the comfort of their own home. (Social Distancing Culture) ●Utilization of the page as a way for students to submit filled-out forms for processing. (Social Distancing Culture)	Registrar
MCC International Webinars	Facebook page: https:// www.facebook.com/ MCCInternationalWebinarSeries/	A communication medium to publish legitimate Webinars in exchange for participating in physical training. New Normal Features: ●Participants will no longer go to the seminar physically, but they can participate through joining via live stream (Social Distancing Culture).	External Affairs
MCC Library	Facebook page: https:// www.facebook.com/ Mabalacat-City-College-Library-103076284763181/?ref=br_rs	Students can have access to several E Libraries curated by the librarians. New Normal Features: ●Access to different journals and books without being physically in the library (Social Distancing Culture)	Library Services

MCC Health Services Unit	Facebook page: https:// www.facebook.com/ ClinicMCC/	Caters to all health and dental concerns of the students. New Normal Features: ● Audience can learn how to properly maintain their hygiene to prevent any CoVid-19 infections (Proper Hygiene Culture, Pandemic Proof Culture) ●Students can raise health or dental concerns by messaging the page where a qualified personnel will answer them (Proper Hygiene Culture)	Clinic
MCC Guidance Office	Facebook Page: https:// www.facebook.com/ MCCGSO/	Students can freely message this page to help them with concerns regarding mental health. New Normal Features: ●Online counselling session to all audiences to help them out with mental health issues.	GSO
Media Interviews for the "New Normal"	Mass Promotion and the New Normal in Education: https:// www.facebook.com/ OneMediaPampangaT V44/videos/ 1120745118300777/ https:// www.facebook.com/ watch/? v=673966746511706		

IV. NEW NORMAL MEANS NEW WAY OF DOING THINGS

What does the ancillary office look like when most of the students, if not all, are no longer going to school?

The MCC ancillary group or also known as the academic support staff must innovate at a fast pace. In order to do this, the group worked on this central principle - to provide virtual and distant services while responding to existing challenges.

For the semester THE ancillary group strategy is "re-envision in order to re-engage" with former and new clients. This group is committed to still bring the best college experience to MCC students amid the pandemic.

A. MCC ANCILLARY SERVICES GOES E!

1. E-Tanong Kay Dok with E-Consultation

The HEALTH SERVICE UNIT (HSU) will continue to offer its services through on-line means. Through the Facebook group of the HSU, students can inquire and consult about their health problems. Although there will be limitations in consultation, the HSU aims to provide at least simple or initial health advice to students. Students can visit the FB page of the HSU and send an inquiry or message. The staff from the HSU will respond to the inquiry in the same Facebook (FB) Page.
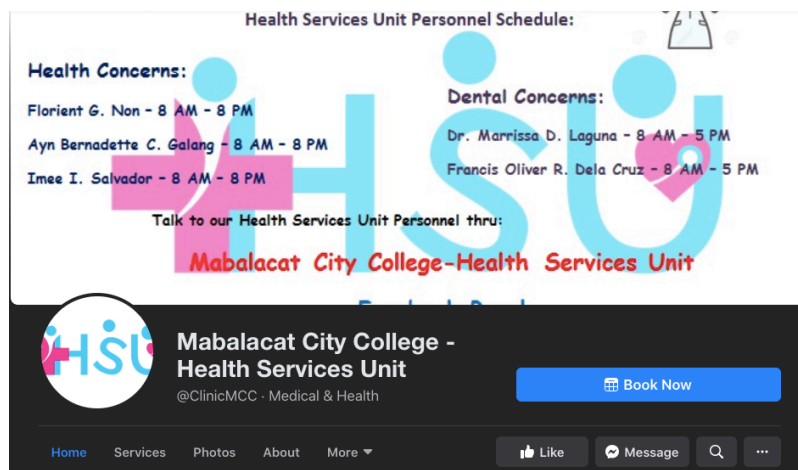
The FB page of the HSU will also be the new portal of information with regard to health concerns. The page is expected to provide relevant information about healthy living and wellness. With the launching of the FB page, the HSU of MCC is committed to

living the dictum: health is wealth. Health matters beyond any crises.   The Facebook Page of Mabalacat City College for the Health Services Unit is open between 8am to 8pm to avail its services -- (1) Medical E-Consultation; (2) Dental Consultation; and (3) Home Visitation.

Students may visit the Mabalacat City College - Health Services Unit Facebook page and feel free to talk to our Health Services Unit Personnel: facebook.com/clinicMCC and/or send your queries/messages to: mcchealthservicesunit2008@gmail.com.

2. Reading is still ON! Here comes E-Library!

The LIBRARY SERVICE UNIT (LSU) offers various ways for students to still avail books even in the current situation.

a. Mabalacat City College Library Facebook Page. The LSU created its own Facebook Page to provide remote services to its clientele during the pandemic. It will post links to online resources through this page including the Open Educational Resources that can be accessed 24/7 for free.

b. Ask-a-Librarian for Reference(s): The library staff assists users in their inquiries, finds answers to questions, helps with search strategy from references to books, articles, web resources, etc. This Reference service can be categorized into two types: Ready Reference and Long-Range Reference Service.

Ready reference service is a reference service that can answer an inquiry on references in a very short time - in less than thirty minutes. Long-range Reference Service on the other hand, answers questions that take more than half an hour, while some may take a whole day to answer but the client can expect a response within 24 hours.

The library staff can be contacted through the following:

i.   Inquiry via text message/online chats

ii. Real-time online help from library staff during business hours (Monday to Friday, 8:00 a.m. to 5:00 p.m.).

iii. Inquiry via E-mail (Expect a response within 24 hours, excluding Saturdays, Sundays, and Holidays). The client can send inquiries through email and indicate the following information:

- Full Name

- Student Number

- Institute/Program

- Contact Number

- Question/s

Procedures on how to avail of the LSU:

Step 1. Send your inquiries via text message/chat and email;

1. Contact #: 09228152645

2. Facebook Page: Mabalacat City College Library

3. E-mail Address: mcclibrary@yahoo.com

Step 2. Wait for the Library staff to analyze the question/s as to Ready

Reference or Long-Range Reference)

Step 3. If it is Ready Reference, your inquiry will be answered promptly.

Step 4. If it is Long-Range Reference, the Library staff will look/search for the answers/available resources.

Step 5. You will be notified once the answers/resources are available.

c. E-Lending or Online Library Materials Request Services: The LSU provides documents, articles, chapters from books et al in hard copy or digital format. Requests for library materials may be submitted through text messages, online chat or e-mail.

Students, Faculty and Staff of MCC may avail of the service and request any of the following formats:

i. Digital Format (scanned/picture of article/book chapter requested) – requests will be sent via email or FB messenger.

Procedures: (Students, Faculty and Staff of MCC can avail the service)

Step 1.   Go to MCC Library Facebook Page and browse the available library materials.

Step 2.   Send your requests via text message/chat or email

Step 3.   Library staff will search for the availability of the requested materials.

Step 4.   You will be notified once the materials are available/sent via email.

ii. Hard Copy (printed book, photocopy of article/book chapter requested) – requests will be delivered per barangay.

Procedures on Borrowing and Delivery of Library Materials: (Only Students of MCC can avail the service)

Step 1.   Send your requests via text message, chat or email.

Step 2.   Wait for a notification from the Library staff that will search if the requested material is available and inform you of the schedule of delivery.

Step 3.   In a designated area in your barangay, pick up your package(s) which will be delivered only by an authorized personnel of Mabalacat City College.*For printed books, due date slip will be enclosed in the package.*

Procedures on Returning of Library Materials: (Printed Book)

Step 1.   Place the books in a box sealed and marked with the date returned.

Step 2.   Return the books in a designated area in your barangay.

Step 3.   Returned books will be picked up only by the authorized personnel of MCC.

Step 4.   Sealed boxes (books) will be quarantined for a minimum of three days.

The following are the guidelines in Borrowing/Returning Printed Book/s during the transition period:

i.   For circulation books, students may borrow a maximum of three (3) books at a time for a period of one week. Faculty and staff may be allowed to borrow a maximum of ten (10) books at a time for a maximum of two (2) weeks. They may renew their book loans if the books are not in demand.

ii. Selected pages/chapters only of Filipiniana/Reference books and journals may be scanned or photocopied.

iii. A fine of Php 10.00 per day per book is imposed for any overdue book exclusive of Saturdays, Sundays and Holidays.

iv. Borrowers with overdue books and unpaid fines may not be allowed to borrow any library materials and clearance will not be signed.

v.   A lost book/mutilated book while on loan should be reported immediately to the librarian. The book should either be paid or replaced with the same title or of later edition.

d. Electronic Resources: As a response to the COVID 19 pandemic, LSU provides electronic resources to support students and faculty in their teaching and learning and research work efficiently. These resources are accessible anytime, anywhere through computers and smartphones via the internet.

The following are the uses of electronic resources:

i. Subscriptions: Subscribe/purchase digital materials, including e-books, e-audiobooks, databases, and digital magazines.

ii. Digitized library materials: Under copyright law, library's may scan a copy of its printed materials and make them accessible to Library users under the Online Library Materials Request Services.

iii. Online Library Bulletin: Programs and activities, such as exhibits (featured book of the day), link of open access resources and databases, library club activities and services of the library are posted on the LSU FB page.

e. Proposed Guidelines on the Re-opening of the Library's Physical Space

i. *Library Schedule* - Monday to Friday, 8:00 A.M. to 5:00 P.M.

ii. *Administration* - LSU shall conduct regular Online/E-Mentoring, Virtual meetings among the Library Personnel to ensure continuous delivery of services and to discuss other concerns in the Library.

iii. *Services* - LSU will implement some restrictions relative to borrowing and returning library materials:

- Borrowing and returning transactions are allowed.

- Returned books will be stored in a sealed box for three days for quarantine purposes.

- LSU will set a limit of only 10 people who can use the library at any one time.

- Regular and intensified cleaning of library spaces will commence especially focused on surfaces frequently used by library users.

- Continuous promotion of online services and resources in order to limit numbers looking to visit the library.

- Continuous observation of safety precautions like wearing of mask, hand sanitation and social distancing within the library.

iv. *Facilities and Equipment* - Cleaning and disinfecting common and work areas must be done at regular intervals throughout the day.

v. *Personnel* - Train library staff to be prepared and more resilient to changes at work and their environment.

3. E-Registrar

Guided by its mandate, the Office of the College Registrar makes sure that its functions are continuously available to all the students from enrolment to graduation. Shifting from traditional face-to-face to online access transaction is one of the most challenging but very beneficial transition that the office will integrate.

a. Reverse Enrolment Procedures

Therefore, this coming semester the office will start to implement the Reverse Procedure for the enrolment of the students. The enlistment procedure for regular students before will take them 2 hours to days to be enrolled. But with the new process, the regular students will practically not wait anymore. In this new system, regular students will no longer have to enroll themselves. The system will automatically load their subjects and enroll them for the next semester. Only students with concerns or accountabilities from their previous semesters are the ones that need to interact with the offices provided for clearance purposes.

E-Registrar services with regards to requesting academic records such as Official Transcript of Records, Diploma, copy of grades, and certifications are already available online. On-going client's inquiries and concerns are coming with positive feedback. Amidst the challenges to keep in touch with one another, the office will use its FB page and active hotlines to post informative instructional guidelines and updated announcements vis-à-vis registrar related activities. All registrar forms needed for pre and post registration, requisition of academic records, evaluation, validation and authentication of student records will be provided online for easy access of school records. In line with the implementation of the "new normal" office set-up, and in

consonance with the safety and health protocols brought about by COVID-19, transaction guidelines and procedures are strictly observed.

Indeed, the long-term implication of this crisis will have looming effects on each member of the society. However, as every crisis conveys difficulties, it is also accompanied by opportunities. Delivery of quality service must not suffer and Mabalacat City College Registrar's office will effectively mitigate the risks in providing online resiliency and sustainability.

b. Online Services

b.1. Process on Requesting Transcript of Records, Certificate of Eligibility to Transfer (CET) , Certifications (Enrolment/Registration, Units Earned, General Weighted Average, Copy Of Grades, Honor Graduate, Medium Of Instruction, Certificate Of Graduation, Authentication Of OTR and Diploma, etc.)

Step 1.   Go to Mabalacat City College Registrar FB page and download MCC Reg. Form No. 10 (Application for School Records)

(Once downloaded message us through e-mail or MCC Registrar FB page using the format provided below and wait for the approval for payment)

Student Number:
Full Name:
Program:
Contact Number:

Step 2.   Fill-out the application properly and completely.

(Use the name based on your birth certificate; for married female student, indicate the last name you used during your last

enrollment in MCC. If shiftee, indicate the institute(s) last attended)

Step 3.　　Pay fees at LGU Mabalacat City

(City Treasurer's office, Xevera Complex, Brgy. Tabun, Mabalacat City)

Step 4.　　Send fully accomplished application form, official receipt and a scanned copy of valid ID as attachment via e-mail at mccregistrar@yahoo.com.ph. A confirmation e-mail will be sent on the same day for the schedule of release of the document requested.

Note: For students, who are requesting Certificate of Eligibility to Transfer, call or message Guidance office through their hotlines 09998771250 / manueltoress0333@gmail.com / FB account: Elman Towers before proceeding to STEP 3 for clearance purposes.

b.2. Process on Requesting CHED-DFA Authentication/CAV

Step 1.　　Go to Mabalacat City College Registrar FB page and download MCC Reg. Form No. 10 (Application for School Records)

(Once downloaded message us through e-mail or MCC Registrar FB page using the format provided below and wait for the approval for payment)

Student Number:
Full Name:

Program:
Contact Number:

Step 2.   Fill-out the application properly and completely.

(Use the name based on your birth certificate; for married female student, indicate the last name you used during your last enrollment in MCC. If shiftee, indicate the institute(s) last attended)

Step 3.   Pay fees at LGU Mabalacat City

(City Treasurer's office, Xevera Complex, Brgy. Tabun, Mabalacat City)

Step 4.   Send fully accomplished application form, official receipt and a scanned copy of valid ID as attachment via e-mail at mccregistrar@yahoo.com.ph. A confirmation e-mail will be sent on the same day for the schedule of release of the document requested.

Note: For students, who are requesting Certificate of Eligibility to Transfer, call or message Guidance office through their hotlines 09998771250 / manueltoress0333@gmail.com / FB account: Elman Towers before proceeding to STEP 3 for clearance purposes.

b.3. How long does it take to process the Official Transcript of Records and other academic documents?

DOCUMENT	TURNAROUD TIME
Official Transcript of Records	3 working days
CAV	3 working days
Copy of Grades	2 working days
Certificate of Enrolment	2 working days

Certificate of Units Earned/GWA	2 working days
Authentication of OTR and Diploma	2 working days
Certificate of Graduation	2 working days
Certification of Medium of Instruction	2 working days
Certificate for Honor Graduate	2 working days

b.4. How do I claim the documents that I applied for?

• Upon visit to school, present confirmation e-mail or scheduled appointment stub (screenshot/printed will be honored) and identification card (ID). In the event that a student will not be able to pick-up his/her requested document/s he/she may authorize a proxy to get the said request/s. The proxy is obliged to present a letter of authorization and valid ID's.

• Bring one (1) documentary stamp for each document requested

• PICK-UP POINT: MCC Guard House

b.5. How much do I have to pay?

DOCUMENT	FEES
Official Transcript of Records	PhP 150.00
CAV	PhP 100.00
Copy of Grades	PhP 20.00/copy
Certificate of Enrolment	PhP 50.00/copy
Certificate of Units Earned/GWA	PhP 50.00/copy
Authentication of OTR and Diploma	-
Certificate of Graduation	PhP 50.00/copy
Certification of Medium of Instruction	PhP 50.00/copy
Certificate for Honor Graduate	PhP 50.00/copy

b.5. Points to Remember

- The Office of the College Registrar will not process the application with incomplete information and supporting documents. Once the application is submitted, students with accountabilities/deficiencies/cases will be informed and instructed to reach the following offices through their HOTLINE numbers and FB pages for clearance purposes:

- Students should not pay yet until their request has been verified and the exact amount of fees is communicated to them.

- All requested documents will have a scheduled date for claiming. All requests for soft copies are not recommended since these can be falsified.

- For graduates who are requesting for the **2nd copy** of their OTR, they may message Office of the Registrar directly through the latter's page, hotline number and e-mail. They must wait for the approval for payment.

- In claiming of documents, all claimants must wear a face mask and always practice physical distancing. NO Face Mask, NO Entry!

Process on Requesting Transcript of Records, Certificate of Eligibility to Transfer (CET, Certifications (Enrolment/Registration, Units Earned, General Weighted Average, Copy of Grades, Honor Graduate, Medium of Instruction, Certificate of Graduation, Authentication of OTR and Diploma, etc.)

Go to Mabacat City College Registrar FB Page and download MCC Reg. Form No. 10 (Application for School Records)

Once downloaded message us through e-mail or MCC Registrar FB page using the format provided and wait for the approval for payment

Fill-out the application properly and completely.
(Use the name based on your birth certificate; for married female student, indicate the last name you used during your last enrollment in MCC. If shiftee, indicate the institute(s) last attended)

Pay fees at LGU Mabalacat City
(City Treasurer's office, Xevera Complex, Brgy. Tabun, Mabalacat City)

Send your fully accomplished application form, official receipt and a scanned copy of valid ID as attachment via e-mail at mccregistrar@yahoo.com.ph. A confirmation e-mail will be sent on the same day for the schedule of release of the document requested

Process on Requesting CHED-DFA Authentication/CAV

Go to Mabacat City College Registrar FB Page
and download MCC Reg. Form No. 10
(Application for School Records)

Once downloaded message us through e-mail or
MCC Registrar FB page using the format provided
and wait for the approval for payment

Fill-out the application properly and
completely.
*(Use the name based on your birth certificate; for
married female student, indicate the last name you used
during your last enrollment in MCC. If shiftee, indicate
the institute(s) last attended)*

Pay fees at LGU Mabalacat City
*(City Treasurer's office, Xevera Complex, Brgy.
Tabun, Mabalacat City)*

Send your fully accomplished application form,
official receipt, scanned copies of valid ID, diploma
and official transcript of records via e-mail at
mccregistrar@yahoo.com.ph. A confirmation e-mail
will be sent on the same day for the schedule of
release of the document requested.

Enrolment Procedure (for Continuing Students)
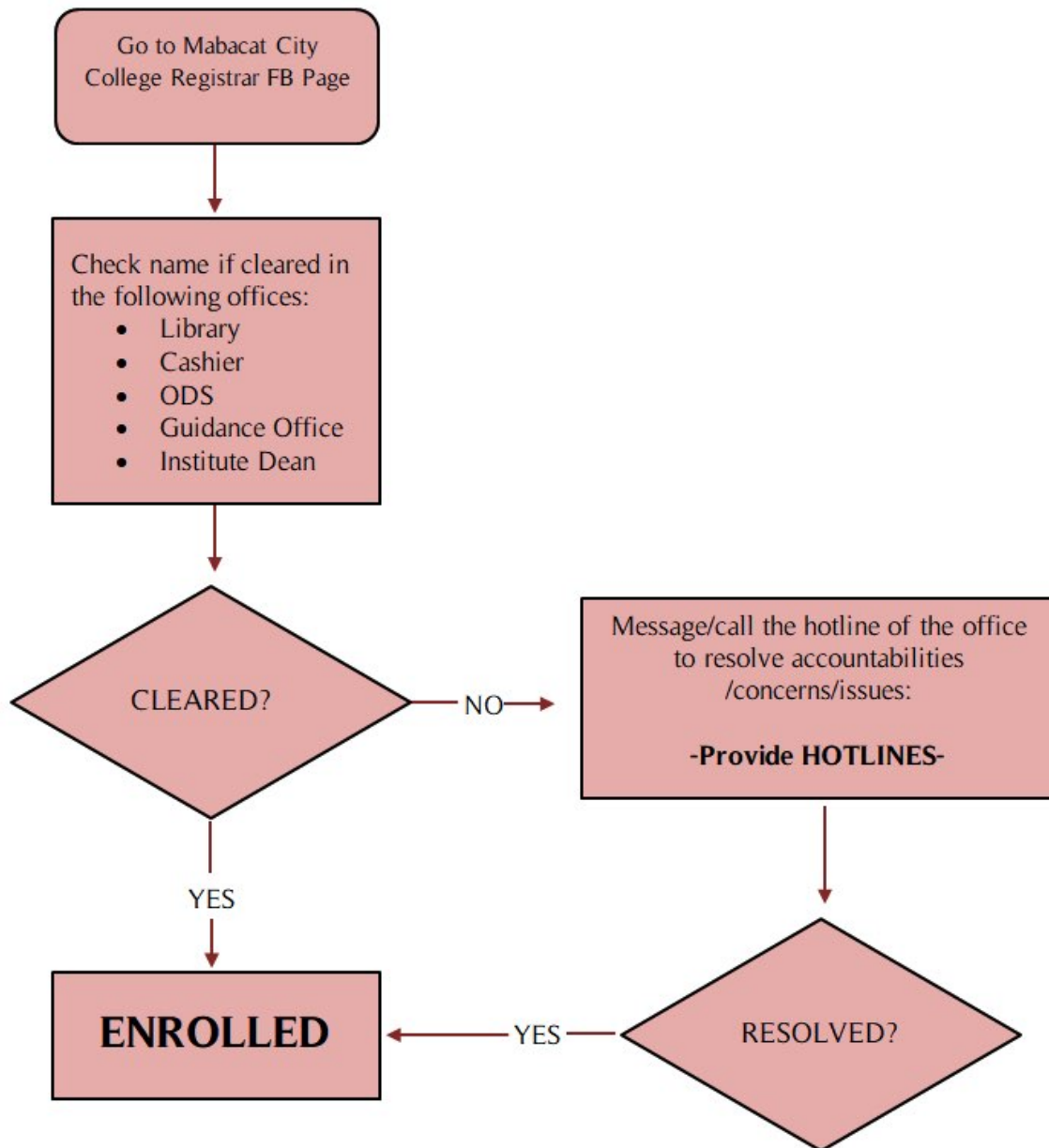
Step 1. Go to Mabalacat City College Registrar FB page to check the roster of students with requirement deficiencies or accountabilities on the following offices: Library, Cashier, ODS, Guidance Office & Institute Dean

> *Note: In case you have accountabilities/y or deficiencies/y with one of the offices listed below, you are instructed to call or message that office through their HOTLINES to resolve the concerns. For instance, you are NOT QUALIFIED to enroll in your Institute due to Retention policy you will be instructed and be forwarded to our Admission office for program re- assessment.*

MCC OFFICES HOTLINES:

College Library	• MCC Library FB page • 09490577593
Office of the Discipline Services	• 09353734789
Guidance Office	• 09998771250 • manueltoress0333@gmail.com • FB account: Elman Towers
Cashier	• MCC FB page
Institute of Arts, Science and Teacher Education (IASTE)	• 09173566937
Institute of Business Education (IBE)	• 09175106128
Institute of Computing Studies (ICS)	• 09329242591
Institute of Hospitality and Tourism Management (IHTM)	• 09153324548

Step 2. After being cleared to all offices, the student will automatically be ENROLLED. The Office of the College Registrar will post the roster of student's schedules on their FB page

Online Enrollment Guide for AY 2020-2021 (Freshmen and Transferees)

1. Admission will provide list of admitted and qualified students per Institute .

2. MIS will enlist the schedule of the student (block section).

3. Student is considered enrolled and will automatically be in the official enrolment list of Registrar's office.

Online Enrollment Guide for AY 2020-2021 (Returning Students)

1. Go to the MCC Registrar FB page and download MCC REG. FORM NO. 11- Clearance for Returning Student.

2. Fill-out the form correctly and completely.

3. Send a copy to mccregistrar@yahoo.com.ph/ MCC Registrar FB page for clearance purposes and wait for the approval of your application.

4. Student will call Institute hotline for EVALUATION.

5. Dean will evaluate, approve and instruct student to enlist subjects online

6. Student will now enlist his/her approved subjects

7. Student is considered enrolled and will automatically be in the official enrolment list of Registrar's office.

Note: All links of downloadable forms needed for pre-registration and post-registration with procedures (Leave of Absence (LOA), Shifting, Returning, Withdrawal of Enrolment, Dropping, etc.) will be available at the MCC Registrar's FB Page.

Registrar's Official Facebook Page

Registrar's Official E-mail/Hotline

4. E-Skwela ng Iskala: MCC Online Music Lesson

a. **Introduction:**

"Music is the language of our soul, it is training of our emotion"

Technology is the name of education strategy during this pandemic. The Internet created an impact on our daily lives. In more than two decades, the net was able to discipline the manner of our interaction or communication with other people whether it be friends and relatives. Even the way of business transaction was also influenced through online including the style and method of how we acquired new leanings.

Learning from the internet is unlimited; from minimal planting to simple cooking, and even up to earning a professional degree is possible. Just like any other simple or complicated discipline or field, music is fair enough to be shared and learned through the help of the internet.

Mabalacat City College recognizes the rights of students to enjoy and participate in co-curricular and extra-curricular activities that promote their common interests, enrich their educational experiences and enhance their personal, social, and cultural development. Thus, during this time of uncertainty and pandemic, it becomes another cause for us to deliver developmental activities to our students despite the on-going challenges.

Moreover, as part of the transition plan to carry-out enhancement to the musical inclination and talent of Mccians we're launching the "E-skwela ng Iskala": an online music tutorial.

b. Objectives:

1. To help students with inclination to music develop their skills during the pandemic

2. To provide life skills training and talent enhancement through online services

3. To encourage the students to avail of the free music training via the internet.

c. Program Overview:

Online Session or Tutorial on:

- Foundation on Notes reading

- Skill enhancement from intermediate and advance level

- Voice lesson Tutorial

- One on one clinic session

d. Facilitators:

- Student Affairs Services – Student and Cultural Affairs

- Trained Music Instructor

- In partnership of the MCC- Band

e. Resources:

- Webinars, Live streaming, broadcasting and virtual presentations necessitate specialized equipment for documentation, recording and filming.

- Video Camera (with tripod) – used for filming webinars and demonstrations for activities

- Condenser, Sound Recording Microphone – for sharp recording of audio during presentations

- Studio / Lighting equipment- conducive environment for filming with no disruptions, this ensures the quality of output presented

- Laptop capable of running video editing software – this will be primarily used to edit and process the video presentation/ webinar and ensure quality of output.

- Instruments to be used during the online classes.

- Broadcasting room Digital Room

- Well trained music instructor

f. Participants:

i. Scheduling and Scouting of Participants

Through proper resources which will be detailed by the Office of Student Affairs, E-skwela ng Iskala online music tutorial schedule will be presented twice a week in a course of 6 months. At the start, all of the officers and members of MCC-Band will be automatically required to attend the program. Other participants will be through the recommendation of the Admission Office.

ii. Responsibility of Participants

- Dynamic engagement

- Clear Expectations

- Conducive Locations

- Good Setup of requirements

- Willing to be follow up and prepare materials

g. Project Strategies:

i. Video Classes

- FaceTime - Free video chat tool available on any iOS device with a forward-facing camera and any Mac computer with a Face Time Camera.

- Facebook Live, YouTube Live - Live-streaming through social media platforms.

- Zoom - Free video chat software

- QuickTime - A free tool for making video, audio, or screen share recordings.

- Loom - A free tool for making video or screen share recordings (with or without "talking head" - a cropped video of you talking down in the corner). Unlimited recording, a 50% discount on paid plans, and 30-day free trial through 7/1/20. Also, if you're an educator using Loom in a classroom setting, you can use Loom Pro for free, forever.

- FlipGrid - Social media meets education. A short video exchange platform that's free for educators.

- Acapella - a multitrack tool for creating multi-frame music videos. Free in the App Store.

- Google Hangouts

<u>ii. Group Classes</u>

- Email worksheets in advance and play live.

- Provide asynchronous assignments for students to complete on their own. For instance, have each student record a performance for the group, then review and give comments to a few of their peers.

- Send a link to students in order to practice scales or simple pieces

- Create Google slides with interval flashcards, note-naming flashcards, rhythm patterns, and ear-training activities for students to do together (share your screen using Zoom).

<u>iii. Private Lessons</u>

- Teach live video sessions using Zoom, Skype, or FaceTime.

- Give asynchronous assignments for students to complete on their own during the week.

- Offer pre-recorded lesson kits with a warm-up exercise, a rhythm game, a playback/ clapback activity, an introduction to a new piece, a recording to practice with, etc.

- Give rhythm and sight-reading assignments

- Share exercises of pieces on a screen using Zoom and make annotations on a PDF copy of the music.

5. E-Counseling: Telemental Health

The Transitional plan of the Guidance services unit revolves around the design and implementation of a mental health concern intervention program systematically made to address the effects of the COVID-19 Pandemic on the Affect, Behaviors, Cognitions and Physiological well-being of students in Mabalacat City College. The program will be formally called "Breaking Free": A program addressing COVID-19 mental health concerns.

The design of the program is spearheaded by our Master of Arts in Education Major in Guidance Counseling interning guidance counselor, _Ms. Graciel Imma Tadle, RPm_. She and her group have formulated a manual specifically made to conduct the said mental health program. The program will be adapted and revised based on the needs and concerns of the students of the college in consultation with the authors of the manual.

The program is based on different evidence-based methodologies and principles, stemming from the _ABC (Affect, Behavior and Cognition) model of attitudes on the self, adding a P (Physiological) for a modified more holistic approach, Dialectical Behavior therapy (Emotion Regulation, Distress Tolerance. Interpersonal Effectiveness and Mindfulness), as well as systemic approaches_ which emphasize the role of social resources (family peers, meaningful systems) to the well-being of an individual.

a. Program Overview:

Modules:

    i.   Breaking Free From Stress and Worry

    ii. Breaking Free From Bad Habits

    iii. Breaking Free From Distancing and Isolation

    iv. Breaking Free From Negativity

    v. "Self Care-ntine" Tips and Exercises

    (For a comprehensive breakdown of the modules, refer to the attached manual)

b. Facilitators:

Facilitators comprise primarily of the following:

    i.   School counselors

    ii. Trained Teachers

    iii. Trained School Administrators

c. Participants: All students regardless of year or course can be a participant.

d. Roles and Responsibilities of Persons Involved

There are general guidelines that facilitators of the program must be aware of as they conduct the program. They are as follows

i. Establish a safe space for the conduct of the modules; ensure that if modules are delivered electronically, participants have a suitable location conducive to learning. Technology requirements and considerations will adapt depending on the needs of some participants.

ii. Modules will be carefully introduced, ensuring that all participants are able to benefit from the psychoeducation

iii. Analysis and processing of what has transpired in the modules, answering any queries pertaining to the covered topics and activities.

iv. Reflection and synthesis shall be conducted in conclusion of modules, tying together and summarizing the learning in a coherent fashion. This also involves pointing out significant learning that the participants should firmly remember.

v. Confidentiality of concerns, experiences and thoughts shared by students are strictly confidential

vi. Identify participants in need of intensive one on one counseling intervention or crisis intervention and refer them to an attending counselor

(For a detailed overview of the facilitator roles please refer to the manual)

e. Module Competencies

Modules are required to be conducted using the following competencies:

i. Module Introduction - Each module will begin with an overview of the activities and possible topics covered.

ii. Educating - At proper points of the modules facilitators are prompted to educate participants of critical points of processing and thought experiments.

iii. Processing / Analysing - There are points in the modules wherein an open discussion with the participants is conducted, whereby questions and relevant learning are processed.

iv. Reflecting - Significant feelings and thoughts must be emphatically processed by the facilitator, validating realizations and other significant thoughts.

v. Module Overview

Modules will follow the following sequence

- Module Introduction

- Psychoeducation / Discussion

- Structured Activity

- Processing / Analysis

- Reflection

f. Resources Needed

Virtual presentations or webinars require specialized equipment for filming, editing and documentation. The equipment and its use are detailed as follows:

i.   Video Camera (with tripod) – used for filming webinars and demonstrations for activities

ii. Condenser, Sound Recording Microphone – for sharp recording of audio during presentations

iii. Studio / Lighting equipment- conducive environment for filming with no disruptions, this ensures the quality of output presented

iv. Laptop capable of running video editing software – this will be primarily used to edit and process the video presentation/ webinar and ensure quality of output.

g. Module Presentation

Modules can be presented face-to-face or virtually, because of the current circumstances, virtual presentations will be prioritized following these steps:

i. Before the schedule of the presentation, infographics and the schedule of the psychoeducation session will be posted on the MCC Guidance Services Office Page to encourage participation

ii. During the schedule of the presentation an introduction and review of the topics, as well as the infographics presented will kick off the presentation.

iii. Psychoeducation will then proceed, depending on the module focus.

iv. Structured activities will then follow, giving links and access on worksheets and hand-outs needed.

v. Processing and Synthesis will conclude the module presentation.

h. Scheduling

Given the proper resources which will be detailed in the following section, modules can be presented once per week in a course of 5 weeks total.

The authors of the program designed it to be adaptable and flexible and can be modified based on technological constraints and needs of participants. Consultation with the authors of the manual will be conducted first before any revisions will be made.

Refer to the attached manual to this program overview for any clarifications

This program is done for the benefit of the students and all participants, their needs and concerns come first. May this program aid us in "breaking free" of our struggles during this time of the pandemic.

6. Friend Hotline/Online Counseling

The MCC Guidance Services Office (www.facebook.com/mccguidanceservicesoffice) page offers the services of the guidance office electronically. Students can readily access this Facebook page and book an appointment choosing the type of service he or she wants to receive. A notification will then be forwarded to an attending counselor regarding the request and renders the services needed.

Service Workflow:

Step 1: Students in need of counseling should access the page indicated above (MCCGSO) they will then be prompted to book an appointment.

Step 2: A student booking an appointment will be offered a number of services from which he or she will set an appropriate time to receive the services *via video teleconferencing or messaging*. Students are assured that all conversations and information exchanged between the counselor and the student are strictly confidential.
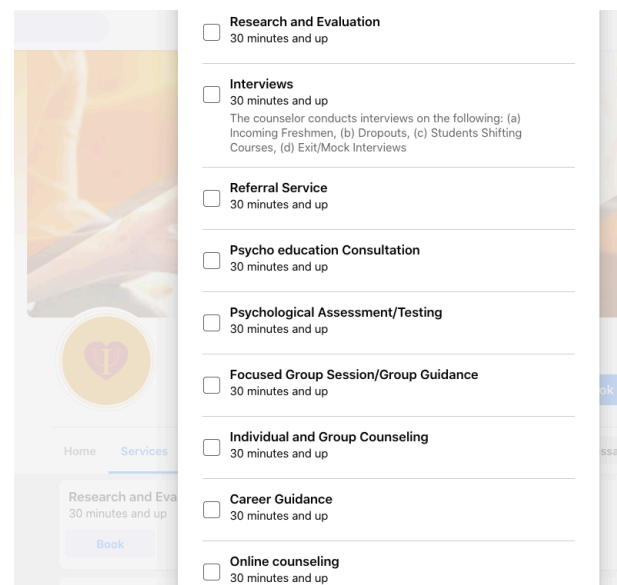
Should a student in crisis seek services and counselors are unable to attend to the student immediately, an automatic message will then be given to the student directing him or her to crisis hotlines that are available.
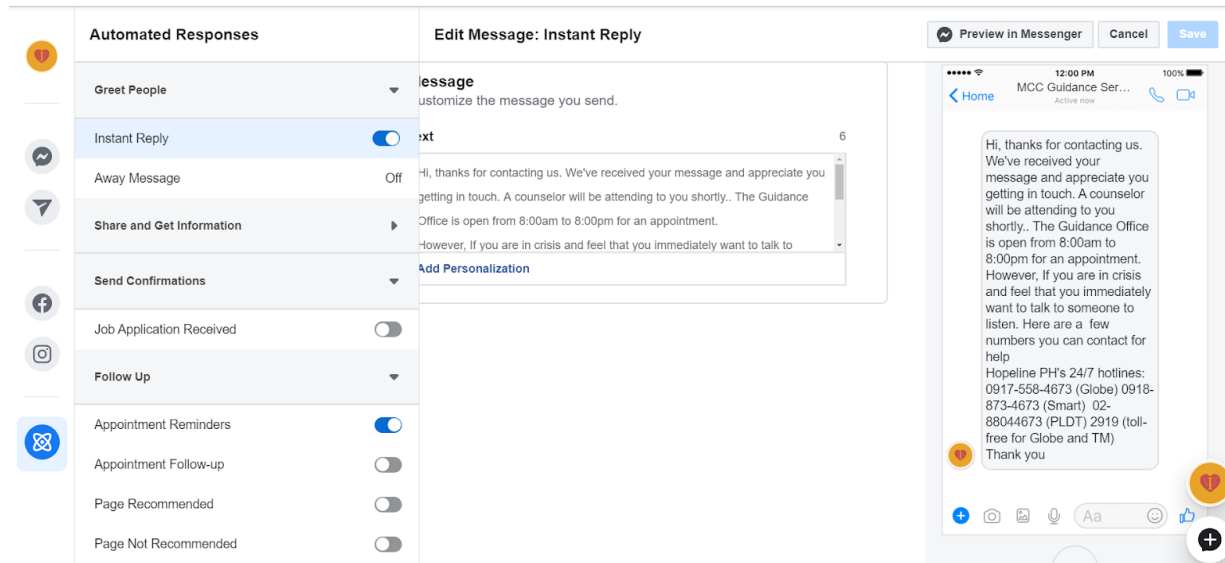
It is very easy to schedule an appointment if you are a student or counselor. The date is quickly specified when the service will be rendered.

Step 3: An appointment will be automatically scheduled, and an attending counselor will receive a notification for the date and contact the counselee as soon as possible.
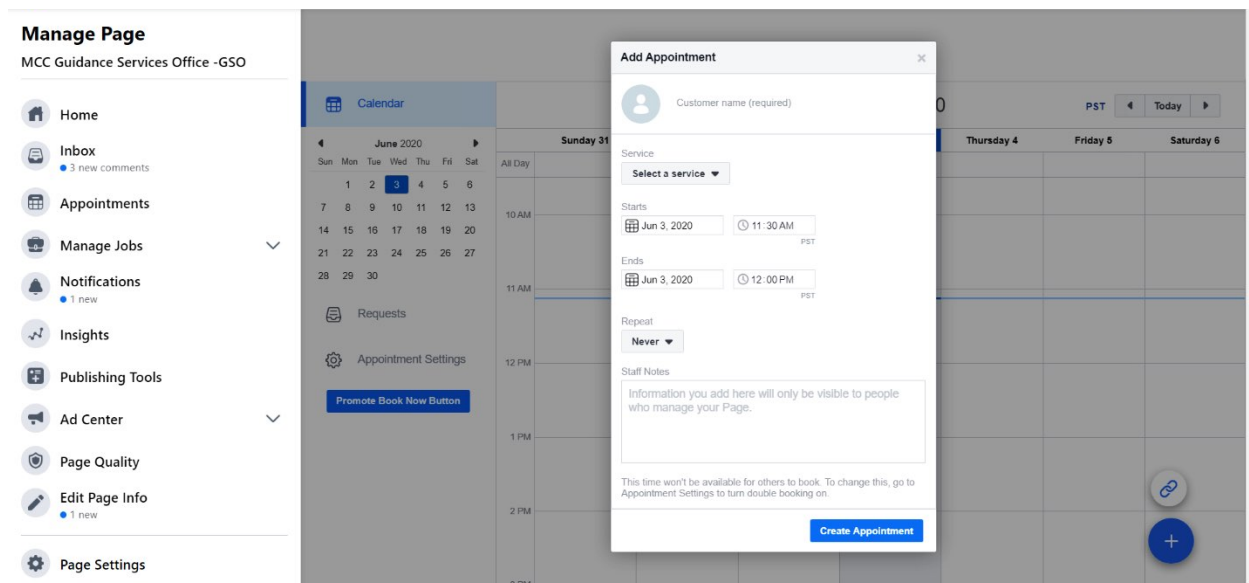
B. CAREER AND PLACEMENT OFFICE ADOPTS '*NEW NORMAL*'

As the authorities and the citizens try their best to stop the spread of COVID19, social distancing and quarantines are implemented across the globe. The unforeseen health crisis has disrupted operations of industries and the academe is not excused. Schools and universities across the world had to close campus. Mabalacat City College (MCC) as an institution, however, remains optimistic that it can deliver its vision, mission, and goals especially to its clientele - the students. Motivated by its guiding mantra: "*Start here, be successful anywhere,*" MCC will not allow the pandemic to halt its operations. Thus, the Career and Placement Office (CPO) maintains its mandate of ensuring the preparedness of students for the industry. The CPO's programs continue to exist, this time with the use of technology. Services offered by the CPO are now translated into virtual services where students can connect online.

The CPO is now finalizing its online activities, starting with the launching of the Facebook page that will stand as the "new office," where students and alumni can access the programs and activities. The page will be the platform of communication among the office, students, alumni and even companies / industries. Announcements and educational materials will be shared in the same platform to fulfil the office's mission of aiding the students in their future careers. One of the most important online programs of the CPO are the webinar series on professional development. With social distancing imposed, seminars and other educational gatherings in the physical mode have suffered much yet with the said limitation, comes innovation. The internet will be utilized to proceed with online services. Hiring and Job postings will also be available online.

Here are the programs: (*Images are initial posters.*)

1. Congratulations! You're Hired: A Webinar on Professional Development

Resume plays the biggest role in landing a job. Afterall, one will not be scheduled for an interview if his resume is not impressive. In order to help the students translate their skills and qualifications into an outstanding resume, the CPO will invite from the HR Industry, professionals who will guide student-applicants in the preparation of their resume' and give them relevant information on the key points recruitment officers are looking for in a candidate.

Another topic that will be discussed in this webinar will be the job interview. Most fresh graduates find this phase nerve-wracking and one way of easing their anxiety is for them to know what to expect in a job interview. The invited speaker will share his/her knowledge on positive interview day and may be able to impart salient points on how to answer some common but misunderstood interview questions and how to bring along the right attitude and appearance during the interview.

Schedules per institute will be set and announced thru the official facebook page of the CPO.

2. Know Your Rights: A Webinar on the Labor Code of the Philippines

A webinar that will discuss the Labor Code of the Philippines will be conducted for the graduating students to help them be knowledgeable of their rights and responsibilities as they will soon join the workforce. In this webinar, the office will collaborate with the Public Employment Services Office-Mabalacat and Department of Labor and Employment-Pampanga to provide quality discussion. The students will also be given a chance to ask the speaker from DOLE-Pampanga about their concerns regarding the law.

Schedules per Institute will be set and

announced thru the official Facebook page of the CPO.

3. MCC Cares for your Career: Online Job Database

The CPO seeks to collaborate with the Management Information System (MIS) Office for the creation of an online database that will also serve as a job portal for the students. In this database, the students will create their own profile and upload their resume. The uploaded resume may be viewed and evaluated by the office and the students will be given feedback on their profile and the changes that can be made to make their resume more attractive, through the portal. The office will also use this as a platform to post job ads where students can apply.

As the system is still being proposed, the students may view the official Facebook for job ads in the meantime.

4. Career Support

As some students may still need guidance on their career choices, recruitment process and soon to be employed-life, the CPO will now offer career counseling through its official Facebook page and e-mail (for those who do not wish to be identified). Using this platform, the office may address the student's concerns on career and employment.

The students may set an appointment thru the 'BOOK NOW' button on the official Facebook page or access the google form in the FB Page if the students wish to avail of the e-mail support.
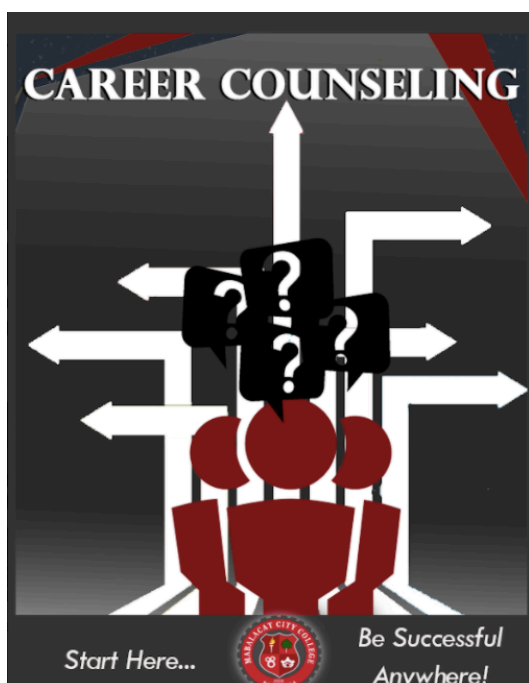
C. EXPLORING NEW DIMENSION OF INTERNATIONALIZATION

One of the most challenged offices across the many offices in Higher Educational Institutions (HEI) during this height of the pandemic is the Internationalization office or International Affairs office of a University or College. With student and faculty mobility as the major program of most Internationalization offices, many HEI's are now at the verge of asking what future internationalization now has amidst the health crisis. Times Higher Education (THE) has reported that several Universities across the world have started to have a decrease in their number of foreign exchange students. At Graz University of Technology in Austria, "40 per cent of their foreign exchange students have returned to their home countries, while 45 per cent of their own students have come back from abroad." (Lober and Prem, 2020)

What would be the future of Internationalization in HEI's during this pandemic? The question might sound very pessimistic and hopeless. It could not however be denied that the pandemic has paralyzed the ENTIRE WORLD including the education system. Others consider this unprecedented time as an end, a doomsday even for others. Nonetheless, an existential attitude towards these periods of boundary situations would surface in so many possibilities and opportunities. Thus, Mabalacat City College (MCC) takes the emergence of the crisis in a very optimistic manner, seeing opportunities to grow and develop. With mobility paralyzed, MCC believes that Internationalization can remain active. MCC maintains that Internationalization is not solely about physical cross-border approach. It is given that several Local Colleges and Universities are very unwelcoming when it comes to Internationalization because of the budget constraints and such will really be the case if we limit Internationalization to physical cross-border mobility. MCC believes that there is more to mobility if one talks about internationalization. Imbibing international and global citizenship consciousness to the academic community is first and foremost the key foundation of any internationalization program. Thus, the quarantine period will be an opportunity to develop global consciousness.

MCC's Internationalization approach is gearing towards virtual mobility and collaboration (VMC). Through VMC, our faculty and students will be provided with the opportunity to engage with the world. By means of contemporary technology, students can have access to the world. Regular presentations, shows, webinar series about countries, universities

and relevant issues shall be posted in the social media portals of the school. Who says that education is just inside MCC classrooms? At Mabalacat City College, we say enrollment in MCC is synonymous to enrollment in the Global Classroom. Yes, education in MCC is not just about academics, it is about preparing our students to build not just the locality, not just the nation but our common home-the world.

Hence, MCC IS launching our brand-new global classroom, our **International Webinar Series**. We are bringing the world- the world's renowned professors, scholars, experts in dialogue with our very own students and faculty. In our global classroom, our students get the chance also to meet and dialogue with their foreign "classmates" across the world. Who says then that Internationalization has no future during the COVID-19? On the contrary, the crisis has only pushed us to become better. The Webinar series shall feature a specific theme every month with focus on global concerns like: Pandemics, Human Rights, Peace, Culture and Arts, Technology, Environment and Climate Change, Sustainable Development Goals, and others. Through our global classroom, collaboration and intellectual exchanges will develop. MCC is hopeful, that we will not leave our students limited to their classroom academic experience; rather, through the Internationalization office, MCC will augment student's academic life by opening global opportunities to students to bring about global holistic education.

1. Concept paper on the International Webinar Series hosted by Mabalacat City College (Education without borders Program)

Rationale:

As the world faces a new phase in its history, education likewise continues to evolve, progress, and grow. Education has proven its dynamism amidst the countless obstacles it ENDURES through the course of time. As one returns to history, the destabilizing effects of wars, catastrophes AND political turmoil to education ARE vividly seen. Once again, this year, the global community gets a review of the many disruptions to the education sector. With the spread of COVID-19, educational institutions are forced to close their campuses and suspend physical classroom instruction. However, since the emergence of Globalization, academic sectors

have taken steps in harmonizing education with the digital and virtual age. From THE physical four-walled classrooms, Institutions have started venturing into the possibility of moving towards a bigger space dubbed as the global classroom. While the pandemic has paralyzed traditional systems in education, it cannot CERTAINLY stop the new normal emerging in education.

Today, a new brand of education has come - a borderless one. Whether one is in formal or informal education, institutions can promote inclusive education. Thus, Mabalacat City College (MCC), a strong advocate of equal access to education, is extending education and learning beyond the classroom, beyond the campus. Through the internet, MCC believes that it could bring learners and scholars together to discuss, collaborate and deepen learning on certain issues.

Hence, with the approval of the administration, a network of different offices and people, an International Webinar Series, that shall be the new classroom, the new auditorium for lectures, is hereby proposed.

Program Details:

Proponent: IASTE and External Affairs

People: Dr. Angelo Banares, Mr. Raymond John Vergara, Ms. Fatima Sula-David, Mr. Karlo Tolentino, Mr. Ian Punsalan, Mr. Aaron Tejano, Mr. Glen Nolasco

Committees:

Designs and Promotions and Technology: Mr. Ian Punsalan

Invitations: Dr. Angelo Banares and Mr. Raymond John Vergara

Program: Ms. Fatima Sula-David, Mr. Karlo Tolentino

Documentation: Mr. Aaron Tejano, Mr. Glen Nolasco

Mechanism:

i. Webinar Format

- The webinar will be organized in two sessions every month.

- The invited speakers are experts in their fields as validated through their contributions to research, society, industry, and education.
- Each session shall have its own theme depending on the topic of the speaker.
- The profile of the speakers will be featured on the social media platform such as Facebook, two weeks before their presentations.
- The sessions are open to everyone.
- The audience can ask questions to the speaker by commenting on the video that is being streamed online. The question can only be entertained during the specified period of the presentation and the speaker shall have the liberty to choose which question he/she wants to answer.

ii. Guidelines for the speakers

- The speakers should submit their CV and a short introduction to the organizer.
- Presentations are not limited to PowerPoint presentations. Speakers can choose any type or form of presentation they want to utilize as long as they can effectively communicate their topics or expertise.
- At the beginning of each session, the speaker should introduce his/her name, affiliation, and field of expertise.
- The talk/presentation of the speaker is pre-recorded and the video will be collected by the organizer at least 2 days before the presentation.
- The video/presentation of speakers will be uploaded on YouTube.
- By agreeing to present their presentation online, the speakers should acknowledge that all presentations can be viewed publicly. Further, all materials will BE uploaded on YouTube after the webinar.
- The Webinar series will run from a minimum of 30 mins to a maximum of 1 hour.
- The moderators will be responsible for timekeeping and the smooth running of the webinar.

iii. Distribution of the certificate

- Certificates for each session will be given to those who registered through Google Docs provided by the organizer.
- Each certificate WILL have its own serial number to avoid falsification of documents.

- The certificate of the speaker will be provided as a soft copy.

Themes:

<u>July 2020 – Advanced Biology</u>

Confirmed Speakers:

1. Dr. Kin Israel Notarte, UST Faculty of Medicine, Philippines
2. Dr. Kei-Anne Baritugo, Division of Chemical Engineering and Materials Science, Ewha Womans University, Republic of Korea
3. Dr. Stephen Lirio, Department of Chemistry, Chung Yuan Christian University, Chung-Li, Taiwan
4. Mr. Raffy Fornillos, Institute of Biology, University of the Philippines Diliman
5. Dr. Rhudith Cabulong, Department of Biological Sciences, University of the Philippines Visayas
6. Dr. Perry Ayn Mayson, Department of Medicine and Life Sciences, Ajou University, South Korea
7. Dr. Kjersti Rise, Department of Clinical and Molecular Medicine, Norwegian University of Science and Technology, Norway.
8. Mr. Jomar Klee Custodio, President, Philippine Society for Histotechnology

<u>August</u>

- History (National Historical Moth)
- International Youth Day (UNESCO)
- International Day of the World's Indigenous People (UNESCO)

<u>September</u>

- International Literacy Day
- International Day of Democracy
- International Day of Peace
    Speakers: Mrs. Nakagoshi and Mr. Kunihiko Iida of Sadaco Legacy Peace Project

October

- World Teachers' Day
- International Day of Disaster
- United Nations Month
- Global Media and Information Literacy Week

November

- International Day against violence and bullying in school (UNESCO)
- World Philosophy Day (UNESCO)

December

- World AIDS Day
- International Day of Persons with Disability
- Human Rights Day
- International Migrants Day

January

- International Day of Education
- National Zero Waste Month

February

- National Arts Month

March

- International Women's Day
- World Wildlife Day
- International Day of Forest
- Earth Hour

April

- International Day of Sports for Peace and Development
- International Earth Day

May

- World Day for Cultural Diversity for Dialogue and Development

June

- World Environment Day
- World Ocean day
- Heritage Month
- National ICT Month

Initial Posters:

2. Mechanics in the operation of the Internationalization Office' Facebook Account

Rationale:

With the unprecedented upsurge of the Global Health Crisis and the rise of digital and virtual phenomena across continents, Mabalacat City College has no other way but to partake in the global changes. While mobility has been hampered by the pandemic, education and information remain to be available in the virtual arena. Hence, the Internationalization Office (IO) of MCC, will continue to bridge the Institution to the world. Through the official FB Page, the office shall not cease on promoting global consciousness among the students and staff of the institution. The time has come when learners get to realize that they are not isolated in their nationality rather by virtue of common humanity, they recognize that they are first and foremost citizens of the world. Hence, networking and linking with other cultures, countries, languages, forms of diversities and others are essential part of acknowledging one's global citizenship.

THE FB account shall henceforth be a depository of important information, news, networking, and linkages that are very vital in forming global consciousness among the people at MCC. As students and staff are locked-down in their respective homes, they get more chances to engage and encounter the world through the internet.

People In-Charge:

Office In-Charge: Office of the VP for External Affairs

Administrator of the Page: VPEA Clerk

Contributors: Offices and Institutes

Regular Postings:

a. Wonder and Wander: My Travel Bucket List

Mechanics:

1. Twice a month, the FB page shall feature a specific country for the week that provides education and general information about the said state.

2. The page shall acknowledge copyright. As much as possible, the posting of materials in the FB page have been granted permission, through communication, from the owners.

3. The materials are to be reviewed and evaluated and must be free from obscene, foul, and inappropriate content.

4. The material to be posted shall pass through series of evaluation and quality assurance from the developer, to the content quality assurance, branding

quality assurance, head of office, Vice President for External Affairs (VPEA) and then to the FB Page Administrator.

b. Hello World!

Mechanics:

1. Once a week, the FB page shall feature basic greetings, phrases, words, from various countries.

2. The administrator shall design and provide a common template for all the greetings.

3. The materials are to be reviewed and evaluated and must be free from obscene, foul, and inappropriate content.

4. The material to be posted shall pass through series of evaluation and quality assurance from the developer, to the content quality assurance, branding quality assurance, head of office, Vice President for External Affairs (VPEA) and then to the FB Page Administrator.

c. Updates from International Educational Institutions and Organizations

1. The FB page shall keep the MCC community updated with the programs and activities of International Educational Organizations like Fullbright, Erasmus Mundus, UNESCO, etc. The information will be posted regularly.

2. The page shall acknowledge copyright. As much as possible, the posting of materials in the FB page have been granted permission, through communication, from the owners.

3. The materials are to be reviewed and evaluated and must be free from obscene, foul, and inappropriate content.

4. The material to be posted shall pass through series of evaluation and quality assurance from the developer, to the content quality assurance, branding quality assurance, head of office, Vice President for External Affairs (VPEA) and then to the FB Page Administrator.

d. International Funding and Grants

1. The FB page shall keep the MCC community updated with International agencies that provide grants and funding to programs, projects and scholarships. Information will be posted regularly.
2. The page shall acknowledge copyright. As much as possible, the posting of materials in the FB page have been granted permission, through communication, from the owners.
3. The materials are to be reviewed and evaluated and must be free from obscene, foul, and inappropriate content.
4. The material to be posted shall pass through series of evaluation and quality assurance from the developer, to the content quality assurance, branding quality assurance, head of office, Vice President for External Affairs (VPEA) and then to the FB Page Administrator.

e. National and International Greetings

1. The FB page shall inform the MCC community with the National and International Celebrations through the posting of designed greetings.
2. The materials are to be reviewed and evaluated and must be free from obscene, foul, and inappropriate content.
3. The material to be posted shall pass through series of evaluation and quality assurance from the developer, to the content quality assurance, branding quality assurance, head of office, Vice President for External Affairs (VPEA) and then to the FB Page Administrator.

Initial Posters:

CHAPTER 3

REVIEW OF CURRICULUM: MIGRATION TO MODULAR

The COVID-19 pandemic has forced the educational system in the country to shift from the normal face-to-face delivery of instructions to the flexible learning scheme. Transitioning to this new normal in education requires an immediate review of curricula and a shift of learning strategies, methods, and outcomes.

Below is a quick comparison between the previous curriculum and the new curriculum for online modular learning.

CATEGORIES	OLD CURRICULUM (face-to-face)	NEW CURRICULUM (Modular)
Class Duration	Full semester	Split in cycle
Materials	One or two books for the whole subject	Carefully selected materials from various available media per module
Assessment	Descriptive	Functional, Comprehension, Practical
Outcomes	Knowledge	Application

COMPARATIVE MATRIX BETWEEN THE OLD AND NEW CURRICULUM

The distinct features of the online modular learning lies in the following categories:

1. **Class Duration and Load** - MCC shall split the term into two cycles. Instead of the 14-16 weeks one semester, only 7 weeks will be allotted to complete a subject. The splitting will allow fewer subjects to be taken per cycle, ideally in equal ratio. Modular type of learning is self-regulated and would heavily depend on the numerous materials to achieve cognitive learning. Outputs are usually practical in nature and would also require reflections, and deep thinking. Both learning and assessment need focus and concentration. To follow the old curriculum where all subjects are simultaneously being taught, students will not be able to achieve the prescribed outcomes for online modular subjects.

2. **Materials** - As online modular learning is self-regulated, it is important that learning materials will suit the preference or learning style of every student to contain their interest in the subject and will take the initiative to access the materials. Therefore, teachers will offer all possible reference materials available in every medium to ensure that every student will find a material that will appeal to his or her style. This is the part of the Implementing Rules and Regulation of Flexible Learning which served as a guideline in the sourcing and selection of material:

C. MATERIALS

1. MCC shall adapt the Modified Hybrid Learning Model and Asynchronous Learning Models. The Modified Hybrid Learning Model integrates digital, printed, recorded, and traditional activities in a planned, pedagogically valuable manner. In the Asynchronous Learning Model, the students take courses at their own pace and time. Lectures, reading materials, and worksheets are made available within a specific time frame. The Learning Models will be used in creating discussion materials for each course. Course Learning Packets (CLPs) will include but is not limited to the following contents:

a. Outcomes-Based Teaching and Learning Plan (see attached OBTL format),
b. Video Discussions (Live or Recording),
c. Reading Materials (Soft Copy and/or Hard Copy),
d. Module Supplemental Activities, and
e. Module Requirements / Worksheets
*Institute Deans may include additional requirements in the CLPs.

The applicable learning materials may include in combination but is not limited to the following:

a. Video tutorials / Video Demonstrations
b. Films
c. Documentaries

d. Podcast

e. Audiobooks

f. E-books

g. Pictures

h. News (Prints, Clippings, Online Link, etc.)

i. Graphic slides

*And other relevant materials as deemed relevant by the deans

The course modules can be created, developed, and delivered using, but are not limited to, the following tools or applications:

a. E-Mail

b. Chat

c. Wiki

d. Skype

e. Blog

f. Facebook Messenger

g. Self-paced e-learning modules

h. Zoom

i. Google Docs for collaboration

j. Google Hangout

k. Text Messaging

l. Phone Call

m. File Sharing

n. Video recording/sharing

o. Podcasts

p. Powerpoint presentations

q. Radio broadcast

r. TV broadcast

3. **Assessment** - It shall evaluate the level of understanding and ability to apply the learning. This will be the preferred barometer since the "what, where and when" will not be an effective measure since they are found in the materials

provided. Outputs such as reflections, essays, case studies, proposals, diagram, process flow, e-portfolios, video demonstration or presentation, art making projects are just some of the expected outputs. Wherever applicable, the affective and behavioral domains of learning will be integrated in the assessment worksheets/outputs for each module.

4. **Outcomes** - The outcomes shall be in the cognitive domain of synthesizing, analyzing, evaluating and creating. It may also lead to self-discovery of individual strength.

Succeeding pages are copies of the previous semesters Outcomes-Based Teaching and Learning (OBTL) Plan and the new format which reflects the modification in the curriculum.

Old Format of Outcomes-Based Teaching and Learning (OBTL) Plan

MABALACAT CITY COLLEGE
INSTITUTE OF COMPUTING STUDIES
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
Outcomes-Based Teaching and Learning Plan in PATHFIT 2

VISION	MISSION:

OBJECTIVES	

Course Title		Course Code	
Credit Units		Course Pre-/Co-requisites	
Term Offered			
Course Description			
Program Intended Learning Outcome/ PILO			

1

Course Intended Learning Outcomes (CILO)	

PRELIMINARY		Essential Learning		Intended Learning Outcomes (ILO)	Suggested Teaching/Learning Activities (TLAs)	Values Integration	Assessment Tasks (ATs)
Week	Content Standard	Declarative Knowledge	Functional Knowledge				
1ST							
2ND -3RD							
4TH -5TH							
6TH	Preliminary Written Examination						

2

7TH							
8TH -9TH							
10TH- 11TH							
12TH	Midterm Examination						
13TH -17TH							
18TH	Final Examination						

3

COURSE REQUIREMENTS:

Grading System

REFERENCES:

Balagtas, Corpuz et al., Physical Education 2, Jimczyville Publication

WEBSITE RESOURCES:
https://www.coursehero.com/file/p7bosen9/The-Zamboangue%C3%B1o-courtship-and-traditions-are-elaborate-and-regulated-by-a-long/
http://www.janosikdancers.org/repertoire/national.html

Prepared by:	Reviewed by:	Approved by:	cc:
_____	_____	_____	_____
Instructor	Field of Study Head	Dean	VPAA

4

New Format of Outcomes-Based Teaching and Learning (OBTL) Plan

MABALACAT CITY COLLEGE
INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION
FIRST SEMESTER, A.Y. 2020-2021 (CYCLE 1)
Module Guide for GEC105: MATHEMATICS IN THE MODERN WORLD

VISION:	MISSION:

COURSE DESCRIPTION:

PRE-REQUISITE:

NUMBER OF UNITS:

LEARNING OUTCOMES:
1.
2.
3.
4.
5.

1

COURSE OUTLINE:

Week	Topic	Faculty Assigned (for Team Teaching)	Learning Materials (with references following OER plagiarism and IPR policies)	Assessment Tasks (Requirements with schedule or time allotment)
1				
2				
3				
4				
5				
6				
7				
8				

2

BASIC INFORMATION AND POLICIES:
(Enumerate here Grading Procedures, your standards of academic honesty, information on the availability of learning materials, names of Instructors with email addresses, phone numbers, webpage, online office hours, etc... Let's wait for the IRR as for our guide in enumerating our policies beyond our academic freedom)

Prepared by: Reviewed by: Approved by:

_____   _____   _____
Instructor(s)   FOSH   VPAA

                               _____
                               Dean, IASTE

CHAPTER 4

CLASS SCHEDULE AND FACULTY LOADING

Factors such as classroom size and its availability vis-a-vis the personal schedule of teachers are no longer the criteria for this semester's class scheduling and faculty loading.

With a modular asynchronous approach and digital platform as the dominant medium, the criteria now will focus on the expertise of the teacher when assigning modules. Team teaching is also allowed.

As for students, class schedules will be self- regulated as lectures and learning materials are deposited in students' digital accounts for retrieval at their own convenience. Attendance is immaterial this semester. Students will only need to be mindful on the deadline of worksheets submission. However, maximum leniency will still be extended for students with safety issues or technical difficulties.

Below is the part of the Implementing Rules and Regulation of Flexible Learning which serves as a guideline in faculty loading and class scheduling.

A. GENERAL PLAN

1. All academic instructions for the 1st Semester of AY 2020-2021 shall be delivered off-campus due to the prohibition on face-to-face classes by the national government.

2. There will be two (2) cycles for the 1st semester of the AY 2020-2021, which will start on September 14, 2020, until December 18, 2020. Half of the curricula for the semester shall be offered on the first cycle and the remaining half on the second cycle. The cycles for the 2nd semester will be adjusted accordingly based on the advisories of the government.

3. Team Teaching will be implemented due to the absence of a physical space in the chosen deliveries of learning and to maximize the academic labor force of the College. The following distribution of students per course shall be used based on the composition in the Team Teaching:

Faculty Team Teaching Composition	Minimum Number of Students	Maximum Number of Students
1	35	75
2	76	150
3	151	200

A new section shall be opened if the students taking a specific course have more than 200 students enrolled. The deans will maximize the utilization of each section, taking into consideration the fair distribution of students per section and teaching loads to the faculty. The Team Teachers shall coordinate with each member to identify their respective strengths and device among themselves the partitioning of the course module delivery per section.

For the PE and NSTP class, a Team Teaching composed of three (3) members shall handle 400 students per section (as agreed upon by the IASTE Dean and the PE / NSTP instructors)

4. A Faculty member shall have a maximum of four (4) sections in a semester or 15 units equivalent load (whichever is higher) to complete the 24 hours teaching requirement as set by the CHED and the Association of Local Colleges and Universities. The distribution of the sections can vary for each instructor based on the discretion of the Institute Deans. Additional modules on top of the four (4) sections or 15 unit equivalent load will be counted as overload and computed based on the original number of hours needed by the course per week (14 Weeks).

5. Solo Teaching of section(s) with fewer than 35 students shall be allowed provided that the course is highly specialized in the program and/or the existing enrollees in the course cannot go beyond the set limit. This is subject to the justification of the Institute Dean and the approval of the Vice President for Academic Affairs.

6. A part-time Faculty member shall not hold more than three (3) sections or 12 unit equivalent load (whichever is higher) during the semester. The number of contact

hours for salary purposes will be counted based on the actual contact hours requirement in the normal scenario (No. of hours per week x 14 weeks). Part-time teaching loads of more than the prescribed limit must be requested by the Institute dean and approved by the VPAA.

7. *Full-time Faculty members with designations shall follow the deloading rule as shown in the table below. Additional modules on top of the maximum allowed handled modular sections will be counted as overload and computed based on the original number of hours needed by the course per week (14 weeks).*

Designation	Unit Deloading	Modular Load Equivalent
Vice Presidents	24	0
Deans	24	0
Directors	24	0
Heads	12	2
Field of Study Heads	12	2

8. *The sports coordinator with the assistance of the coaches shall formulate an online training regimen that will maintain the players' physical readiness during the suspension of all sports activities. Regimen includes discussions on strategies and great plays, video demonstration of great techniques, self-trainings, balance diet and weight maintenance. This is to ensure that MCC complies with the no physical contact during the community quarantine and still be "battle-ready" when the sports competitions resume.*

B. DELIVERY OF INSTRUCTIONS

1. *The official Learning Management System (LMS) that will be used by MCC is EDMODO. All Faculty members must register in EDMODO and connect to the Mabalacat City College community in the LMS. The Faculty will utilize the EDMODO LMS in all academic activities starting the 1st semester of the academic year 2020-2021.*

2. The video recorded discussions will be uploaded on YouTube for storage and video streaming. The instructors may utilize FB messenger to communicate with their students. However, it is advised that the messaging service provided by EDMODO should be used in communicating and posting announcements to students.

3. Theoretical and conceptual modules will be given to the students during the 1st semester for courses with laboratory or skills-based courses (e.g. Programming, Culinary). Practical modules will be given the following semester when physical face-to-face shall be allowed by the proper authorities. The Institutes shall be responsible for scheduling the make-up laboratory classes in the second semester giving due consideration to government advisories. An incomplete "INC" grade will be temporarily given to the students enrolled in these courses. The INC grades shall be lifted once the students have complied or completed the laboratory requirements of the course when in-campus activities are once again allowed by the proper authorities. The Institute Deans of these courses will make sure that the minimum contact hour requirements for the laboratory component of the course shall be given to the students.

The proposed faculty loading as prepared by Field of Study Heads per institute reflects the IRR on Flexible Learning.

NOTE: This faculty loading did not pass the review and approval yet of the Deans and Vice President of the Academic Affairs.

CLASS SCHEDULES for First Semester of AY 2020-2021

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Technical-Vocational Teacher Education with Area of Specialization in Food Service Management

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
ELEC 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
FSM 101	Occupational Safety and Health Practices	1	30	Maureen P. Santos

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
TLE 101	Introduction to Industrial Arts	3	30	Jayson G. Pineda
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Er Movement Enha Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
FSM 102	Food Selection and Preparation	5	30	Eldy Owen T. Layno
	Total	34		

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCKTM101	Facilitating Learner-Centered Teaching: The Learnered-Centered Approaches with Emphasis on Trainers Methodology 1	3	55	Jayson G. Pineda
GEC108	Ethics	3	55	Jose M. Calma / Mazylyn A. Pangan / R.J.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	55	Arvina D. Sarmiento
TLE 102	Introduction to Agri-Fishery and Arts	3	55	Eldy Owen T. Layno
PE3	Physical Activity Towards Health and Fitness I	2	55	Susan E. Manuel / Kerly Jane E. Manucot

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	55	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	55	Arvina D. Sarmiento
TLE 103	Home Economic Literacy	3	55	Jovelyn Andrea C. Avena
FSM 105	Food Processing, Packaging and Labelling	5	55	Eldy Owen T. Layno
FSM 106	Advance Baking	5	55	Maureen P. Santos
	Total	33		

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK TM 107	Curriculum Development and Evaluation with Emphasis on Trainers Methodology	3	19	Jayson G. Pineda
TLE 105	Teaching Common Competency in Industrial Arts	3	19	Jayson G. Pineda
TLE 107	Teaching Common Competency in Agri-Fishery Arts	3	19	Maureen P. Santos
FSM 109	Cafeteria and Catering Management	5	19	Eldy Owen T. Layno
RES 1	Technology in Research (Methods of Research)	3	19	Renalyn N. Gacusan / Gracia T. Canlas

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK TM 106	Assessment of Learning 2 with Focus on Trainers Methodology 1 and 2	3	19	Jayson G. Pineda
TLE 106	Teaching Common Competency in Home Economics	3	19	Maureen P. Santos
TLE 108	Teaching Common Competency in Information and Communication Technology	3	19	Eldy Owen T. Layno
TLE 109	Entrepreneurship	3	19	Rebecca Lising
PDPR	Personality Development and Professional Relation	3	19	c/o IHTM Faculty - ?
	Total	32		

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Secondary Education Major in Mathematics

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
MathM101	History of Mathematics	3	30	Irene Christy M. Bacolod

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabgiting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
MathM102	College and Advanced Algebra	3	30	Irene Christy M. Bacolod
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Er Movement Enha Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
Total		**31**	**30**	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	41	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	41	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	41	Arvina D. Sarmiento
MathM106	Elementary Statistics and Probability	3	41	Irene Christy M. Bacolod
PE3	Physical Activity Towards Health and Fitness I	2	41	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	41	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	41	Arvina D. Sarmiento
MathM107	Calculus 1 with Analytic Geometry	4	41	Bernardino G. Gomez
MathM108	Modern Geometry	3	41	Richard L. Galag
Total		**27**	**41**	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	24	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
MathM115	Linear Algebra	3	24	Bernardino G. Gomez
MathM116	Research in Mathematics	4	24	Renalyn N. Gacusan / Gracia T. Canlas

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3		Irene Christy M. Bacolod
MathM113	Calculus 3	3	24	Richard L. Galag
MathM114	Number Theory	3	24	Bernardino G. Gomez
Total		**19**	**24**	

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Secondary Education Major in Science

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
BSSE 101	Inorganic Chemistry	5	30	Aaron Carl V. Tejano

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
BSSE 102	Earth Science	3	30	Sarah Joy D. Dizon
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla / Niel P. Rigdao
PE1	Movement Er Movement Enha Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
BSSE 103	History and P History and Phil History and Phil History and Philosophy of Science	3	30	Marites T. Due
	Total	33	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	20	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
FTC101	The Child and Adolescent Learners and Learning Principles	3	20	Marites T. Due / Arvina D. Sarmiento
Elective 1	Human Reproduction	3	20	Marilyn S. Arcilla
PE3	Physical Activity Towards Health and Fitness I	2	20	Susan E. Manuel / Kerly Jane E. Marucut
BSSE 114	Meteorology	3	20	Marites T. Due

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	20	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	20	Marites T. Due / Arvina D. Sarmiento
BSSE 109	Thermodynamics	4	20	Glen S. Nolasco, Aaron Carl V. Tejano
BSSE 110	Astronomy	3	20	Marites T. Due
	Total	27	20	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	21	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	21	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
BSSE 118	Research in Teaching Science	3	21	Renalyn N. Gacusan / Gracia T. Canlas
BSSE 116	Modern Physics	3	21	Glen S. Nolasco / Aaron Carl V. Tejano

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	21	Irene Christy M. Bacolod
BSSE 115	Microbiology and Parasitology	4	21	Lourdes Fatima S. David / Sarah Joy D. Dizon
BSSE 120	Human Anatomy & Physiology	4	21	Marilyn S. Arcilla
BSSE 117	Fluid Mechanics	3	21	Glen S. Nolasco / Aaron Carl V. Tejano
	Total	26	21	

Courses to forgo this semester due to laboratory requirements:
- BSSE 107 - Genetics (2nd year)
- BSSE 108 - Biochemistry (2nd year)
- BSSE 119 - Biotechniques (3rd year)

Advanced or Replacement Courses:
- BSSE114 - Meteorology (2nd year)
- BSSE120 - Human Anatomy and Physiology (3rd year)

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Secondary Education Major in English

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Amel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
EngM101	Introduction to Linguistics	3	30	Ruby B. Sicat

Second Cycle

GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
Cognate 1	Stylistics and Discourse Analysis	3	30	Jaira Mae O. Hipolito
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement En Movement Enha Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
	Total	31	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	51	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	51	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	51	Arvina D. Sarmiento
DALUMATFIL	Dalumat sa Filipino	3	51	Michael Bryan G. Rosilla / Charissa Joy T. Torres
PE3	Physical Activity Towards Health and Fitness I	2	51	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

GEC107	Science, Technology and Society	3	51	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	51	Arvina D. Sarmiento
EngM104	Principles and Theories of Lasnguage Acquisition and Learning	3	51	Edward Q. Inong
EngM105	Speech and Theater Arts	3	51	Ruby B. Sicat
LITM101	Mythology and Folklore	3	51	Fernando E. Berras
	Total	29	51	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	60	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
EngM111	Language Education Research	3	60	Renalyn N. Gacusan / Gracia T. Canlas
LitM103	Survey of Philippine Literature in English	3	60	Fernando E. Berras
LitM105	Survey of English and American Literature	3	60	Ruby B. Sicat

Second Cycle

PCK106	Assessment of Learning 2	3	60	Irene Christy M. Bacolod
EngM110	Teaching and Assessment of Grammar	3	60	Edward Q. Inong
LitM104	Survey of Afro-Asian Literature	3	60	Ruby B. Sicat
LitM106	Contemporary and Popular Literature	3	60	Jaira Mae O. Hipolito
	Total	24	60	

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Secondary Education Major in Filipino

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
FILM102	Panimulang Linggwistika	3	30	Alma T. Bautista

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
FILM101	Introduksyon sa Pag-aaral ng Wika	3	30	Alma T. Bautista
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement En Movement Enha Movement Enhancement	2	30	Genesis G. Dimalanta / Celfer Cris P. Torres
Total		31		

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	19	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	19	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	19	Arvina D. Sarmiento
DALUMATFIL	Dalumat sa Filipino	3	19	Michael Bryan G. Rosilla / Charissa Joy T. Torres
PE3	Physical Activity Towards Health and Fitness I	2	19	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	19	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	19	Arvina D. Sarmiento
FILM105	Ugnayan ng Wika, Kultura at Lipunan	3	19	Michael Bryan G. Rosilla
LITM01	Panitikan ng Rehiyon	3	19	Michael Bryan G. Rosilla
LITM102	Kulturang Popular	3	19	Charissa Joy T. Torres
Total		29		

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	33	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
FILM 108	Introduksyon sa Pananaliksik-Wika at Pantitikan	3	33	Alma T. Bautista
FILM 109	Introduksyon sa Pamamahayag	3	33	Michael Bryan G. Rosilla
LITM 106	Panulaang Filipino	3	33	Charissa Joy T. Torres

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	33	Irene Christy M. Bacolod
FILM 107	Introduksyon sa Pagsasalin	3	33	Michael Bryan G. Rosilla
LITM 105	Maikling Kuwento at Nobelang Filipino	3	33	Charissa Joy T. Torres
Celektib 1	Malikhaing Pagsulat	3	33	Charissa Joy T. Torres
Total		24		

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Secondary Education Social Studies

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza /James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
FSSE 101	Foundation of Social Studies	3	30	Karlo S.Tolentino

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
SSECog1	Social Networking for Social Integration	3	30	James Darwin N. Lagman
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
Total		31	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	22	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	22	Jose M. Calma / Mazylyn A. Pangan / Raymond John D.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	22	Arvina D. Sarmiento
FSSE 102	Places and Landscape in the Changing World	3	22	James Darwin N. Lagman
PE3	Physical Activity Towards Health and Fitness I	2	22	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	22	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	22	Arvina D. Sarmiento
SSE 103	Geography 2	3	22	Karlo S.Tolentino
SSE 104	Microeconomics	3	22	Ian Paulo N. Punsalan
SSE 105	World History 1	3	22	Eduard D. Ramos
Total		29	22	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	32	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
SSE 111	Socio-Cultural Anthropology	3	32	John Edward E. Alfonso
FSSE 104	Reseach in Social Studies	3	32	Renalyn N. Gacusan / Gracia T. Canlas
SSE 113	Teaching Approaches in Secondary Social Studies	3	32	Karlo S. Tolentino

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	32	Irene Christy M. Bacolod
SSE 110	Comparative Economic Planning	3	32	Ian Paulo N. Punsalan
SSE 112	Comparative Government and Politics	3	32	Eduard D. Ramos
SSE 114	Production of Social Studies Instructional Materials	3	32	Karlo S. Tolentino
Total		24	32	

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Physical Education

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due
BPE 101	Philosophical and Socio-Antropological Foundations of Physical Education and Sports	3	30	Genesis G. Dimalanta

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
BPE 102	Anatomy and Physiology of Human Movement	3	30	Marilyn S. Arcilla
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
Total		31	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	25	Sonny N. De Guzman
GEC108	Ethics	3	25	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	25	Arvina D. Sarmiento
BPE 106	Movement Education	3	25	Susan E. Manuel
PE3	Physical Activity Towards Health and Fitness I	2	25	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	25	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	25	Arvina D. Sarmiento
BPE 105	Applied Motor Control and Learning of Exercise, Sports and Dance	3	25	Kerly Jane E. Marucut
BPE 107	Philippine Traditional Dance	3	25	Susan E. Manuel
Total		26	25	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	46	Babylin D. Manuel
BPE 113	Individual and Dual Sports	3	46	Celter Cris P. Torres
BPE 115	Research in Physical Education and Health	3	46	Renalyn N. Gacusan / Gracia T. Canlas
Cognate 2	Arts in the K-12 Curriculum	3	46	Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	46	Irene Christy M. Bacolod
BPE 112	Personal, Community and Environmental Health	3	46	Marilyn S. Arcilla
BPE 114	Drug Education, Consumer Health Education and Healthy Eating	3	46	Celter Cris P. Torres
Cognate 3	Sports and Exercise Psychology	3	46	Genesis G. Dimalanta
Total		24	46	

Courses to forgo this semester due to laboratory requirements:
- BPE 108 - Swimming and Aquatics (2nd year)

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Elementary Education

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
EDSCI 1	Teaching Science in the Elementary Grades (Biology and Chemistry)	3	30	Marilyn S. Arcilla
EDMATH 1	Teaching Math in the Primary Grades	3	30	Richard L. Galag
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
Total		31	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	37	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
GEC108	Ethics	3	37	Jose M. Calma / Mazylyn A. Pangan / RJ.Vergara
FTC101	The Child and Adolescent Learners and Learning Principles	3	37	Arvina D. Sarmiento
EDTLE1	Edukasyong Pantahanan at Pangkabuhayan	3	37	Jovelyn Andrea C. Avena
PE3	Physical Activity Towards Health and Fitness I	2	37	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	37	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	37	Arvina D. Sarmiento
EDSSP 1	Teaching Social Studies in the Elementary Grades (Phil. History and Government)	3	37	Arvina D. Sarmiento
EDFIL	Pagtuturo ng Filipino sa Elementary (1)Estruktura at Gamit ng Wikang Filipino	3	37	Alma T. Bautista
Total		26	37	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	47	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
ED MUSIC	Teaching Music in the Elementary Grades	3	47	Celter Cris P. Torres
EDUC 1	Research in Education	3	47	Renalyn N. Gacusan / Gracia T. Canlas

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	47	Irene Christy M. Bacolod
ED LIT	Teaching English in the Elementary Grades Through Literature	3	47	Genesis R. Cabigting
ED MTB	Content and Pedagogy for the Mother Tongue Based Multilingual Education	3	47	Maria Blesila D. Macapagal
ED ARTS	Teaching Arts in Elementary Grades	3	47	Kerly Jane E. Marucut
Total		21	47	

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Early Childhood Education

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC102	Readings in Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
ICT1	Introduction to Computer	3	30	C/O ICS
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan
Elective 1	Environmental Science	3	30	Niel P. Rigdao/ Marites T. Due

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC103	Purposive Communication	3	30	Genesis R. Cabigting / Jaira Mae O. Hipolito / Edward Q. Inong / Mazylyn A. Pangan
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	30	Michael Bryan G. Rosilla / Charissa Joy T. Torres
ECE101	Foundations of Early Childhood Education	3	30	Arvina D. Sarmiento
ECE102	Health and Nutrition Safety	3	30	Maria Blesila D. Macapagal
NSTP1	LTS with Environmental Education	3	30	Marilyn S. Arcilla/ Niel P. Rigdao
PE1	Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
Total		31	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK101	Facilitating Learner-Centered Teaching	3	19	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC108	Ethics	3	19	Joselito C. Abedoza / James Darwin N. Lagman
FTC101	The Child and Adolescent Learners and Learning Principles	3	19	Arvina D. Sarmiento
ECE 107	Social Studies in Early Childhood Education	3	19	Maria Blesila D. Macapagal
PE3	Physical Activity Towards Health and Fitness I	2	19	Susan E. Manuel / Kerly Jane E. Marucut

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC107	Science, Technology and Society	3	19	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
FTC102	Foundation of Special and Inclusive Education	3	19	Arvina D. Sarmiento
ECE 105	Numeracy Development	3	19	Arvina D. Sarmiento
ECE 106	Children's Literature	3	19	Maria Blesila D. Macapagal
Total		26	19	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK105	The Teacher and the School Curriculum	3	13	Marilyn S. Arcilla / Marites T. Due / Renalyn N. Gacusan / Maria Blesila D. Macapagal
ECE 113	Assessment of Children's Developemnt and Learning	3	13	Maria Blesila D. Macapagal
ECE 114	Research in Early Childhood Education	3	13	Renalyn N. Gacusan / Gracia T. Canlas

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PCK106	Assessment of Learning 2	3	'	Irene Christy M. Bacolod
ECE 112	Content and Pedagogy in the Mother Tongue Based Multilingual Education	3	13	Maria Blesila D. Macapagal
ECE 115	Guiding Children's Behavior and Moral Development	3	13	Maria Blesila D. Macapagal
ECE 116	Early Learning Environment	3	13	Arvina D. Sarmiento
Total		21	13	

MABALACAT CITY COLLEGE

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

First Semester A.Y. 2020-2021

Bachelor of Arts in History

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC104	The Contemporary World	3	60	Jose M. Calma / James Darwin N. Lagman / Eduard D. Ramos
GEC106	Art Appreciation	3	60	Ian Paulo N. Punsalan / Mazylyn A. Pangan
RIZAL	Life and Works of Rizal	3	60	John Edward E. Alfonso / Arnel G. Perez
MCC101	Mabalacat Studies: History, Culture and Arts	2	60	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
KOMFIL	Kontekstwalisadong Komunikasyon sa Filipino	3	60	Michael Bryan G. Rosilla / Charissa Joy T. Torres
PE1	Movement Enhancement	2	60	Genesis G. Dimalanta / Celter Cris P. Torres
NSTP1	LTS with Environmental Education	3	60	Marilyn S. Arcilla/ Niel P. Rigdao
Elective1	Foundation of Special and Inclusive Education	3	60	Arnel G. Perez
GEC103	Purposive Communication	3	60	Genesis R. Cabigting / Jaira Mae O.Hipolito / Edward Q. Inong / Mazylyn A. Pangan
	Total	25	60	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PE3	Physical Activity Towards Health and Fitness I		38	Susan E. Manuel / Kerly Jane E. Marucut
ICT1	Computer Application 1		38	C/O ICS
GEC108	Ethics		38	Jose M. Calma / Mazylyn A. Pangan / Raymond John D. Vergara
DALUMATFIL	Dalumat sa Filipino		38	Michael Bryan G. Rosilla / Charissa Joy T. Torres
ELECTIVE 3	The Teaching Profession		38	Eduard D. Ramos
Second Cycle				
CORESPAN2	Spanish 2		38	Fernando E. Berras
HISTM1	Philosophy of History		38	James Darwin N. Lagman
HISTM2	Survey of Asian Civilization		38	James Darwin N. Lagman
HISTM3	Introduction to the Study and Writing of History		38	John Edward E. Alfonso
	Total	0	38	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
HISTM8	Islamic History as Global History	3	29	Karlo S. Tolentino
HISTM9	Nationalism and Revolution	3	29	John Edward E. Alfonso
HISTM10	Ethnic Histories	3	29	Karlo S. Tolentino
SOSLIT	Sosyedad Literatura/Panitikang Panlipunan	3	29	Michael Bryan G. Rosilla / Charissa Joy T. Torres
ELECTIVE 5	Assessment of Learning 1	3	29	Irene Christy M. Bacolod
Second Cycle				
HISTM11	History of the United States	3	29	John Edward E. Alfonso
HISTM12	Island Southeast Asia	3	29	Eduard D. Ramos
HISTM16	Historical Methodology	3	29	John Edward E. Alfonso
CORESPAN 4	Spanish 4	3	29	Fernando E. Berras
ELECTIVE 6	Technology for Teaching and Learning 1	3	29	Arvina D. Sarmiento
	Total	30	29	

Fourth Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PRACT	PRACTICUM	3	28	Karlo S. Tolentino
THESIS 1	THESIS PROPOSAL	3	28	John Edward E. Alfonso
			28	
Second Cycle				
PRACT	PARACTICUM		28	Karlo S. Tolentino
	Total	6	28	

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Bachelor of Science in Biology

First Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC101	Understanding the Self	3	30	Joselito C. Abedoza / Jose M. Calma / Arnel G. Perez
GEC 105	Mathematics in the Modern World	3	30	Gracia T. Canlas
GEC 102	Readings in the Phil. History	3	30	Joselito C. Abedoza / James Darwin N. Lagman
MCC101	Mabalacat Studies: History, Culture and Arts	2	30	James Darwin N. Lagman / Karlo S. Tolentino / Mazylyn A. Pangan

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
FUNCORE101	General Botany	5	30	Lourdes Fatima S. David
FUNCORE102	General Zoology	5	30	Sarah Joy D. Dizon
PE 1	Movement Enhancement	2	30	Genesis G. Dimalanta / Celter Cris P. Torres
NSTP 1	LTS with Environemntal Education	3	30	Marilyn S. Arcilla / Niel P. Rigdao
	Total	26	30	

Second Year*

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC 108	Ethics	3	33	Jose M. Calma / Mazylyn A. Pangan / Raymond John D. Vergara
PE 3	Physical Activity Towards Health and Fitness I	2	33	Susan E. Manuel / Kerly Jane E. Marucut
ICT 1	Introduction to Computer	3	33	C/O ICS

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC 107	Science, Technology and Society	3	33	Lourdes Fatima S. David / Sarah Joy D. Dizon / Glen S. Nolasco / Aaron Carl V. Tejano
BIOTOOL 102	Analytical Methods for Biology	3	33	Glen S. Nolasco
	Total	14	33	

Third Year

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
RIZAL	Life and Works of Rizal	3	13	John Edward E. Alfonso / Arnel G. Perez
BIOTOOL104	Statistical Biology	3	13	Lourdes Fatima S. David / Glen S. Nolasco

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
FILDIS	Filipino sa Iba't Ibang Disiplina	3	13	Michael Bryan G. Rosilla / Charissa Joy T. Torres
DALUMATFIL*	Dalumat sa Filipino	3	13	Michael Bryan G. Rosilla / Charissa Joy T. Torres
	Total	12	13	

Courses to forgo this semester due to laboratory requirements:
- FUNCORE 104 - Microbiology (2nd year)
- FUNCORE 105 - General Ecology (2nd year)
- FUNCORE 108 - Cell and Molecular Biology (3rd year)
- FUNCORE 109 - General Physiology (3rd year)

Advanced or Replacement Courses:
- DALUMATFIL - Dalumat sa Filipino (3rd year)

INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT
First Semester T.Y 2020-2021

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

First Year*

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
GEC 101	Understanding the Self	3	150	C/O OF IASTE
MCC101	Mabalacat Studies: History, Culture, and Arts	2	150	C/O OF IASTE
BME 1	Operation Management	3	150	Mitzie Cosico & Kathryna Valencia
THC1	Micro Perspective of Tourism and Hospitality	3	150	Jae Ann Dela Cruz & Dr. Norman Ocampo

	Second Cycle			
KOMFIL	KONTEKSTUALISADONG KOMUNIKASYON	3	150	C/O OF IASTE
PE1	Movement Enhancement	2	150	C/O OF IASTE
NSTP 1	LTS with Environmental Education	2	150	C/O OF IASTE
THC2	Risk Management of Applied to Safety, Security and Sanitatio	3	150	Harold Van Aquino
	Total	21		

Second Year*

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
PE3	Physical Activity Towards Health and Fitness I	2	270	C/O OF IASTE
THC4	Philippine Culture and Tourism Geography	3	270	Diana Varona & Jae Ann Dela Cruz
THC5	Macro Perspective of Tourism and Hospitality	3	270	Jennyfer Merza, Jezreel David & Jan Michel Sanchez
	Second Cycle			
GEC103	Purposive Communication	3	270	C/O OF IASTE
DALUMATFIL	Dalumat sa Filipino	3	270	C/O OF IASTE
HPC2	Fundamentals in Food Service Operations	3	270	Joven Ocampo & Jan Michael Sanchez
HPC3	Fundamentals in Lodging Operations	3	270	Donald Rivera & Jezreel David
	Total	20		

Third Year

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
GEC106	Art Appreciation	3	240	C/O OF IASTE
RIZAL	Life and Works of Rizal	3	240	C/O OF IASTE
HPC6	Ergonomics and Facilities Planning for the Hospitality Industry	3	240	Kathryna Valencia
THC10	Entrepreneurship in tourism and Hospitality	3	240	Daren Molano & Donald Rivera
	Second Cycle			
GEC107	Science, Technology and Society	3	240	C/O OF IASTE
HMPE2	Garde Manger	3	240	Harold Van Aquino & Joven Ocampo
HPC7	Foreign Language 1	3	240	Maeda Guiang
	Total	21		

Fourth Year

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
Forlang 2	Foreign Language 2	3	95	Engr. Jemuel Forto
TCORE6	Entrepreneurship & Business Planning in Hospitality Management	3	95	Darren Molano
	Second Cycle			
GEHUM1	Introduction to Humanities and Arts	3	95	C/O OF IASTE
TCORE7	Events and Convention ManagementManagement	4	95	Elaine Manabat
	Total	13		

INSTITUTE OF COMPUTING STUDIES

First Semester AY 2020-2021

Associate in Computer Technology*/Bachelor of Science in Information Technology

First Year*

ACT/BSIT 1A				
First Cycle				
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
ICOMP	Introduction to Computer	3	175	George M. Granados, Frederic D. Santos and Ronilyn M. Telan
ITESS	IT Essentials	3	175	Darwin M. Miranda, Jocelon C. Sanguyu and Frederic D. Santos
GEC101	Understanding the Self	3	175	C/O IASTE
GEC105	Mathematics in Modern World	3	175	C/O IASTE
MCC101	Mabalacat Studies, History, Culture and Arts	2	175	C/O IASTE
Second Cycle				
PROG1	Programming 1	3	175	Ronilyn M. Telan, Ritchell Z. Escoto and *
WEBTECH	Web Systems and Technologies	3	175	Ritchell Z. Escoto, Renato Dan A. Pablo II and *
GEC107	Science, Technology, and Society with Family Planning and GAD	3	175	C/O IASTE
PE 1	Movement Enhancement	(2)	175	C/O IASTE
NSTP1	NSTP1	(3)	175	C/O IASTE
	Total	23		

Second Year*

ACT/BSIT 2A				
First Cycle				
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
OOP	Object-Oriented Programming	3	150	Mary Ann F. Quioc, Irene L. Gunning and **
NET1	Networking 1	3	150	Darwin M. Miranda, Jocelon C. Sanguyu and **
WEBPROG	Web Programming	3	150	Ritchell Z. Escoto, Jocelon C. Sanguyu and **
GEC104	The Contemporary World	3	150	C/O IASTE
GEC106	Art Appreciation	3	150	C/O IASTE
PE 3	Physical Activities towards Health and Fitness 1	(2)	150	C/O IASTE
Second Cycle				
DBASE1	Database Management System	3	150	Ronalyn T. Domingo, * and **
ADET	App Dev't and Emerging Technologies	3	150	Robhert M. Bamba, Lorenzo C. Macam and *
ACCTNA	Accounting for Non- Accountants	3	150	Dorwin M. Rivera, * and **
TECHWIT	Technical Writing for IT	3	150	C/O IASTE
	Total	27		

Second Year*

BSIT/ACT 2B				
First Cycle				
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
OOP	Object-Oriented Programming	3	150	Mary Ann F. Quioc, Irene L. Gunning and **
NET1	Networking 1	3	150	Jocelon C. Sanguyu, * and **
WEBPROG	Web Programming	3	150	Ritchell Z. Escoto, * and **
GEC104	The Contemporary World	3	150	C/O IASTE
GEC106	Art Appreciation	3	150	C/O IASTE
PE 3	Physical Activities towards Health and Fitness 1	(2)	150	C/O IASTE
Second Cycle				
DBASE1	Database Management System	3	150	Ronalyn T. Domingo, * and **
ADET	App Dev't and Emerging Technologies	3	150	Robhert M. Bamba, Lorenzo C. Macam and *
ACCTNA	Accounting for Non- Accountants	3	150	Dorwin M. Rivera, * and **
TECHWIT	Technical Writing for IT	3	150	C/O IASTE
	Total	27		

Third Year

BSIT 3A				
First Cycle				
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
DSMATH	Discrete Mathematics	3	125	Robhert M. Bamba and Darwin M. Miranda
NET3	Networking 3	3	125	Ernie Lee E. Pineda and Dennis L. Tacadena
ITELE3	IT Elective 3 (Game Analysis and Design)	3	125	Ralph B. Cadalzo and Jonathan P. Valete
MAD	Mobile Applications Development	3	125	Ralph B. Cadalzo and Jaypee B. Patdu
Second Cycle				

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
2D/3DM	2D/3D Multimedia Systems	3	125	Jaypee B. Patdu and Frederic D. Santos
SE	Software Engineering with SQA	3	125	Mary Ann F. Quioc and Jona P. Tibay
ITELE1	IT Elective 1 (Web Frameworks)	3	125	Irene L. Gunning and Jonathan P. Valete
ITELE2	IT Elective 2 (Network Security)	3	125	Ernie Lee E. Pineda and Lorenzo C. Macam
FILDIS	Filipino sa Iba't-ibang Disiplina	3	125	C/O IASTE
	Total	27		

Third Year

BSIT 3B

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
DSMATH	Discrete Mathematics	3	125	Robhert M. Bamba and Darwin M. Miranda
NET3	Networking 3	3	125	Ernie Lee E. Pineda and Dennis L. Tacadena
ITELE3	IT Elective 3 (Game Analysis and Design)	3	125	Jonathan P. Valete and *
MAD	Mobile Applications Development	3	125	Ralph B. Cadalzo and Jaypee B. Patdu

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
2D/3DM	2D/3D Multimedia Systems	3	125	Frederic D. Santos and *
SE	Software Engineering with SQA	3	125	Mary Ann F. Quioc and Jona P. Tibay
ITELE1	IT Elective 1 (Web Frameworks)	3	125	Irene L. Gunning and Jonathan P. Valete
ITELE2	IT Elective 2 (Web Security)	3	125	Dennis L. Tacadena and Lorenzo C. Macam
FILDIS	Filipino sa Iba't-ibang Disiplina	3	125	C/O IASTE
	Total	27		

Fourth Year

BSIT 4A

First Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
PM	Project Management	3	80	Ronalyn T. Domingo and Jona P. Tibay
ELE 1	IT Elective 1 (Networking 3)	3	80	Ernie Lee E. Pineda and Dennis L. Tacadena
ELE 2	IT Elective 2 (Mobile Applications Development)	3	80	Ralph B. Cadalzo and Jaypee B. Patdu
GEMath5	Probability and Statistics	3	80	C/O IASTE

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
CAP1	Capstone 1	3	80	Ronalyn T. Domingo and Jona P. Tibay
FE 2	Free Elective 2 (Technopreneurship 1)	3	80	George M. Granados and Jonna C. Gaspalinao
OJT	IT Practicum (On-the-Job Training)	4.5	80	George M. Granados
	Total	22.5		

MABALACAT CITY COLLEGE

INSTITUTE OF BUSINESS EDUCATION

First Semester A.Y. 2020-2021

BACHELOR OF SCIENCE IN ACCOUNTANCY

First Year*

Fisrt Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC 101	UNDERSTANDING THE SELF	3	90	C/O AISTE
GEC 102	READINGS IN PHILIPPINE HISTORY	3	90	C/O AISTE
MCC 101	MABALACAT STUDIES, HISTORY AND CULTURE	2	90	C/O AISTE
BEACCTG 1	FUNDAMENTALS OF ACCOUNTING - PART 1	6	90	MYRNA C. CALMA
ECO 1	PRINCIPLES OF ECONOMICS	3	90	JOSEPHINE EVANGELISTA

Second Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC 103	PURPOSIVE COMMUNICATION	3	90	C/O OF IASTE
KOMFIL	KONTEKSTUALISADONG KOMUNIKASYON	3	90	C/O OF IASTE
PE1	MOVEMENT ENHANCEMENT	2	90	C/O OF IASTE
NSTP 1	CIVIC WELFARE TRAINING SERVICES	3	90	C/O OF IASTE
BECORE 1	PRINCIPLES OF MANAGEMENT & ORGANIZATION	3	90	REBECCA LISING/GERALYN QUIAMBAO
	Total	31		

Second Year*

Fisrt Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
GEC106	ART APPRECIATION	3	64	C/O OF IASTE
GEC108	ETHICS	3	64	C/O OF IASTE
PE3	PHYSICAL ACIVITIES TOWARDS HEALTH AND FITNESS	2	64	C/O OF IASTE
BEACCTG3	FINANCIAL ACCOUNTING AND REPORTING	3	64	JESUSA CALMA
BEACCTG4	CONCEPTUAL FRAMEWORK AND ACCOUNTING STANDARDS	3	64	under negotiation w/ part timer
Second Cycle				
GEC107	SCIENCE, TECHNOLOGY AND SOCIETY	3	64	C/O OF IASTE
BECOSTACON	COST ACCOUNTING AND CONTROL	3	64	under negotiation w/ part timer
FINMAN	FINANCIAL MANAGEMENT	3	64	IAN PAULO PUNSALAN
MGMTSCI	MANAGEMENT SCIENCE	3	64	IAN PAULO PUNSALAN
TAX 1	INCOME TAXATION	3	64	FRANCISCO PAGTALUNAN JR.
	Total	29		

Third Year

Fisrt Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
BEACCTG.6	INTERMEDIATE ACCOUNTING 2	3	80	FRANCISO PAGTALUNAN JR.
BEADVAC1	ACCOUNTING FOR SPECIAL TRANSACTIONS	3	80	ALELIE KHAY D. JORDAN
BEADVAC2	ACCOUNTING FOR BUSINESS COMBINATION	3	80	ALELIE KHAY D. JORDAN
IT TOOLS	IT APPLICATION IN BUSINESS	3	80	C/O ICS
BECORE 4	GOVERNANCE, BUSINESS ETHICS, RISK MANAGEMENT, AND INTERNAL CONTROL	3	80	REBECCA Q. LISING
Second Cycle				
GELEC 2	BUSINESS LOGIC	3	80	JOSE CALMA
PDPR	PERSONALITY DEVELOPMENT AND PUBLIC RELATION	3	80	C/O IHTM
TAX 2	BUSINESS TAXATION	3	80	JESUSA CALMA
LAW 1	OBLIGATION AND CONTRACTS	3	80	under negotiation w/ part timer
PROF ELEC1	VALUATION CONCEPTS AND METHODS	3	80	GERALYN A. QUIABAO
	Total	30		

Fifth Year

Fisrt Cycle

CODE	DESCRIPTIVE TITLE	Unit	Estimated No. of Students	Faculty-in-charge
FORLANG	FOREIGN LANGUAGE (SPANISH)	3	20	C/O IASTE
MGMTCON	MANAGEMENT CONSULTANCY	3	20	MYRNA C. CALMA
AUD 3	APPLIED AUDITING	6	20	WENSTON DEL ROSARIO
Second Cycle				
SYNTH	SYNTHESIS	1	20	Myrna C, Calma
ACCTG 12	ACOUNTING FOR GOVERNMENT & NON PROFIT ORGANIZATION	3	20	under negotiation w/ part timer
ACCTG. REV1	FINANCIAL ACCOUNTING REVIEW 1	3	20	WENSTON DEL ROSARIO
AUD 4	AUDITING IN A CIS ENVIRONMENT	3	20	WENSTON DEL ROSARIO
	Total	22	20	

MABALACAT CITY COLLEGE

INSTITUTE OF BUSINESS EDUCATION

First Semester A.Y. 2020-2021

BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

First Year*

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
GEC 101	UNDERSTANDING THE SELF	3	105	C/O IASTE
GEC 102	READINGS IN PHILIPPINE HISTORY	3	105	C/O IASTE
GEC 104	THE CONTEMPORARY WORLD	3	105	C/O IASTE
MCC 101	MABALACAT STUDIES, HISTORY AND CULTURE	2	105	C/O IASTE
CUSTOMS1	PRINCIPLES OF CUSTOMS MANAGEMENT	3	105	JAPHET MERCADO

	Second Cycle			
GEC 103	PURPOSIVE COMMUNICATION	3	105	C/O IASTE
KOMFIL	KONTEKSTUALISADONG KOMUNIKASYON	3	105	C/O IASTE
PE 1	MOVEMENT ENHANCEMENT	2	105	C/O IASTE
NSTP 1	CIVIC WELFARE TRAINING SERVICES	3	105	C/O IASTE
TARIFF 1	FUNDAMENTA FUNDAMENTALS FUNDAMENTALS FUNDAMENTALS OF TARIFF SYSTEM	3	105	ANDREA CO
BECORE 1	PRINCIPLES OF MANAGEMENT & ORGANIZATION	3	105	REBECCA LISING/GERALYN QUIAMBAO
	Total	31		

Second Year*

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
GE ELECTIVE	ENVIROMENTAL SCIENCE	3	120	C/O IASTE
PE 3	PHYSICAL ACIVITIES TOWARDS HEALTH AND FITNESS	2	120	C/O IASTE
ECO 1	PRINCIPLES OF ECONOMICS, TAXATION & LAND REFORM	3	120	JOSEPHINE EVANGELISTA
BEACCTG. 2	FUNDAMENTALS OF ACCOUNTING - PART 2	6	120	IAN PAOLO PUNSALAN
CASCM 2	PURCHASING MANAGEMENT	3	120	EMELITA DE LEON
	Second Cycle			
GE107	SCIENCE, TECHNOLOGY AND SOCIETY	3	120	C/O IASTE
DALUMATFIL	DALUMAT NG/SA FILIPINO	3	120	C/O IASTE
BUSTAT	BUSINESS STATISTICS	3	120	JOSEPHINE EVANGELISTA
CUSTOMS 3	CUSTOMS OPERATIONA AND CARGO HANDLING	3	120	BENJAMIN D. DOROTEO
TARIFF3	CUSTOMS VALUATION SYSTEM	3	120	ANDREA CO
	Total	32		

Third Year

	First Cycle			
CODE	**DESCRIPTIVE TITLE**	**Unit**	**Estimated No. of Students**	**Faculty-in-charge**
BEACCTG 3	FINANCIAL ACCOUNTING AND REPORTING	3	79	REBECCA Q. LISING
HRM	HUMAN RESOURCES MANAGEMENT	3	79	REBECCA Q. LISING
SCM 5	INVENTORY MANAGEMENT &DEMAND FORECASTING	3	79	EMELITA DE LEON
HBO	HUMAN BEHAVIOR IN ORGANIZATION	3	79	GERALYN A. QUIAMBAO
BECORE 2	PRINCIPLES OF MARKETING	3	79	GERALYN A. QUIAMBAO
	Second Cycle			
LAW 1	LAW ON OBLIGATION AND CONTRACT	3	79	under negotiation w/ part timer
GE ELEC	THE ENTREPRENEURIAL MIND	3	79	REBECCA Q. LISING
CUSTOMS 5	CUSTOMS CLEARANCE	5	79	BENJAMIN D. DOROTEO
GGSR	GOOD GOVERNANCE AND SOCIAL RESPONSIBILITY	3	79	GERALYN A. QUIAMBAO
MACRO ECO	MACROECONOMICS THEORY AND PRACTICE	3	79	JOSEPHINE EVANGELISTA
	Total	32		

CHAPTER 5

INFORMATION AND COMMUNICATIONS TECHNOLOGY(ICT) PLAN

I. GOVERNANCE: EQUAL ACCESS TO EDUCATION REMAINS AS AGENDA

Equal Access to Education is the number one priority of the present administration stated in its publicly announced governance platform known as the Nine Pillars of Governance. MCC as a local government-run college must deliver this promise at all cost. With the risk of covid-19 spread, face-to-face learning is prohibited by the National Government until a vaccine is found. The uncertainty in the availability of this drug only leads to flexible learning which is digitally reliant as a solution. For flexible learning to be effective, access to internet connection and availability of equipment are a must. However, the majority of Mabalacat City College students lack both. Without addressing this issue, the college mandate to deliver education shall fail and the promise of EQUAL ACCESS TO EDUCATION becomes a lie.

Hence, the biggest Information and Communication Technology project of MCC in support to flexible learning is the establishment of Digital Common Area in the Barangay stated in the duly approved MCC Board Resolution on Shifting to Flexible Learning for AY 2020-2021 last May 4, 2020 (please refer to a copy of Board Resolution No. 8 series of 2020 for complete details in Annex A)

> *"RESOLVED FURTHER, That MCC shall set up digital hubs in barangays where students who are not equipped with computers and wi-fi/ internet connection at their homes may access modules, lectures and other learning materials in lieu of residential face to face classes."*

This plan to put up a digital hub was presented to Mabalacat City Sangguniang Panlungsod last May 28, 2020 and was approved with appreciation. MCC was also invited by the Sangguniang Panlungsod for a discussion on Flexible Learning. (Copy of the Letter of Invitation to MCC for Flexible Learning on Annex B)

All other ICT plans in support of flexible learning is part of the approval of this same resolution.

II. RESOURCES: REPRIORITIZATION FOR FLEXIBLE LEARNING

The Annual Budget of MCC was designed to support the thrust and priorities of the current administration which is geared on physical upgrade and human resource development as contained in its Annual Strategic Plan. For 2020, the Approved Budget amounted to One Hundred Fifty Four Million Five Hundred Fourteen Thousand Seven Hundred Twenty Five Pesos (154,514,725.00). Revenues and Income are derived from Local Government Allocation, tuition fees, grants and donations.

The occurrence of the COVID-19 pandemic required government agencies and its instrumentalities, which included LUCs, to rapidly embrace the change. In order to adapt, projects and programs were reviewed, re-prioritized and aligned to support the new normal.

With the restriction on travels and mass gathering, foreign and local travels, conduct of training activities, seminars, workshops and other celebrations, cultural or sports activities which includes athletic and academic competitions, are discontinued. The fund intended for these activities and programs which amounts to more than 5 Million Pesos shall be used to support online learning. It will be used for the setup of Digital Common Area in every barangay, and fully-equipped broadcasting studio as well as payment for television fees and other related expenses. This was approved in the MCC Board Resolution on Shifting to Flexible Learning for AY 2020-2021 last May 4, 2020 (please refer to a copy of Board Resolution No. 8 series of 2020 for complete details in Annex A)

> *"RESOLVED FURTHER, That the budgets for celebrations, cultural or sports activities, other programs that would require mass gathering, and community extension services shall be re-aligned in support of the deployment of flexible learning means and methods."*

III. TECHNOLOGY AND PROCESS

A. ICT PROCESS

MCC shall partner with PLDT in the installation of the infrastructure backbone. MCC-MIS prepares this process plan on how to connect the user, hardware and software to spread the information from end to end. The graphic below provides the general overview on how the communication will run and how the information will spread throughout the internet from the school personnel to the students.
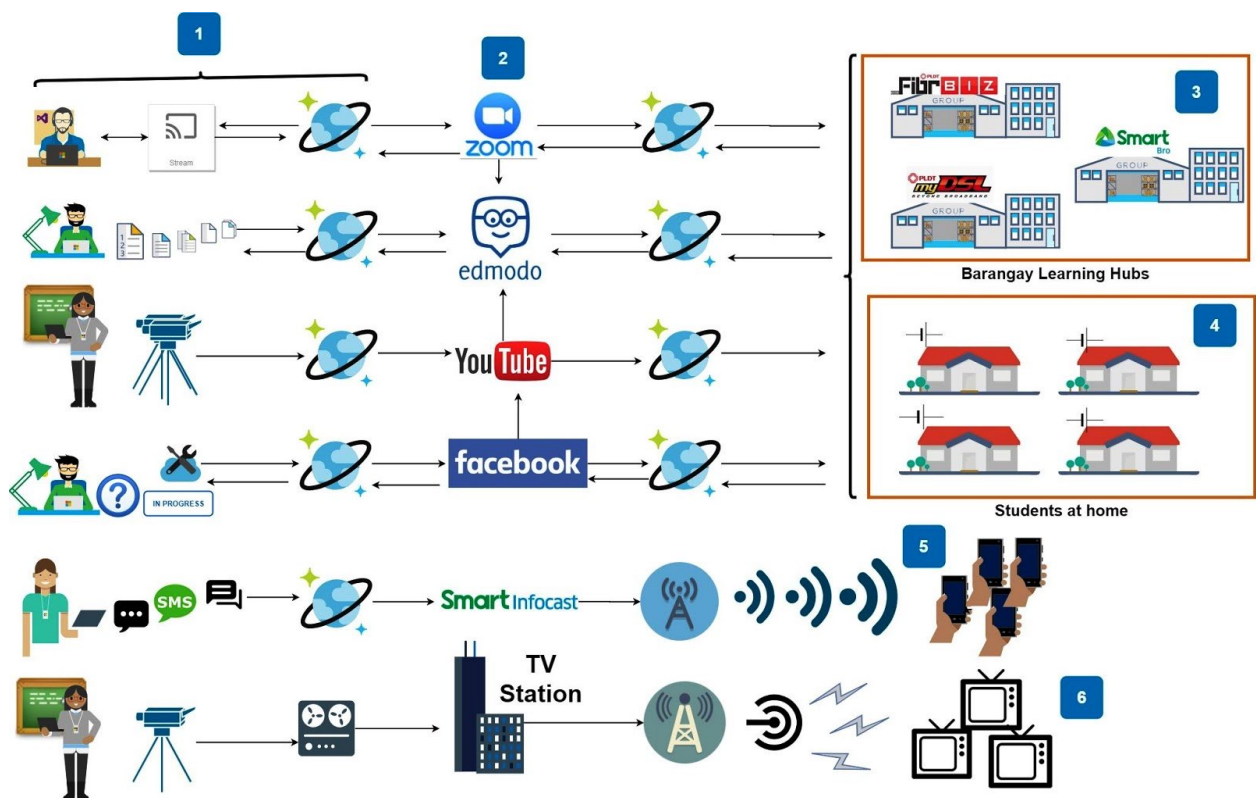
General Overview of ICT Process

1. School Network Infrastructure. With the existing internet speed of up to 120mbp/s and a network server, MCC can cater all the school online activities simultaneously. These include digital face to face communication, live broadcasting and streaming, uploading and downloading online modules, exercise and quizzes as well as student online services for instance: registrar services, student queries, enrollment, E-Library and other school services.

2. With all the online activities, MCC needs the tools and platforms to convert all the input activities into a virtual and digital atmosphere. Edmodo is one of the LMS tools that MCC will use to link and unify all the cloud services such as YouTube and Zoom. Edmodo can also be used to upload the students learning module, discussion, etc. Meanwhile, Facebook and Messenger will be the main digital communication platform between the school admins, faculties and the students.

3. Since the digital inputs of the school are now accessible and available online, MCC needs to provide internet connection and create an infrastructure to the barangay learning hubs for their less privileged students that have no internet connection and equipment at home. PLDT offers both wired and wireless connections such as fiber optics, copper and broadband for the barangay learnings hubs.

4. Each barangay will be equipped with network devices and computers. With this, the student can access all the platforms and tools that consist of the inputs of the school. The students can respond and absorb all the inputs that the school offers and the communication cycle will repeat as long as every barangay hub is connected to the internet.

5. The process is not only limited to our barangay learning hubs. The students can also access and communicate through the platforms as long they have internet access from their home.

6. MCC also considers the Infocast offered by Smart Telecom. This platform is basically to send multiple SMS to all students and employees. The information will be created and managed by the admin personnel inside the Infocast portal. The information will be sent in a matter of seconds to a specific group of contacts and the message will be received through their mobile phones via text or SMS.

7. Discussions will be recorded and saved either on physical storage or cloud storage. The recorded file will be submitted to the MCC partner TV stations to broadcast the class discussion on air.

B. GETTING IDEAS

Information and communication technologies (ICTs) are dominating the nation in the transition to the 'new normal'. The services of Telecommunication companies such as Smart, Converge, and PLDT become more significant as dependence to internet connectivity increases. Planning the ICT infrastructure with these telecommunication companies generate various setups thus exploring diverse technology.

Before developing the Infrastructure Plan, MCC made an appointment with their current provider to study what options they can offer. PLDT being the current Internet Service Providers (ISP) of Mabalacat City College (MCC) with subscription of their enterprise service accommodated the request immediately. With the enterprise level of subscription, PLDT's latest programs and exclusive services are in fact open for MCC. PLDT invited the college to several forums and meetings that discussed the ICT world and its relevance to the 'new normal'. It also provided knowledge on eliminating challenges on infrastructure plan as well as possible options for development and upgrade.

The following are the forums that MCC attended with PLDT:

#ONEwithYOU Academe Forum

The main topics in this forum are:

1. Effect of Pandemic in the Global Economic Landscape
2. Positive and Negative Impact on the Academe Industry in the Philippines
3. Role of technology in determining and shaping the new era of work

As the forum ends, it is clear that the main challenge is how to establish connection to students via the internet. Ideas on how to design the technology for efficient work flow and process.

Here are the other invitations from PLDT:

C. GATHERING RELEVANT INFORMATION

In preparation, the database was reviewed to measure the volume of students per barangay. It's important to note that the MIS system database can generate information with 98% accuracy. Below is the generated data as to how many students are there in each barangay.

Location	Number of Student	Less 30 %
Atlu-Bola	85	60
Bical	42	29
Bundagul	41	29
Cacutud	19	13
Calumpang	8	6
Camachiles	103	72
Madapdap	180	126
Dapdap	86	60
Dau	412	288
Dolores	49	34
Xevera	12	8
Duquit	92	64
Lakandula	43	30
Mabiga	168	118
Macapagal Village	18	13
Mamatitang	22	15
Mangalit	7	5
Marcos Village	15	11
Mawaque/Mauaque	107	75
Paralayunan	14	10
Poblacion	33	23
San Francisco	135	95
San Joaquin	70	49
Santa Ines	44	31
Santa Maria	21	15
Santo Rosario	23	16
Sapang Balen	6	4
Sapang Biabas	189	132
Tabun	164	115

With the figures above, the number of equipment and devices needed for each barangay was determined.

Location	Number of Student	Computer Needed (4hrs usage)
Atlu-Bola	85	5
Bical	42	3
Bundagul	41	3
Cacutud	19	1
Calumpang	8	1
Camachiles	103	7
Madapdap	180	11
Dapdap	86	5
Dau	412	26
Dolores	49	3
Xevera	12	1
Duquit	92	6
Lakandula	43	3
Mabiga	168	11
Macapagal Village	18	1
Mamatitang	22	1
Mangalit	7	1
Marcos Village	15	1
Mawaque/Mauaque	107	7
Paralayunan	14	1
Poblacion	33	2
San Francisco	135	9
San Joaquin	70	4
Santa Ines	44	3
Santa Maria	21	1
Santo Rosario	23	1
Sapang Balen	6	1
Sapang Biabas	189	12
Tabun	164	10

Assessing the existing equipment and devices, the numbers were computed against the estimated hours of usage per week. It resulted in giving up to 4 hours a week per student.

The results were presented to PLDT so that they can come up with realistic proposals based on their capability.

PLDT conducted their own inspection and was able to identify the type of connection available in every barangay. They were able to pinpoint the areas that have the most reliable internet connection. Additionally, they provided options to areas without PLDT facility.

1. PLDT Facility Availability

BARANGAY COVERED COURT LOCATION

	BARANGAY	BRGY. CAPTAIN	LOCATION	remarks
1	Atlu-Bola	Kap. Benjamin Pangan	15°14'20.9"N 120°34'48.6"E	no pldt facility
2	Bical	Kap. Rolando Liwanang	15°11'40.7"N 120°37'03.5"E	no pldt facility
3	Bundagul	Kap. Manny Tolentino	15°13'42.1"N 120°36'24.8"E	feasible via copper
4	Cacutud	Kap. Arnold Reyes	15°14'20.5"N 120°34'22.1"E	not feasible to install no pldt facility
5	Calumpang	Kap. Armando Yalung	15°13'17.4"N 120°31'23.4"E	feasible via fttx BAMLP1NP1
6	Camachiles	Kap. Edgar Garcia	15°11'36.2"N 120°35'48.4"E	feasible via fttx MCTLP33NP4
7	Madapdap	Kap. Javier Taruc	15°13'27.0"N 120°36'47.7"E	feasible via fttx MCTLP64NP4
8	Dau	Kap. Derrick Llanos Dee	15°11'00.3"N 120°34'59.9"E	feasible via fttx MCTLP126NP8
9	Dolores	Kap. Jerry Tanglao	15°14'19.0"N 120°34'07.0"E	no pldt facility
10	Duquit	Kap. Marjorie Grace Sambo		- ADSL Feasible via FTTx - MCTLP40NP1
11	Lakandula	Kap. Fernando De Guzman	15°10'24.6"N 120°35'03.1"E	feasible via fttx MCTLP21NP5
12	Mabiga	Kap. Elmer Calaguas	15°12'23.9"N 120°34'53.7"E	feasible via fttx MCTLP25NP3
13	Macapagal Village	Kap. Lamberto Dizon	15°12'39.9"N 120°32'14.4"E	no pldt facility
14	Mamatitang	Kap. Jayson Viray	15°13'48.7"N 120°34'22.4"E	feasible via fttx MCTLP18NP2
15	Mangalit	Kap. Fernando Maglalang	15°13'35.4"N 120°34'41.6"E	feasible via fttx MCTLP29NP6
16	Marcos Village	Kap. Archiebon Estanislao	15°12'30.8"N 120°31'44.0"E	feasible via fttx MCTLP2NP1
17	Mawaque (Mauaque)	Kap. Noel Dimarucut	15°12'10.6"N 120°36'14.7"E	no pldt facility
18	Paralayunan	Kap. Rey Pineda	15°13'57.4"N 120°36'48.1"E	feasible via copper
19	Poblacion	Kap. Elmer Mendiola	15°13'30.4"N 120°34'23.3"E	feasible via fttx MCTLP28NP2
20	San Francisco	Kap. Robert Layson	15°13'01.0"N 120°34'24.6"E	feasible via fttx MCTLP117NP3
21	San Joaquin	Kap. Davidson David	15°13'44.2"N 120°34'15.0"E	feasible via fttx MCTLP18NP6
22	Santa Ines	Kap. Noel Sicat	15°13'21.9"N 120°34'39.5"E	feasible via fttx MCTLP108NP4
23	Santa Maria	Kap. Enrico Espino	15°13'19.9"N 120°35'50.2"E	no pldt facility
24	Santo Rosario	Kap. Jomer Ong		- ADSL Feasible via FTTx - MCTLP101NP4
25	Sapang Balen	Kap. Gener Lagman	15°15'04.9"N 120°36'01.3"E	no pldt facility
26	Sapang Biabas	Kap. Soraida Cabuang	15°11'45.9"N 120°36'00.0"E	feasible via copper
27	Tabun	Kap. Danilo De	15°14'51.9"N 120°33'57.3"E	no pldt facility

2. PLDT Internet Connection Availability Survey: 27 Barangays

BARANGAY	Remarks
Atlu-Bola	no pldt facility
Bical	no pldt facility
Bundagul	feasible via copper
Cacutud	not feasible to install no pldt facility
Calumpang	feasible via fttx BAMLP1NP1
Camachiles	feasible via fttx MCTLP33NP4
Madapdap	feasible via fttx MCTLP64NP4
Dau	feasible via fttx MCTLP126NP8
Dolores	no pldt facility
Duquit	ADSL Feasible via FTTx - MCTLP40NP1
Lakandula	feasible via fttx MCTLP21NP5
Mabiga	feasible via fttx MCTLP25NP3
Macapagal Village	no pldt facility
Mamatitang	feasible via fttx MCTLP18NP2
Mangalit	feasible via fttx MCTLP29NP6
Marcos Village	feasible via fttx MCTLP2NP1
Mawaque (Mauaque)	no pldt facility
Paralayunan	feasible via copper
Poblacion	feasible via fttx MCTLP28NP2
San Francisco	feasible via fttx MCTLP117NP3
San Joaquin	feasible via fttx MCTLP18NP6
Santa Ines	feasible via fttx MCTLP108NP4
Santa Maria	no pldt facility
Santo Rosario	ADSL Feasible via FTTx - MCTLP101NP4
Sapang Balen	no pldt facility
Sapang Biabas	feasible via copper
Tabun	no pldt facility

After inspection, PLDT sent their proposals and offers. See copies in Annex C.

IV. INNOVATION

A. "PINAGTAGPI-TAGPING LIBRE": THE MCC SELF-ASSEMBLED LEARNING MANAGEMENT SYSTEM FROM AVAILABLE FREE ONLINE PLATFORMS

With its commitment to continually deliver quality higher education amidst this pandemic, Mabalacat City College made efforts in scouting for available free platforms to build its own Learning Management System complete with manual and tutorial for students and teachers alike as well as its own support service group. This package should be able to match the function of the multi-million LMS available in the market today in terms of output and convenience.

Chosen Platforms:

1. Edmodo

Edmodo is an educational website and a Learning Management System (LMS) that takes the ideas of a social network and refines them and makes it appropriate for a classroom. Using Edmodo, students and teachers can reach out to one another and connect by sharing ideas, problems, and helpful tips. Edmodo is a free LMS with capabilities that rival most of the paid or subscription-based LMS. Edmodo can be freely used by teachers, students, and parents in both Web-based and mobile versions. Edmodo has the following features:

- Facilitate learning goals.

- Create polls for students.

- Award badges to individual students.

- Assess student progress.

- Online classroom discussions.

- Personalization.

- Free admin account activation.

- Network that connects students, administrators, parents.

- Content Library for resource sharing (Asynchronous document sharing).

- Mobile Learning (Android and IOS).

- Full management control for teachers/ instructors.

- Team Teaching Compatible

- The class can handle more than 200 students which makes it a viable LMS for modular instruction scheme

- Instructor/Teacher can track student progress.

Edmodo LMS will be used by MCC to facilitate online learning, monitor the progress of students, monitor instructors' work outputs remotely. Edmodo LMS can also serve as the bulletin board for official College announcements. Edmodo can be accessed by the school administrators, instructors, teachers, students, and parents both in the browser and mobile versions which gives the LMS portability and on-the-go learning capabilities.

2. FB Messenger

Facebook Messenger is a FREE mobile messaging app used for instant messaging, sharing photos, videos, audio recordings, and for group chats. The app, which is free to download, can be used to communicate with your friends on Facebook and with your phone contacts. FB Messenger can be accessed even on free data (network dependent). FB messenger's portable capability makes it an ideal application for mobile users to communicate with fellow instructors and students. The instructors will utilize this free messaging application to constantly communicate and monitor the students with their worksheets and modules.

3. YouTube

Since Edmodo does not support video recording and broadcasting, MCC will be using YouTube to upload videos of lectures for broadcast. Meanwhile, recording of videos will be done through its computer setup in the designated broadcasting studio within MCC. The instructors may create their channel or ask the LMS Support Group for assistance in uploading the video discussions on YouTube. Using YouTube as the video streaming service for the video discussions in the modules will allow the students to access the materials anytime they have the chance and study the contents at their own pace. YouTube also is free service which makes it ideal for academic institutions with a budget in mind when choosing a platform for video broadcast and streaming.

System Support

1. Faculty Familiarization Webinars and Video Tutorials

The LMS Support Group shall conduct a series of instructor capacity webinars that will focus on the basics of EDMODO LMS and its functions. The succeeding webinars will further improve the knowledge of the faculty in using the EDMODO LMS and YouTube. The first webinar was conducted last June 5, 2020, which was attended by 66 instructors across two batches.

2. Video Tutorials

The LMS Support Group uploaded various video tutorials on YouTube intended to familiarize the students in using the EDMODO LMS. The students may watch the videos anytime they need to learn the various EDMODO LMS functions that are intended for students' use.

3. LMS Technical Support

The LMS Support Group is composed of expert personnel with primary responsibility to provide technical support online to teachers, students, and parents for the EDMODO LMS. The LMS Support Group can be reached through their FB Page (https://

www.facebook.com/MCC-Edmodo-LMS-Support-Page-100504651697522/)   created solely intended for this purpose.

4. Manuals

EDMODO LMS Manuals for teachers, students, and parents were created. The manuals will serve as a quick reference on the functions and services of EDMODO LMS. This manual fits the particular operation of MCC hence, only 40% of the original EDMODO manual was retained. The manuals were converted into a PDF format for easy viewing even on mobile devices.

(Please refer to Annex D - Edmodo User Manual for Teachers, Parents and Students for complete details.)

B. MAC BROADCASTING STUDIO FOR QUALITY LECTURES

Broadcasting is a vital part of online learning. Through broadcast lectures, students will be able to understand concepts as interpreted by teachers in a way that books and other reference materials cannot.

MCC's shift to modular requires a minimum of weekly broadcast lectures for every subject. However, connectivity is a major hurdle in broadcasting especially if it's done live. With the frequency and the memory space a video can take, home connections and personal gadgets might be too weak to carry the task. Thus MCC provides a broadcasting studio for its teachers. The studio has an internet connection strength of 120mbps bandwidth that guarantees seamless streaming. It also has its own dubbing studio for demo videos.

According to research, a clear image and crisp voice attract more attention and could even heighten interest. Taking this into consideration, MCC installed it's 25 new MAC units in the studio. It is known that MAC computers have higher resolutions and better audio compared to other brands. With 21.5-inch (diagonal) Retina 4K display 4096-by-2304 resolution with video support for 1 billion colors and 500 its brightness, the image it will produce is guaranteed to be
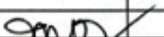
clear and vivid. As MAC is also known for being virus-free, MCC is assured that cybersecurity will not be compromised.

For demo videos, DSLR will be used for image capture and record and MAC will be used for its editing and processing.

Purchase Request of DSLR

ANNEX G-8

PURCHASE REQUEST

LGU MABALACAT CITY
Agency/Procuring Entity

Department: Mabalacat City College				PR No.:	Date:
Section: MIS - Dolores				SAI No.:	Date:

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	unit	Camera, digital, with 18-135mm lens & 32gb micro SD card 100mbps	2	50,000.00	100,000.00
		24 megapixel with sensor 19-point all cross-type AF 3-inch Fully articulated LCD, 1.04M dots ISO Auto, 100-12800 (expandable to 25600) 30 sec min. shutter speed 1/4000 max. shutter speed 1080p (30p, 25p, 24p) video recording, MPEG-4, H.264 SD/SDHC/SDXC (UHS-I compatible) USB 2.0 mini-HDMI mic port WiFi NFC LP-E17 lithium-ion battery (440 shots)			
		···nothing follows···			
		GRAND TOTAL			**P 100,000.00**

Purpose/Remarks :	For the documentation, monitoring, and reporting of college activities by the college staff and the student organizations
	To be served / delivered at : Mabalacat City College - Dolores Expected Date of Delivery : February 7, 2020
	Fund Source : II. Capital Outlay 1. IT Equipment & Software (CHED UNIFAST)

	Requested by:	Cash Availability	Approved by:
Signature:			
Printed Name:	HON. CRISOSTOMO C. GARBO	MARLENE M. MENDIOLA	HON. CRISOSTOMO C. GARBO
Designation:	OIC President / City Mayor	City Treasurer	City Mayor
Date:			

PR2020 Camera

1 of 1

Republic of the Philippines
Province of Pampanga
Mabalacat City

MABALACAT CITY COLLEGE

OFFICE OF THE STUDENT & CULTURAL AFFAIRS

January 15, 2020

MS. MICHELLE AGUILAR ONG, MPA
Chief Administrative Officer
This Institution

Dear Ma'am Ong:

Greetings!

As a Higher Education Institution, our college has the need to secure and preserve all its journeys and undertakings for documentation, monitoring, and reporting purposes. Thus, we can achieve this goal by having a good equipment to be used.

In this regard, we are respectfully requesting your office for the provision of a 2 Unit of DSLR Camera. This will be used as the official documentation camera of the college in covering important proceedings and event across all departments and accredited student organizations. The actual image together with the overview and specifications is attached for your information and guidance.

Your kind assistance and support is highly appreciated. Thank you very much and God bless!

Respectfully:

NIEL R. RIGDAO
OSCA-Coordinator

Recommending Approval:

RENATO DAN A. PABLO II, DIT, CSPE
Vice President for Academic Affairs

Approved:

MS. MICHELLE AGUILAR ONG, MPA
Chief Administrative Officer

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www.mcc.edu.ph
(045) 875-6887 | (045) 875-6978

Republic of the Philippines
Province of Pampanga
Mabalacat City

MABALACAT CITY COLLEGE

OFFICE OF THE STUDENT & CULTURAL AFFAIRS

Overview and Specifications

The 24.2-megapixel EOS 760D is a premium entry-level camera for photography hobbyists who enjoy self-expression through images and take a serious interest in exploring greater depth in digital photography.

- Hybrid CMOS AF III
- All cross-type 19-point AF
- Wi-fi and NFC supported
- 18-135 mm lens

Superior image quality

The EOS 760D features a stunning combination of the 24.2-megapixel resolution—the highest level ever in the history of EOS entry-level models—and the DIGIC 6 image processor which creates high image quality images that go beyond EOS entry-level model cameras.

Hybrid CMOS AF III and Touchscreen LCD

Hybrid CMOS AF III features rapid autofocusing in live view while shooting stills or tracking subjects during movie shooting even when subject is off center of the frame. In combination with touchscreen LCD panel, advance movie recording is made accessible even for entry users.

Advance user's interface

The EOS 760D is the first entry-level EOS camera to incorporate a top LCD panel in addition to the main display. This sophisticated top LCD panel displays important information such as ISO speed, exposure level and battery life. Much alike higher-end DSLR cameras, operating the menus and settings in the EOS 760D is achieved through a Quick Control Dial and Main Electronic Dial - an advanced method that allows users to adjust their settings and search for images with maximum convenience and minimal effort.

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C. MCC TEAMS-UP WITH CLTV 36

Eighty-eight percent (88%) of our students' own televisions at home while only 33% have wifi connectivity. Although DIGICOM will be installed in every barangay, TV is considered to be the best option to deliver college-wide lectures especially seminar types that are either life-enhancing or about society education. Thus, MCC will enter into an agreement with CLTV 36 for a monthly 20-hour broadcast for six months (please see below the proposal). Examples of these seminars are the following: Youth Leadership, Mabalacat Noon at Ngayon, Women's Rights and Modern Oppression among others. These seminars will also be promoted for public viewing and will be part of the community extension of MCC.

The letter proposal received by MCC from the management of CLTV 36 is on the next page.

3/F CGIC Bldg., Jose Abad Santos Ave.
City of San Fernando, Pampanga
(045) 963.9902 ☎
www.cltv36.tv 🌐
/CLTV36official 📘
@CLTV36 🐦

2 May 2020

MS. MICHELLE AGUILAR-ONG
PRESIDENT
CITY COLLEGE OF MABALACAT
MABALACAT CITY, PAMPANGA

Dear PROF. ONG,

A record number of children and youth are not attending school because of closures mandated by the Philippine government in an attempt to slow the spread of COVID-19.

These nationwide closures are impacting over 22.9M public school students, 4.8M private school students, not to mention the 3.6 M out of school youth aged six to 24 years old. The worst is not over yet, as it is expected that the suspension of classes may extend up to August or even up to December.

While this is truly an unprecedented and alarming situation, we can prepare for the new normal in Philippine education so that we can continue to serve the student population of our country. This is a time for a renewed education system that does note just focus on basic literacy but also develop in them a deeper understanding of society and their role in it during this difficult time.

We want you to know that CLTV is committed to providing you with the necessary support to facilitate the continuity of education for all young Filipinos, particularly those from vulnerable and disadvantaged communities, through remote learning.

Not all students have access to a computer and a stable internet connection but television is available for a majority of households, which is why CLTV is opening its doors to you as your partner in your efforts to mitigate the impact of the cessation of your school operations. Through the power and scope of our broadcast, you and your institution may continue to educate and to shape the minds of our youth by way of a Tele-Eskwela (school-on-air).

Please see below blocktime rates for your reference.

TELE-ESKWELA BLOCKTIME RATE CARD			
Available Days & Time slot	Regular Airtime Rates / Hour	Available Airtime hours	Discounted Blocktime Package Rates
Weekdays 8:00 AM-12:00PM	Php46,000.00/hour	4 hours daily on weekdays	Php184,000.00/day less 50% discount
Weekdays 1:00PM-3:00PM	Php30,000/hour	2 hours daily on weekdays	Php60,000/day less 50% discount
Weekdays 3PM-7:00PM	Php56,000/hour	4 hours per day on weekdays	Php224,000/day less 50% discount
Saturday 8AM-7PM	Php20,000.00/hour	11hours on a Saturday	Php220,000.00/day less 50% discount

- Rates are still negotiable depending on the package to be availed.

We are very excited to work with you on this project. Thank you for your time and consideration, and we look forward to hearing from you!

Sincerely,

Sonia P. Soto
President/General Manager, CLTV
0918.854.2151
spsoto@cltv36.tv

Championing Local Pride

C. CULTURE: BAYANIHAN SPIRIT SA EDUKASYON

Typically, college students enjoy the freedom to decide on how their day-to-day in school unfolds. Parents and community members regard college students as young adults who are independent and self-reliant that no longer require monitoring and assistance in school-related activities and programs.

With the current situation where health, safety and security heavily depend on the cooperation and involvement of everyone, the new normal in college education is not about independence but interdependence.

In the MCC Implementing Rules and Regulation of Flexible Learning under Section VI. Other Supports, it states:

> *B. MCC shall seek assistance from its Local Government Unit and Barangay Units for security, logistical and other necessary support for its DigiCom and other programs in flexible learning if needed.*

> *C. MCC shall encourage parents of students to become active partners through communicating to them specific home support that children need during flexible learning.*

The Bayanihan Spirit sa Edukasyon culture is no longer exclusive for Department of Education's Brigada Eskwela program but also for Higher Education Institutions like MCC who will rely on the watchful eyes and concerns of community members every time college students will go out of their houses for a trip to the digital hub to access their learning material. The role of parents is no longer the financier of tuition fees but are active partners who will try to eliminate distractions and make their home conducive for online learning.

To advocate this Bayanihan Spirit sa Edukasyon, MCC shall invite barangay leaders for a dialogue. As for parents, MCC will send letters to parents to solicit their commitment as partners in observing the do's and don'ts during online learning.

CHAPTER 6

FACULTY TRAINING

With the growing alarm on the spread of Covid-19 and possible suspension of classes last March, the management and members of the faculty of Mabalacat City College already anticipated the possibility of a major shift in education and immediately conducted a seminar on blended learning last March 15. True enough, beginning March 16, 2020 up to May of the same year, the province of Pampanga where Mabalacat City College is located was placed under Enhanced Community Quarantine (ECQ). Faculty members without any delay continued to capacitate themselves by attending online seminars or webinars about new trends and issues in online and distance education.

The webinars are mostly free of charge and were usually promoted through social media sites of the organizers such as in Facebook and YouTube. The webinars attended by the faculty members reflected in this report took place during March 15 to June 3, 2020. Online sessions are usually averaging from thirty (30) minutes to two (2) hours, although a few seminars attended by the faculty members lasted for longer hours. Other pertinent information is detailed in the tables/graphs below.

Figure 1

Webinar Participants Per Institute
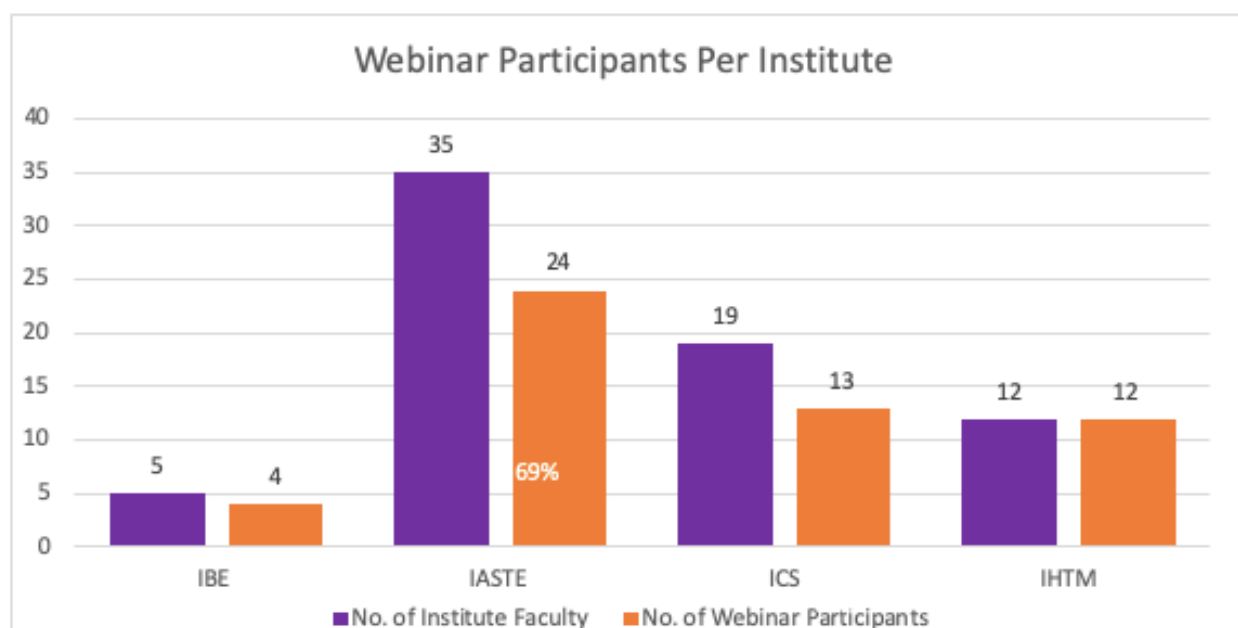
Figure 1 shows the number of faculty members who engaged in webinars during the quarantine period. In the Institute of Business Education (IBE), 4 (80%) of their 5 faculty members engaged in webinars. In the Institute of Arts, Sciences and Teacher Education (IASTE), 24 (68%) of their 35 faculty members attended webinars. For the Institute of Computing Studies (ICS) 13 (68%) of their 19 faculty members participated. While in the Institute of Hospitality and Tourism Management (IHTM), all 12 (100%) of their faculty members participated in webinars. All in all, 53 (75%) out of 71 faculty members engaged online.

Figure 2
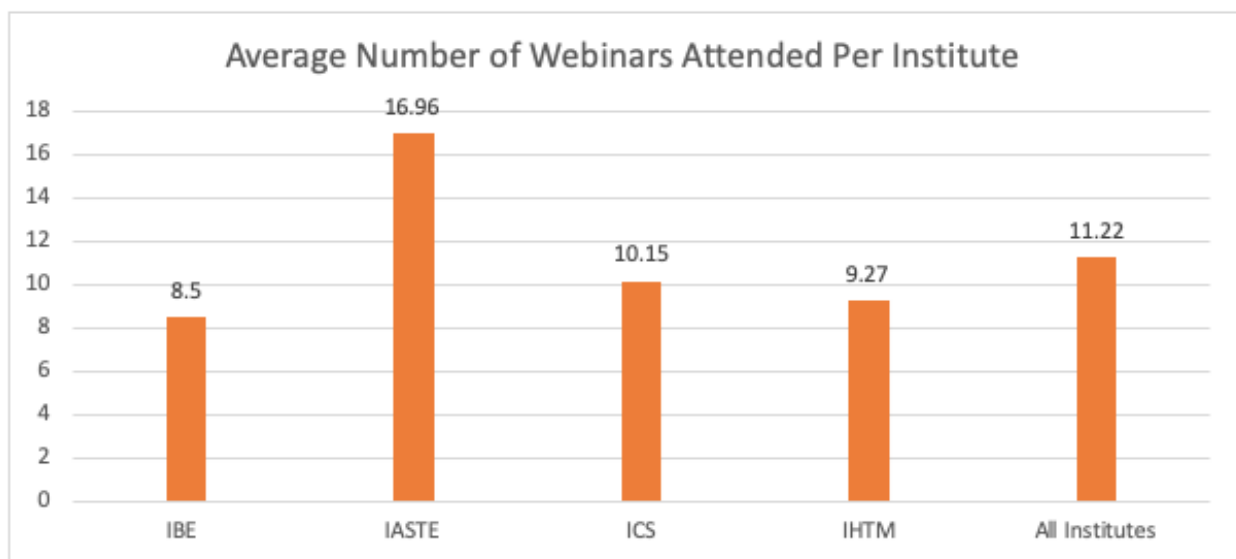
Figure 2, exhibits the average number of webinars attended by each faculty member per institute. In the Institute of Business Education (IBE) the average ratio per faculty to the number of webinars was 1: 8.5. This is followed by the Institute of Hospitality and Tourism Management (IHTM) who had the average ratio of 1: 9.27 webinars. While the Institute of Computing Studies (ICS) and the Institute of Arts, Science and Teacher Education (IASTE) had a ratio of 1: 10.15 and 1:16.96, respectively. Overall, the average ratio per faculty of all institutes to the number of webinars was 1:11.22.

Figure 3
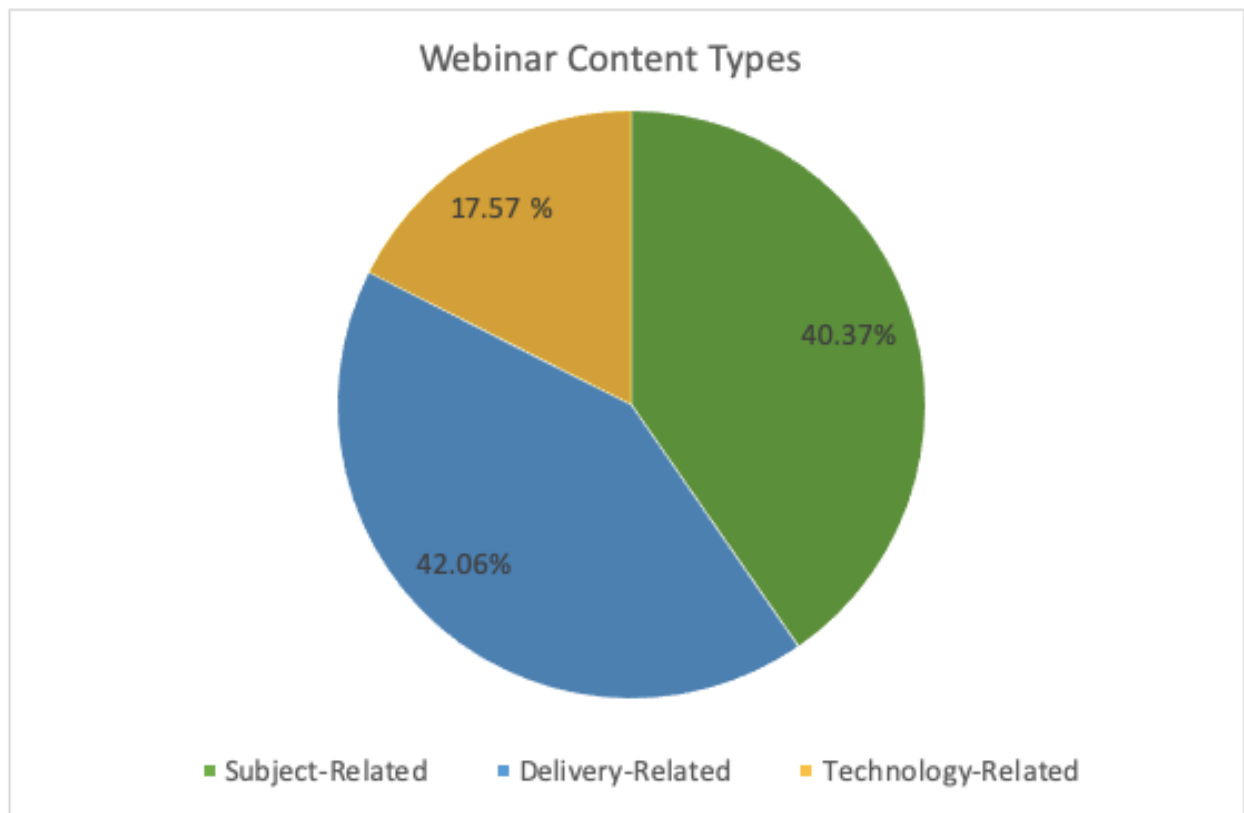
Figure 3 tells us the classification of the content of the webinars attended by the faculty members of Mabalacat City College. The content types are divided into three, namely Subject-Related webinars, represented by the blue columns. Next are the Delivery-Related webinars, represented by the orange columns, and lastly, are the Technology-Related webinars shown in the gray columns. In total, the 52 faculty members have attended 675 webinars. 478 of these or 40.37% can be classified as Subject-Related webinars. 498 of these or 42.06% can be classified as Delivery-Related. While 208 of these or 17.57% are Technology-Related.

Majority of the faculty members of Mabalacat City College used their down time productively by gaining more knowledge and skills through participating in webinars. Also, 9 out of the 52 faculty surveyed for this report also sought out video tutorials about areas of interest. To date, the faculty members are still looking forward to participating in more webinars for the rest of June 2020.

Figure 4
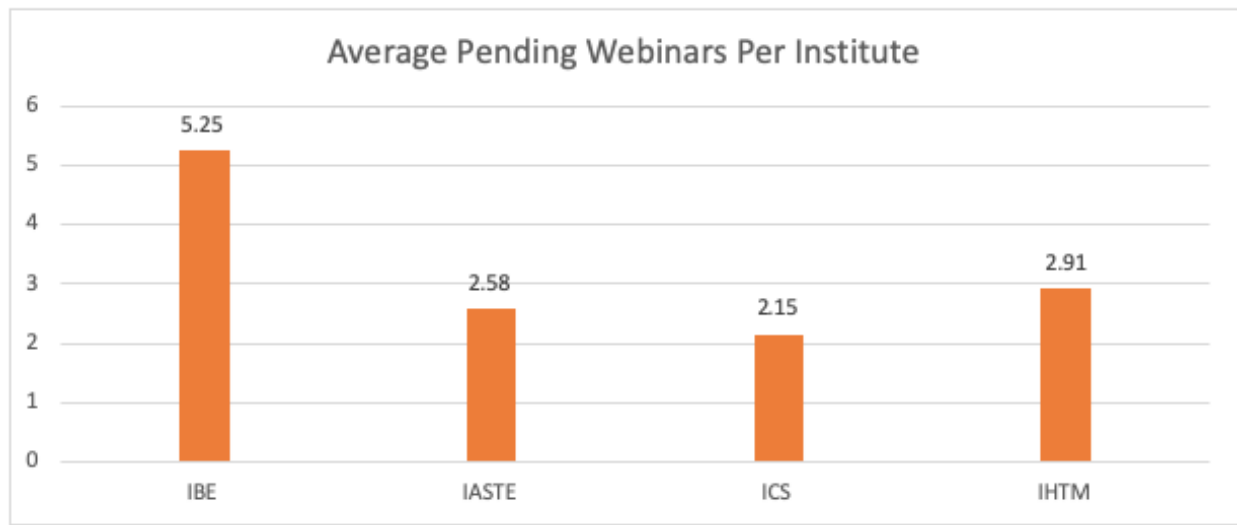
In Figure 4 we see that the ratio of upcoming webinars per each faculty member is 5.25 for the Institute of Business Education (IBE). 2.58 per faculty for the Institute of Arts, Sciences, and Teacher Education (IASTE). 2.15 webinars per faculty of the Institute of Computing Studies (ICS), and 2.91 for the Institute of Hospitality and Tourism Management.

LIST OF FACULTY TRAININGS - INSTITUTE OF BUSINESS EDUCATION

NAME	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	INCLUSIVE DATES	NUMBER OF HOURS	CERTIFICATE (mark ✓ if available)	SUBJECT-RELATED (branch of learning considered as a...	DELIVERY-RELATED	TECHNOLOGY-RELATED
Ian Paulo N. Punsalan	Modular Distance Learning: A Key in Developing Learners' Autonomy (Vibal)	June 2, 2020	1.5	✓		Communication plays a vital role in modular distance	
	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System (Vibal)	June 1, 2020	1.5	✓		Elements comprising a module	
	Writing Effective Teaching Module, Gender Issues During Disease Outbreak, Maintaining Nutritional Health during ECQ Period (CHED RO	May 28, 2020	4.5	✓		Different module writing techniques	
	Addressing Challenges in Delivering Remote Learning for Offline Learners (Vibal)	May 28, 2020	1.5	✓		Every learner may experience different challenges in remote	
	Contextualized Learning Delivery Modalities (Vibal)	May 27, 2020	1.5	✓		Contextualization is of great help in learning as students	
	Blended Learning: Using Schoology and Codechum, TESTMOZ: Online Assessment Made Easy (CHED RO 1 TEENN Webinar Series)	May 26, 2020	3	✓			Creating online quizzes through TESTMOZ
	Shifting to Online Learning: The Effects on Students' and Teacher's Mental Health (Vibal)	May 26, 2020	1.5	✓		Mental health matters.	
	The Fundamentals of Digital Marketing (Google Digital Garage Online Course)	Completed on May 24, 2020	40	✓	Digital Marketing using the basics of Google Analytics		
	Change Management - Organizational Capacity for Change (Alison Online Course)	May 24, 2020	3	✓	Resistance to Change		
	Shoot and Learn (Vibal)	May 23, 2020	1.5	✓	Basic Photography		
	Digital Skills: Digital Marketing (Accenture Online Course)	Completed on May 22, 2020	4	✓	Marketing using different media available		
	What is Leadership? (Deakin University Online Course)	Completed on May 21, 2020	6	✓	Principles of Leadership		
	MMSU Virtual Learning Environment, Interconnecting Campuses Through Open Source Technology, and The Edmodo Classroom for	May 21, 2020	4.5	✓			EDMODO Learning Management System
	Investigating Innovation (Deakin University and Coventry University Online Course)	Completed on May 20, 2020	6	✓	Process of Innovation		
	Introduction to Business Management (King's College London Online Course)	Completed on May 20, 2020	16	✓	Business Management Principles		
	Designing Performance Tasks in the New Normal: Reinventing Project-Based Learning (Vibal)	May 18, 2020	1.5	✓		Project-based learning targets 21st century skills.	
	Effective Online Learning Guidelines for Emergency Situations (Vibal)	April 20, 2020	1.5	✓		Maslow before Blooom.	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	Bite-sized Distance Learning through Practical Modular Approach (Vibal)	June 3, 2020	1.5				
	Key Considerations in Designing Modules for Distance Learning (Vibal)	June 4, 2020	1.5				
	Optimizing the Curriculum and Learning Experience through Modular Approach (Vibal)	June 5, 2020	1.5				
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
Geralyn A. Quiambao	Modular Distance Learning: A Key in Developing Learners' Autonomy (Vibal)	June 2, 2020	1.5	✓		Important role of parents and teachers in achieving modular	
	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System (Vibal)	June 1, 2020	1.5	✓		Tips how to organize modules	
	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal (Vibal)	May 29, 2020	1.5	✓		How to develop curriculum applicable to new normal	
	Engaging Young Learners into Reading through Online Coursework (Vibal)	May 20, 2020	1.5	✓		Understand different sources of information	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	Bite-sized Distance Learning through Practical Modular Approach (Vibal)	June 3, 2020	1.5				
	Key Considerations in Designing Modules for Distance Learning (Vibal)	June 4, 2020	1.5				
	Optimizing the Curriculum and Learning Experience through Modular Approach (Vibal)	June 5, 2020	1.5				

LIST OF FACULTY TRAININGS - INSTITUTE OF BUSINESS EDUCATION

Faculty	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	Date	Hours	Certificate Status	Relevance	Significance	Input / Awareness
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	PICPA Angeles City Chapter: Tax Updates Webinar BIR Issuances During the ECQ	May 9, 2020	3	not yet available waiting for the chapter to send thru	related to the branch of learning necessary for the	updates are important for the teaching of taxation	provides input for updates in the E- Filing
	PICPA JOINT METRO MANILA CHAPTERS VIRTUAL CONFERENCE : SEC Updates during ECQ	May 26, 2020	2.5	not yet available waiting for the chapter to send thru	related to the branch of learning necessary for the	updates are necessary for the reportorial requirements at SEC	
	PICPA JOINT METRO MANILA CHAPTERS VIRTUAL CONFERENCE : Tax Consideration during and After Quarantine	May 26, 2020	2	not yet available waiting for the chapter to send thru	related to the branch of learning necessary for the	updates are important for the teaching of taxation	
	GENERAL MEMBERSHIP MEETING/SEMINAR ON NAVIGATING THE ROAD TO ECONOMIC RECOVERY	May 29, 2020	2	not yet available waiting for the chapter to send thru	related to the branch of learning necessary for the	inputs on how businesses can be able to navigate the road to	
	WEBINAR PICPA CABANATUAN CITY AND PAMPANGA CHAPTERS (Coaching on New Financial Reporting Framework :PFRS for Small	May 30, 2020	2	not yet available waiting for the chapter to send thru	related to the branch of learning necessary for the	updates are important in teaching basic accounting	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
Myrna C. Calma	WEBINAR:COVID19 : MY PERSONAL JOURNEY AND MY RECOMMENDATIONS ON MANAGING YOUR TRANSFER PRICING	June 4, 2020					
	TAX UPDATES: DEADLINE ISSUES, INDIVIDUAL TAX ISSUES, CORPORATE ISSUES	June 5, 2020					
	WEBINAR : SECTORAL SUMMIT SPOTLIGHT ON GOVERNMENT (THE ROAD TO RECOVERY: WE RISE AS ONE)	June 5, 2020					
	WEBINAR: PICPA SOUTHERN MINDANAO REGION (ACCOUNTING FOR RETIREMENT BENEFITS)	June 5, 2020					
	EDMODO Familiarization	June 5, 2020					
	DOING IT ALL: HOW TO STAY FOCUSED AND ENGAGED IN DIFFICULT TIMES	June 6, 2020					
	WEBINAR:SMART TEACHING FACILITATION USING GOOGLE PLATFORM	June 6, 2020					
	WEBINAR:DATA PRIVACY IN THE NEW NORMAL	June 9, 2020					
	INTRODUCTION TO FLEXIBLE LEARNING MODES THRU ZOOM	June 11, 2020					
	TRAINING ON HYBRID LEARNING TOOLS AND APPLICATION	June 18, 2020					
	SEMINAR ON-LINE ETIQUETTE	June 19, 2020					
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	Flexible classes: How do they work? (Vibal)	April 23, 2020	1.5	✓		Workability of flexible classes	
	"Distance Learning: Online Teaching Techniques and Approaches" (Vibal)	April 25, 2020	1.5	✓		Different online teaching techniques and approaches	
	"The 'New Normal' Reality: Unraveling the New Dimensions in Research, Education, Instruction and Operations"	May 14, 2020	6	✓		Understanding the new normal life under pandemic	
	"Back to Normal: Post-pandemic Realignment of Learners' Predisposition to learning"	May 21, 2020	1.5	✓			
Rebecca Q. Lising	"Practical Approaches in Delivering Math Lessons in Online Learning Environment"	May 22, 2020	1.5	✓	Teaching Mathematics subject through online		
	"Shifting to Online Learning: The Effects on Students' and Teachers' Mental	May 26, 2020	1.5	✓		Mental Health Matters	
	Learning Management Systems in Educational Management	May 28, 2020	6				Awareness of different LMS in delivering online education
	Offline Learning Opportunities:Implementing Modular Approach in the Current Educational system	June 1, 2020	1.5	✓		Elements comprising a module.	
	Modular Distance Learning: a key in Developing Learners' Autonomy"	June 2, 2020	1.5	✓		Communication plays a vital role in modular distance	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	EDMODO Familiarization	June 5, 2020					
	Bite-sized Distance Learning through Practical Modular Approach (Vibal)	June 3, 2020	1.5				

LIST OF FACULTY TRAININGS - INSTITUTE OF BUSINESS EDUCATION

	Key Considerations in Designing Modules for Distance Learning (Vibal)	Optimizing the Curriculum and Learning Experience through Modular Approach (Vibal)
	June 4, 2020	June 5, 2020
	1.5	1.5

SUMMARY:

NAME	TOTAL ATTENDED SEMINAR	VIDEO TUTORIAL	PENDING SEMINAR
1. Myrna C. Calma	5	0	11
2. Rebecca Lising	9	0	4
3. Ian Paulo Punsalan	16	0	3
4. Geralyn Quiambao	4	0	3
5. Benjamin Doroteo			
Submitted Webinars of IBE:	34	0	21

NOTE:

Names in red color did not submit data

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

NAME	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	INCLUSIVE DATES	NUMBER OF HOURS	CERTIFICATE (mark ✓ if available)	SUBJECT-RELATED (branch of learning considered as a course of study)	DELIVERY-RELATED	TECHNOLOGY-RELATED (available interactive tools)
Renalyn N. Gacusan	1 "Common Mental Health Problems During the COVID-19 Outbreak"	May 7, 2020	3 hours	✓	mental health		
	2 "Mind, Body and Soul Stability: Meeting the Challenges of the New Normal"	May 7, 2020	3 hours	✓	mental health		
	3 "Boosting Spiritual Health During Challenging Times"	May 12, 2020	3 hours	✓	spiritual health		
	4 "Overview on Distance Learning Education and Flipped Classroom" and	May 14, 2020	3 hours	✓		distance learning	
	5 "Understanding the Learners in an Extraordinary Time"	May 14, 2020	3 hours	✓		online learning	
	6 "From Physical to Virtual: The Shift to Online Teaching"	April 22, 2020	3 hours	✓		online teaching	
	7 "The Future of Instructional Design"	April 21, 2020	3 hours	✓		instruction	
	8 "Teaching And Learning Through Hybrid Education"	April 24, 2020	3 hours	✓		teaching and learning	
	9 "Practical Approaches In Delivering Math Lessons in Online Learning Environments"	May 22, 2020	3 hours	✓		teaching and learning	
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1 NONE						
	VIDEO TUTORIAL/S (add complete website address/link)						
	1 Effective Ways to Facilitate Learning in the Online College Classroom (https://www.youtube.com/watch?v=FwYz9Kt38Ul&feature=share)	May 31, 2020	35 minutes			Distance/ Online Learning	
Jaira Mae O. Hipolito	2 How To Set up Your Virtual Classroom (https://www.youtube.com/watch?v=A_pwLfSqQko&feature=share)	May 28, 2020	7 minutes			Distance Learning	
	3 Edmodo Tutorial for Teachers (https://www.youtube.com/watch?v=RaidAjzAL_o&feature=share)	May 15, 2020	8 minutes				Technology for Education
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1 Flexible Learning Modes	June 11, 2020	4 hours			Distance/ Online Learning	
	2 Training in Hybrid Learning Tools and Application	June 18, 2020	4 hours			Distance/ Online Learning	
	3 Online Etiquette	June 19, 2020	3 hours		Online Etiquette		
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1 Common Mental Health Problems During the COVID-19 Outbreak	May 7, 2020	3 Hours	✓	Mental Health		
	2 Mind, Body and Soul Stability: Meeting the Challenges of the New Normal	May 7, 2020	3 Hours	✓	Mental Health		
	3 Assessment 4.0 in the Time of Covid -19	May 12, 2020	4 Hours	✓	Assessment of Learning	Distance Learning	
	4 Overview of Distance Learning Education and Flipped Classroom	May 14, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	5 Understanding the Learners in an Extraordinary Time	May 14, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	6 Teach from Home with Gsuite	May 19, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	7 G Suite for Education Quickstart IT Setup Guide	May 19, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	8 Integrating Assessment in Developing Online Lesson	May 20,2020	4 Hours	WAITING	Assessment of Learning	Distance Learning	
	9 MMSU Virtual Learning Environment	May 21, 2020	1.5 Hours	✓	Learning Management System	Distance Learning	
	10 Interconnecting Campuses Through Open Source Technology	May 21, 2020	1.5 Hours	✓	Learning Management System	Distance Learning	
	11 The Edmodo Classroom for Online Teaching and Learning	May 21, 2020	3 Hours	✓	Learning Management System	Distance Learning	
BACOLOD, IRENE CHRISTY	12 Developing Learning Management Systems (LMS) and Open Educational Resources (OERs)	May 22, 2020	3 Hours	WAITING	Learning Management System	Distance Learning	
	13 Writing Effective Teaching Module	May 28, 2020	1.5 Hours	✓	Learning Management System	Distance Learning	
	14 Gender Issues During Disease Outbreak	May 28, 2020	1.5 Hours	✓	Gender and Development	Distance Learning	
	15 Maintaining Nutritional Health During ECQ Period	May 29, 2020	4 Hours	WAITING	Physical Health	Distance Learning	
	16 Designing Student-Centered Assessment in Flexible Learning	May 18, 2020	3 Hours	✓	Assessment of Learning	Distance Learning	
	17 Designing Performance Tasks in the New Normal: Reinventing Project-Based Learning	May 22, 2020	3 Hours	✓	Assessment of Learning	Distance Learning	
	18 Practical Approaches in Delivering Math Lessons in Online Learning Environment	May 25, 2020	3 Hours	✓	Teaching Methodology	Distance Learning	
	19 Distance Learning: Online Teaching Techniques and Approaches	May 29, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	20 Merging Learning Competencies and Practices to Facilitate the Shift to New Normal	May 27, 2020	3 Hours	✓	Teaching Methodology	Distance Learning	
	21 Contextualized Learning Delivery Modalities	May 28, 2020	3 Hours	✓	Learning Management System	Distance Learning	
	22 Addressing Challenges in Delivering Remore Learning for Offline Learners		3 Hours	✓	Learning Management System	Distance Learning	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1 Key considerations in Designing Modules for distance Learning	4-Jun-20	1.5 hours				
	2 Optimizing the Curriculum and Learning Experience through Modular Approach	5-Jun-20	1.5 hours				
	3 Video Editing for beginners	13-Jun-20	3 hours				
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
ELDY OWEN T. LAYNO	1 "Contextualized Learning Delivery Modalities"	May 27, 2020	1.5 hours	✓		Distance Learning	
	2 "Horizontal Integration of Subject Area Competencies"	28-May-20	1.5 hours	✓		Distance Learning	
	3 "Addressing Challenges in Delivering Remote Learning for Offline Learners	May 30, 2020	1.5 hours	✓		Distance Learning	
	4 "Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	June 1, 2020	1.5 hours	✓		Distance Learning	
	5 "Modular Distance Learning : A Key in Developing Learners' Autonomy"	June 2, 2020	1.5 hours	✓		Distance Learning	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1 Key considerations in Designing Modules for distance Learning	4-Jun-20	1.5 hours				
	2 Optimizing the Curriculum and Learning Experience through Modular Approach	5-Jun-20	1.5 hours				
	3 Video Editing for beginners	13-Jun-20	3 hours				
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1 Yoga and Mindfulness Tools for Educators	April 24, 2020	1 HOUR	✓	MENTAL HEALTH	Distance Learning	
	2 Instructional Materials in Blended Learning Environment	April 30, 2020	1 HOUR	NO CERTIFICATE	CURRICULUM DEVELOPMENT	Distance Learning	

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Name	No.	Title	Date	Hours	Certificate	Course/Subject	Modality
ARNEL G. PEREZ	3	COVID 19: Changing How We Educate Future Generation	May 01, 2020	1 HOUR	✓	PSYCHOLOGY	Distance Learning
	4	Set Your Children Up for Success: Distance Learning in Time of Covid	May 05, 2020	1 HOUR		PSYCHOLOGY	Distance Learning
	5	The COVID 19 Pandemics: Challenges and Implication in the Practice of Psychological Assessment in the Philippines	May 08, 2020	1 HOUR	NO CERTIFICATE	PSYCHOLOGY	Distance Learning
	6	IELTS Webinar: How to prepare for IELTS using Road to IELTS	May 09, 2020	1 HOUR	NO CERTIFICATE	LANGUAGE	
	7	Designing Online Classes from Scratch: Sharing of Best Practices	May 12, 2020	1 HOUR	✓	CURRICULUM DEVELOPMENT	Distance Learning
	8	Sustainability: The New Language of Education	May 13, 2020	1 HOUR	✓		Distance Learning
	9	Mindfulness and Meditation: Conquering Fear and Anxiety	May 22, 2020	1 HOUR	NO CERTIFICATE	MENTAL HEALTH	Distance Learning
	10	Mindfulness and Meditation: Mantra Meditation	May 27, 2020	1 HOUR	NO CERTIFICATE	MENTAL HEALTH	Distance Learning
	11	Resilience in the New Normal	May 28, 2020	1 HOUR	✓	MENTAL HEALTH	Distance Learning
	12	Mindfulness and Meditation: Love Moves Mountains	May 29, 2020	1 HOUR	NO CERTIFICATE	MENTAL HEALTH	Distance Learning
	13	Open and Distance Learning	May 29, 2021	1 HOUR	NO CERTIFICATE	PSYCHOLOGY	Distance Learning
	14	Strengths-Based Activities Towards a Flourishing "New Normal"	May 30, 2020	1 HOUR	WAITING	PSYCHOLOGY	Distance Learning
	15	Teaching the Gen Z Reader and Writer through Online Technology Tools	May 31, 2020	1 HOUR	WAITING	PSYCHOLOGY	Distance Learning
	16	Rizal on Lockdown: Sources sa Pagtuturo ng AP, Rizal, at Kasaysayan sa New Normal	June 02, 2020	2 HOUR	WAITING	HISTORY	Distance Learning
	17	Disability Awareness on: Diversity and Inclusion	June 03, 2020	1.5 HOUR	WAITING	PSYCHOLOGY	Distance Learning
	18	Bite-sized Distance Learning through Practical Modular Approach	June 03, 2020	1 HOUR	WAITING	CURRICULUM DEVELOPMENT	Distance Learning
		PENDING WEBINARS/TUTORIALS TO ATTEND					
	1	Key Consideration in Designing Modules for Distance Learning	June 04, 2020	1 HOUR	WAITING	CURRICULUM DEVELOPMENT	Distance Learning
	2	Optimizing the Curriculum and Learning Experience through Modular Approach	June 05, 2020	1 HOUR	WAITING	CURRICULUM DEVELOPMENT	Distance Learning
	3	Coping with Change: Embracing the New Normal	June 09, 2020	1 HOUR	WAITING	PSYCHOLOGY/ MENTAL HEALTH	Distance Learning
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
GRACIA T. CANLAS	1	How to Plan a Virtual Classroom	April 27, 2020	1.5 Hour	✓	Learning Management System	Distance Learning
	2	Convergence Theory of Learning	April 27, 2020	1.5 Hour	✓	Learning Management System	Distance Learning
	3	Engaging Learners Through Online Assessments	April 28, 2020	3.0 Hours	✓	Learning Management System	Distance Learning
	4	Virtue Challenge: Instiling Good Habits Through Social Media	April 28, 2020	3.0 Hours	✓	Values Integration	Distance Learning
	5	Transitioning to Asynchronous Learning	April 29, 2020	3.0 Hours	✓	Learning Management System	Distance Learning
	6	COVID 19: Changing How We Educate Future Generations	May 01, 2020	2.0 Hours	✓	Learning Management System	Distance Learning
	7	Assessment 4.0 in the Time of COVID 19	May 12, 2020	3.0 hours	✓	Assessment of Learning	Distance Learning
	8	Teach From Home With GSuite and GSuite for Education Quickstart IT Setup Guide	May 19, 2020	4.0 Hours	✓	Learning Management System	Distance Learning
	9	Integrating Assessment in Developing an Online Class	May 20, 2020	4.0 Hours	✓	Assessent of Learning	vDistance Learning
	10	MMSU Virtual Learning Environment	May 21, 2020	1.5 Hours	✓	Learning Management System	Distance Learning
	11	Interconnecting Campuses Through Open Source Technology and The EDMODO Classroom Online Teaching & Learning	May 21, 2020	3.0 Hours	✓	Learning Management System	Distance Learning
	12	Practical Approaches in Developing Math Lessons in Online Learning Environment	May 22, 2020	3.0 Hours	✓	Learning Management System	Distance Learning
	13	Blending Learning Using Schoology & CodeChum and TESTMOZ: Online Assessment Made Easy	May 26, 2020	3.0Hours	✓	Learning Management System	Distance Learning
	14	Developing Learning Management Systems (LMS) and Open Educational Resources (OERs)	May 22, 2010	3.0 Hours	✓	Learning Management System	Distance Learning
	15	Writing Effective Teaching Module	May 28, 2020	1.5 Hours	Waiting	Learning Management System	Distance Learning
	16	Gender Issues During Disease Outbreak and Maintaining Nutritional Health During ECQ Period	May 28, 2020	3.00 Hours	✓	Gender amd Development/Health	Distance Learning
	17	Offline Learning Opportunities: Implementing Modular Approach in the Current Education System	June 1, 2020	2.00 Hours	Waiting	Learning Management System	Distance Learning
	18	Modular Distance Learning: A Key in Developing Learner's Autonomy	June 2, 2020	2.00 Hours	Waiting	Learning Management System	Distance Learning
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
JOHN EDWARD E. ALFONSO	1	Offline Learning Opportunities: Modular Approach in the Current Educational System,	June 1, 2020	1.5 hours	✓		Modular Approach
	2	Modular Distance Learning: A Key in Developing Learner's Autonomy	June 2, 2020	1.5 hours	✓		Modular Approach
	3	Rizal on Lockdown: Sources sa Pagtuturo ng Araling Panlipunan, Rizal at Kasaysayan sa New Normal	June 2, 2020	1.5 hours	✓	Readings in Philippine History and Rizal Course	
		PENDING WEBINARS/TUTORIALS TO ATTEND					
	1	Bite-sized Distance Learning through Practical Modular Approach	June 3, 2020				
	2	Key Considerations in Designing Modules for Distance Learning.	June 4, 2020				
	3	Optimizing the Curriculum and Learning Experience through Modular Approach	June 5, 2020				
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
GENESIS G. DIMALANTA	1	Contextualized Learning Delivery Modalities	May 27, 2020	1.5 hrs	◨	Learning Management System	Distance Learning
	2	Addressing Challenges in Delivering Remote Learning for Offline Learners	May 28,2020	1.5 hours	◨	Learning Management System	modular Learning
	3	Addressing the Challenges in Leading the School to Online Teaching and Learning	May 28,2020	1.5 hrs	◨	Learning Management System	Distance Learning
	4	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	May 29,2020	1.5	◨	Learning Management System	Distance Learning
	5	Youth Participation in the Fight Against Covid -19	June 1,2020	1.5	◨	Physical and Mental Health	
	6	Offline Learning Opportunities : Implementing Modular Approach in the Current Educational System	June 1,2020	1.5		learning Management System	Modular Learning
	7	Modular Distance Learning: A Key in Developing Learners Autonomy	June 2,2020	1.5		Learning Management System	Modular Learning

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

ARVINA D. SARMIENTO

#	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	Date	No. of Hours	Certificate	Subject Related	Delivery Related	Technology Related
1	Automotive Battery Servicing	April 18, 2020	3 hours		TLE	Modular Learning	
2	Receiving and Responding to Workplace Communication	April 25, 2020	3 hours	√	Communication	Modular Learning	
3	Understanding the importance of Play in Learning	April 27, 2020	3 hours	√	Psychology	Modular Learning	
4	From Physical to Virtual: The Shift to Online Teaching	April 22, 2020	3 hours	√	Flexible Learning	Webinar	
5	The Technology-Enabled Future of Interactive Learning	April 30, 2020	3 hours		Technology Education	Modular Learning	
6	Orienting Oneself to Environmentally Sustainable Work Standards	May 2, 2020	3 hours		Ethics	Modular Learning	
7	Online Classroom Management: Reading made Easy	May 4, 2020	3 hours		Classroom Management	Modular Learning	
8	TEFL: Teaching English as a Second Language	May 7, 2020	120 hours	√	English	Modular Learning	
9	Powerful Apps,Online Platforms, and other Online Resources: Aids for Virtual Classroom	May 7, 2020	3 hours	√	Technology Education	Modular Learning	
10	Managing your Personal Finances	May 8, 2020	3 hours		Entrepreneurship	Modular Learning	
11	Programming Pedagogy in Primary Schools: Developing Computing Teaching	May 12, 2020	4 weeks/ 2hours	√	Kindergarten Education	Modular Learning	
12	Redesigning Clasroom Based Lessons for Online Learning	May 13, 2020	3 hours		Classroom Management	Modular Learning	
13	Introduction to Food Processing	May 16, 2020	3 hours		TLE	Modular Learning	
14	The Genius Hour - A True Inquiry Based Learning	May 16, 2020	3 hours	√	Classroom Management	Modular Learning	
15	Convergence Theory of Learning	April 27, 2020	1 hour		Education	Webinar	
16	Virtue Challenge: Instilling Good Habits Through Social Media	April 28, 2020	1 hour	√	Education	Webinar	
17	Affirming Victory Over Battles Life	April 29, 2020	1 hour		Life	Webinar	
18	COVID 19: Changing How We Educate Future Generations	May 1, 2020	1 hour	√	Education	Webinar	
19	Unleash Your Greatness: The Power of Positivity	May 4, 2020	1 hour		Life	Webinar	
20	Learning Experience Design for Teachers	May 6, 2020	1 hour	√	Classroom Management	Webinar	
21	Self-Paced Out-Of-Class Learning: An Approach for Quarantine	May 8, 2020	1 hour		Classroom Management	Webinar	
22	Technology Engagement: Ways to Respond to the New Normal	May 7, 2020	1 hour	√	Technology Education	Webinar	
23	Set Your Children Up for Success: Distance Learning in time of COVID - 19	May 5, 2020	1 hour		Classroom Management	Webinar	
24	Use your brain: Managing Emotions for Teachers	May 18, 2020	3 hours		Life	Modular Learning	
25	The Courage and the Privilege to Teach (At the time of COVID 19)	May 19, 2020	3 hours	√	Classroom Management	WEbinar	
26	L.O.V.E. in Teaching	April 30, 2020	3 hours		Classroom Management	WEbinar	
27	Education in the Time of COVID-19: Adjusting to the New Normal	May 5, 2020	3 hours	√	Education	WEbinar	
28	Educationin the New Normal	April 30, 2020	3 hours		Education	WEbinar	
29	Legal Matters Affecting Private Schools in the Midst of COVID-19	May 18, 2020	3 hours	√	Recent trend	WEbinar	
30	Sustainability: The New language of Education	May 13, 2020	1 hour		Education	WEbinar	
31	Short Incidental Physical Activity (SIPA)	May 15, 2020	1hour	√	Physical Education	WEbinar	
32	Disciplining with Love in these normal times	May 14, 2020	1 hour		Classroom Management	Webinar	
33	Designing online classes from scratch: Sharing of Best Practices	May 12, 2020	1 hour	√	Classroom Management	Webinar	
34	How to build an effective skincare routine	May 11, 2020	1 hour		Life	Webinar	
35	Teach from Home with GSuite and GSuite for Education Quickstart IT setup guide	May 19, 2020	3 hours	√	Technology Education	Webinar	
36	Back to normal: Post Pandemic Realignment of LEarners' Predisposition to learning	May 21, 2020	3 hours		Classroom Management	Webinar	
37	Designing Performance task in the new normal: Reinventing Project-based learning	May 18, 2020	3 hours	√	Classroom Management	Webinar	
38	Flexible Classes: How do they work?	April 23, 2020	3 hours		Classroom Management	Webinar	
39	Teaching and Learning Through Hybrid Education	April 24, 2020	3 hours	√	Classroom Management	Webinar	
40	Tech4tech: Science Edition	May 1, 2020	3 hours		Science	Webinar	
41	The Power of two - Me and you	May 21, 2020	3 hours	√	Life	Webinar	
42	STAR Online Training Program	May 25, 2020	3 hours		Entrepreneurship	Modular Learning	
43	Teach with Quipper in the New Normal	May 14, 2020	1 hour	√	Technology Education	Webinar	
45	Introduction to G Suite for Education	May 6, 2020	1 hour		Technology Education	Webinar	
46	Free Basic Photoshop	May 25, 2020	3 hour	√	Technology Education	WEbinar	
47	Life Skills, Lifelong Learning & Tech Voc in the New Normal	May 8, 2020	1 hour		Life	WEbinar	
48	Start and Improve your business	June 2, 2020	3 hour	√	Entrepreneurship	Modular Learning	
49	Blending Learning using Schoology and Codechum and TESTMOZ: Online Assessment Made Easy	May 26, 2020	3 hour		TEchnology Education	Webinar	
50	Maximizing the MELCs	June 3, 2020	1 hour	√	Education	Webinar	
51	Shoot and Learn	May 23, 2020	3 hour		Education	Webinar	
52	Once upon a Time: A discussion on Children's Literature	May 25, 2020	3 hour	√	Kindergarten Education	Webinar	
53	Horizontal Integration of Subject Area Competencies	May 26, 2020	3 hours		Education	WEbinar	
54	DepEd: Making Learning Happen During COVID 19 Emergency	May 22, 2020	3 hours	√	Education	Webinar	
55	Contextualized Learning Delivery Modalities	May 27, 2020	3 hours		Education	WEbinar	
56	Alignment of Different Learning Tasks to Most Essential Learning Competencies	May 25, 2020	3 hours	√	Education	WEbinar	
57	Addressing Challenges in Delivering Remote Learning for Offline Learners	May 28, 2020	3 hours		Classroom Management	WEbinar	
58	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	May 29, 2020	3 hours	√	Classroom Management	Webinar	
59	Shifting to Online Learning: The Effects on Students and teachers mental health	May 26, 2020	3 hours	√	Mental Health	Webinar	
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
1	Employing Synchronous and Asynchronous Learning for More Effective Distance Learning	May 25, 2020	2.5	√	Learning Management System	Modular Learning	

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Faculty	No.	Title	Date	Duration	Status	Category	Mode
LOURDES FATIMA S. DAVID	2	Blending Learning Using Schoology and Codechum and Testmoz: Online Assessment Made Easy	5-26	2.5	/	Learning Management System	Modular Learning
	3	COVID-19: Where We Are and Where We Want to Be Series 1	5-27	2.5	/	Learning Management System	Science Related
	4	Addressing Challenging in Delovering Remote Learning for Offline Learners	5-28	2	/	Learning Management System	Modular Learning
	5	Writing Effective Teaching Module, Gender Issues During Disease Outbreak, Maintaining Nutritional Health	5-28	4	/	Learning Management System	Modular Learning
	6	Emerging Disease Coronaviruses in Bat Populations	5-28	4	/	Learning Management System	Science Related
	7	Offline Learning: Implementing Modular Approach in the Current Educational System	6-1	2	/	Learning Management System	Modular Learning
	8	COVID-19: Where We Are and Where We Want to Be Series 2	6-3	25	/	Learning Management System	Science Related
	9						
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
NIEL P. RIGDAO	1	Flexible Classes: How Do They Work?	23-Apr-20	3 hrs	/	Classroom Management	weninar
	2	Distance Learning: Online Teaching Techniques and Approaches	25-Apr-20	3 hrs	/	Communication	weninar
	3	How to Plan A virtual Classroom	27-Apr-20	3 hrs	/	Psychology	weninar
	4	Engaging Learners Through Online Assessments	28-Apr-20	3 hrs	/	Flexible Learning	weninar
	5	Developing Self-paced Learning Through Digital Content	30-Apr-20	3 hrs	/	Technology Education	weninar
	6	Online Lesson Planning: The Basis For Instruction	1-May-20	3 hrs	/	Edlucation	weninar
	7	Ang Manggagawang Pilipino Sa Panahon ng Covid-19	2-May-20	2 hrs	/	Classroom Management	weninar
	8	The Humanizing Pedagogies: A Teaching-Learning Framework In the Post-Pandemic Time	4-May-20	3 hrs	/	Psychology	weninar
	9	Teacher and Parent Partnership: Building the Future of the New Now In education	6-May-20	2 hrs	/	Technology Education	weninar
	10	Flexible E-learning Framework	9-May-20	3 hrs	/	Technology	weninar
	11	The Innovation Generation: Creating The Ambiance For Learners Of the 21st Century	19-May-20	3 hrs	/	Education	weninar
	12	Back to Norma: Post-Pandemic Realignment of Learners' Predisposition to learning	21-May-20	3 hrs	/	education	weninar
	13	Becoming Teacher 2.0: Upgrading Teacher Skills and Competencies for the 21st Century	12-May-20	3 hrs	/	Classroom Management	weninar
	14	Insights Into The New Normal of Learning By Doing	5-May-20	2hrs	/	Education	weninar
	15	Boosting Learning Skills outside the Conventional School System	5-May-20	3 hrs	/	Education	weninar
	16	Intensifying Self-paced Learning Skills Through Parent Support	7-May-20	3 hrs	/	Education	weninar
	17	Learning Never Stops! From School to Home Setup	8-May-20	2 hrs	/	Environment Science	weninar
	18	PPP (Privacy, Plagiarism, Proper Information) In Online Teaching	14-May-20	2 hrs	/	Technology	weninar
	19	Conserving and protecting The Earth's Resources	14-May-20	2 hrs	/	Classroom Management	weninar
	20	Overview on Distance Learning Education	14-May-20	3 hrs	/	Technology Education	weninar
	21	Flipped Classroom	14-May-20	2 hrs	/	Classroom Management	weninar
	22	Prioritizing Curricular Concerns: Pushing The Boundaries of The New Normal	16-May-20	2 hrs	/	Technology Education	weninar
	23	Understanding the Learners in an Extraordinary Time	19-May-20	2 hrs	/	Classroom Management	weninar
	24	Teach from Home with Gsuite	19-May-20	2 hrs	/	Technology Education	weninar
	25	G Suite for Education Quickstart IT Setup Guide	19-May-20	2 hrs	/	Technology Education	weninar
	26	Inquiry-based Approach to Science Investigatory Project	21-May-20	3 hrs	/	Technology Education	weninar
	27	DEPED: Making Learning Happen During Covid-19 Emergency	22-May-20	2 hrs	/	Education	weninar
	28	Designing Performance Tasks in The New Normal: Reinventing Project-Based Learning	18-May-20	3 hrs	/	Education	weninar
	29	Writing effective Teaching Module	28-May-20	2 hrs	/	Recent trend	weninar
	30	Gender Issues During Disease Outbreak	28-May-20	2 hrs	/	Education	weninar
	31	Maintaining Nutritional Health During ECQ Period	28-May-20	2 hrs	/	Physical Education	weninar
		VIDEO TUTORIALS (add complete website address/link)					
	1	Begginers Photography Class - Online Classes for Photography	Ongoing			Technology	Modular
	2	E-Bass Guitar : Bass Guitar Online Lessons	Ongoing			Music	
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
CHARISSA JOY TORRES	1	How to Plan a Virtual Classroom	April 27, 2020	1.5 hours	√	Learning Management System	Distance Learning
	2	Pagtatahip-Dunong:Paggamit ng Musikang Makabayan sa Pagtuturo	May 20, 2020	1 hour	√	Education	Webinar
	3	Multidisiplinaring Dulog sa Pagbasa at Pagtuturo ng Panitika	May 21, 2020	1 hour	√	Education	Webinar
	4	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System	June 1, 2020	1.5 hours	√	Learning Management System	Distance Learning
	5	Modular Distance Learning: A Key in Developing Learners' Autonomy	June 2, 2020	1.5 hours	√	Learning Management System	Distance Learning
	6	Bite-Sized Distance Learning through Practical Modular Approach	June 3, 2020	1.5 hours	Pending	Learning Management System	Distance Learning
		PENDING WEBINARS/TUTORIALS TO ATTEND					
	1	Key Considerations in Designing Modules for Distance Learning	June 4, 2020	1.5 hours			Distance Learning
	2	Optimizing the Curriculum and Learning Experience through Modular Approach	June 5, 2020	1.5 hours			Distance Learning
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
EDWARD Q. INONG	1	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System	June 1, 2020	1.5 Hours	Pending	Applicable to all	Distance Learning
	2	Modular Distance Learning: A Key in Developing Learners' Autonomy	June 2, 2020	1.5 Hours	Pending	Applicable to all	Distance Learning
	3	Modular Distance Learning: A Key in Developing Learners' Autonomy	June 3, 2020	1.5 Hours	Pending	Applicable to all	Distance Learning
		PENDING WEBINARS/TUTORIALS TO ATTEND					

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

ROSILLA, MICHAEL BRYAN G.

#	Title of Webinar/Intervention/Training Programs	Date	Duration	N/A	Applicable to all / Distance Learning
1	Key Considerations in Designing Modules for Distance Learning	June 4, 2020	1.5 Hours	/	Applicable to all / Distance Learning
2	Optimizing the Curriculum and Learning Experience through Modular Approach	June 5, 2020	1.5 Hours	/	Applicable to all / Distance Learning

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

#	Title	Date	Duration	N/A
1	Convergence Theory of Learning	April 27, 2020	1 Hour	/
2	Disenyong Programang Pagsasanay Pangguro: Isang Pahapyaw na Pagtanaw	April 28, 2020	2.5 Hours	/
3	Virtue Challenge: Instilling Good Habits Through Social Media	April 28, 2020	1 Hour	/
4	Affirming Victory Over Life's Battle	April 29, 2020	1 Hour	/
5	COVID-19: Changing How We Educate Future Generations	May 01, 2020	1 Hour	/
6	Mga Mangagawang Pilipino sa Panahon ng COVID-19	May 02, 2020	2 Hours	/
7	Wika at Kalusugan: Mga Modelong Tugon sa Krisis na Dulot ng COVID-19 sa Loob at Labas ng Pilipinas	May 06, 2020	2 Hours	/
8	Language and Education Practices in the Pandemic Era	May 09, 2020	1.5 Hours	/
9	Mapanuring Pag-aalinlangan: Pagbasa ng Panitikan sa Panahon ng Kasinungalingan	May 09, 2020	1.5 Hours	/
10	The Importance of Language Access During Covid-19 Pandemic	May 09, 2020	1.5 Hours	/
11	Teacher and Community Collaboration: Different Teaching Strategies on How Schools and Policies are Adjusting to the Pandemic	May 09, 2020	1.5 Hours	/
12	Effective Content for E-Learning	May 09, 2020	1.5 Hours	/
13	Wika at Ekonomiks: Pagsusuri sa Opisyal na Datos sa Kahirapan Bilang Batayan ng Mungkahing Karagdagang Ayuda sa Panahon ng Pandemya	May 09, 2020	2 Hours	/
14	Video Games at Panitikan: Pagsasalin sa Panahon ng COVID-19	May 09, 2020	2 Hours	/
15	How to Build an Effective Skin Care Routine	May 11, 2020	1 Hour	/
16	Wika at Teknolohiya: Paghahanda ng Powerpoint Video Para sa Flexible Learning	May 13, 2020	2 Hours	/
17	Wika at Teknolohiya: Paglusong at Pagsulong sa Wika, Kultura, Lipunang Filipino sa Sistemang Dihital: Pagtuturo at Pagkatuto sa ODeL (Open and Distance E-Learning	May 13, 2020	2Hours	/
18	Wika at Edukasyon: Ang Ugnayan ng Awtentikong Pagtataya sa Filipino at Paghubog ng mga Mamamayang Tunay na Nakatugon sa Krisis Gaya ng Pandemya	May 15, 2020	2 Hours	/
19	Pagtatahip-Dunong:Paggamit ng Musikang Makabayan sa Pagtuturo	May 21, 2020	1 Hour	/
20	Multidisiplinaring Dulog sa Pagbasa at Pagtuturo ng Panitikan: Panimulang Pagsipat sa Programang Ekonomiko, Edukasyonal, at Politikal ng Nobelang 'Mga Ibong Mandaragit' ni Amado V. Hernandez	May 22, 2020	2 Hours	/

AARON CARL TEJANO

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

#	Title	Date	Duration	N/A
1	Infectious Diseases HIV, Ebola, SARS, Zika, Measles, COVID-19: Mutations or Creations?	March 15, 2020	3.0 Hour(s)	/
2	Boston University's Webinar on Remote Teaching and Learning During the COVID-19 Pandemic	March 20, 2020	2.0 Hours	/
3	How to Transition Your Course to Online - COVID-19 (Coronavirus) Webinar	March 20, 2020	2.0 Hours	/
4	COVID-19: Moving Your Science Classes Online Webinar Exploring Online Science: Solutions	March 27, 2020	1.5 Hours	/
5	Webinar	COVID-19: Can the Science of Aging Move Us Forward?	Mar 27, 2020	2.0 Hours	/
6	COVID-19	Coronavirus: Epidemiology, Pathophysiology, Diagnostics	March 28, 2020	2.0 Hours	/
7	COVID-19 Webinar with miniPCR bio	March 30, 2020	3.5 Hours	/
8	American Academy of Family Physicians (AAFP) COVID-19 CME Webinar Series	April 4, 2020	3.0 Hours	/
9	Connecting Across Borders and Across the Street: Teaching Model by United Nations During the COVID Crisis A MUN Educator Webinar	April 7, 2020	2.0 Hours	/
10	Behind the Scenes: Biology Lab for Online Courses Webinar	April 27, 2020	3.0 Hours	/
11	COVID-19 Webinar 3: International Learning from COVID-19	April 28, 2020	2.0 Hours	/
12	The Philippine-American Academy of Science and Engineering: Webinar 01 Insights from Models of COVID 19 Dynamics	April 3, 2020	2.0 Hours	/
13	Using Scopus for Research Intelligence	May 6, 2020	0.5 Hours	/
14	Teaching Science in Virtual Learning Environments – IDRA COVID-19 School Response Webinar	May 14, 2020	2.0 Hours	/
15	University of California's Healthcare and Biomedical Research - COVID-19 Global Impacts Webinar	May 14, 2020	1.5 Hours	/
16	Emerging Diseases: Coronavirus in Bat Populations	May 28, 2020	1.0 Hours	/
17	International Pharmaceutical Students Federation (IPSF) Asia Pacific Regional Office X MIMS Webinar: Healthcare Professionals Collaboration in Response to COVID-19	May 31, 2020	2.0 Hours	/

PENDING WEBINARS/TUTORIALS TO ATTEND

#	Title	Date
1	Knowledge Gleaned From SARS-COV-2 Whole Genome Sequencing	June 6
2	Scopus - Hidden Gems in Keywords	June 11

ONLINE COURSES/CLASSES

#	Title	Date
1	SDGAcademyX: Ethics in Action	June 3, 2020
2	GCED Online Campus of UNESCO APCEIU: Human Rights in the Context of GCED	June 19, 2020

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

#	Title	Date	Duration	N/A
1	State of the Philippine Environment Webinar Series	April 18, 20 and 22, 2020	4.5hrs	√
2	Food and Ecological Agriculture	April 21, 2020	1.5hrs	√

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

Faculty	No.	Title	Modality	Topic	Certificate	Duration	Date
SARAH JOY DIZON	3	Environmental Sustainability and Sustainable Lifestyle			✓	1.5hrs	April 24, 2020
	4	Wildlife Conservation and Protection			✓	1.5hrs	April 23, 2020
	5	The Role of the Wildlife Trade in the Spread of Zoonotic Diseases			✓	1.5hrs	April 23, 2020
	6	Marine Conservation			✓	1.5hrs	April 22, 2020
	7	Waste Management in the Time of Coronavirus			✓	1.5hrs	April 22, 2020
	8	How a Sick Planet Can Make Us Sick			✓	1.5hrs	April 22, 2020
	9	COVID-19: How to move forward when epidemiological models disagree?			✓	1.5hrs	May 12, 2020
	10	CHED region 1 webinar series on Flipped classroom				1.5hrs	5-14
	11	Understanding learners during COVID 19 pandemic			✓	1.5hrs	5-14
	12	Blending Learning Using Schoology and Codechum and Testmoz: Online Assessment Made Easy			✓	1.5hrs	5-26
	13	Emerging Disease Coronaviruses in Bat Populations			pending	1.5hrs	5-28
	14	Coconut as treatment for Sars Cov 2				1.5hrs	5-15
	15	UP Med Webinar Series on Neurological Effects of Covid 19			✓	1.0hrs	5-1
	16	UP Med Webinar Series on chronic constipation			pending	1.0hrs	5-15
	17	UP Med Webinar Series on Hypertension during the Pandemic			pending	1.0hrs	5-6
	18	DOST FNRI Webinar on Food and Nutrition during the new normal			✓	1.0hrs	5-7
	19	CHED region 1 webinar series on teach from home			pending	1.5hrs	5-19
	20	Teach From Home With GSuite and GSuite for Education Quickstart IT Setup Guide				1.5hrs	5-19
	21	CHED region 1 webinar series on open source tech and virtual learning				1.5hrs	5-21
	22	CHED region 1 webinar series on Edmodo				1.5hrs	5-21
	23	Heritage Conservation society webinar on Conservation amid pandemic				1.5hrs	5-23
	24	COVID 19: where are we now				1.5hrs	5-27
	25	Mindoro biodiversity webinar series			pending	6hrs	May 27-30, 2020
	26	UP Mbb Webinar series on Diet for Diabetics during this pandemic			pending	1.5hrs	6-1
	27	PMPI Webinar Series on Just and green recovery			pending	2.0hrs	6-2
	28	UP Med webinar series on the future impact of COVID 19 to diabetics			pending	1.0hrs	6-3
	29	CHED region 1 webinar series on writing effective modules			✓	2.0hrs	5-28
	PENDING WEBINARS TO ATTEND						
	1	UP MBB Webinar on COVID 19 using molecular sequencing					6-6
	2	Philippine coral bleaching watch webinar					6-7
CELTER CRIS P. TORRES	**TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS**						
	1	Unleash Your Greatness: The Power of Positivity	Distance Learning	Mental Health	✓	1 hour	4-May-20
	2	Set your Children up for Success: Distance Learning in time of COVID-19	Distance Learning	Psychology	✓	1 hour	5-May-20
	3	Learning Experience Design For Teachers	Distance Learning	Classroom Management	✓	1 hour	6-May-20
	4	Technology Engagement: Ways to Respond to the New Normal	Distance Learning	Technology Education	✓	4 hour	7-May-20
	5	Self-Paced Out-of-Class Learning: An Approch for Quarantine	Distance Learning	Classroom Management	✓	1 hour	May 8, 2020
	6	Exploring Fitness Assessment	Distance Learning	Physical Health	NO CERTIFICATE	1 hour	25-May-20
	7	Alignment of Different Learning Tasks to Most Essential Learning Competencies	Distance Learning	Learning Management System	✓	1.5 hour	25-May-20
	8	Horizontal Integration of Subject Area Competencies	Distance Learning	Learning Management System	✓	1.5 hour	26-May-20
	9	Global Groove	Distance Learning	Physical Health	Pending	1 hour	27-May-20
	10	Contextualized Learning Delivery Modalities	Distance Learning	Learning Management System	✓	1.5 hour	27-May-20
	11	Pinoy Laughter Yoga	Distance Learning	Psychology	Pending	1 hour	28-May-20
	12	Addressing Challenges in Delivering Remote Learning for Offline Learners	Distance Learning	Learning Management System	✓	1.5 hour	28-May-20
	13	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	Distance Learning	Learning Management System	✓	1.5 hour	29-May-20
	14	Art in Times of Crises	Distance Learning	Learning Management System	✓	1.5 Hour	29-May-20
	15	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System	Modular Learning	Learning Management System	✓	1.5 Hour	1-Jun-20
	16	Movement Education Leading to Dance	Distance Learning	Physical Health	Pending	1 hour	3-Jun-20
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	Regional webinar on the Implementation of the Physical Education Program Across Discipline in the New Normal: Significance Mechanism Challenges and Opportunities					26-Jun-20
	2	NCPEP Webinar 6th Session to be posted					
	3	Designing for Online Distance Learning: ART					
KERLY JANE E. MARUCUT	**TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS**						
	1	Pinoy Laughter Yoga	Distance Learning	Psychology	Pending	1 Hour	28-May-20
	2	Modular Distance Learning: A Key in Developing Learners' Autonomy	Distance Learning	Learning Management System	✓	1 hour	2-June-20
	3	How to Run IT Securely in this New Normal	Distance Learning	Technology Education	✓	1 hour	3-June-20
	4	Empowering the Youth towards Community Service in Time of Pandemic	Distance Learning	Psychology	✓	1 hour	3-June-20
	5	Bite-sized Distance Learning through Practical Modular Approach	Modular Learning	Learning Management System	✓	1 hour	3-June-20
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	Effective Communication in the New Normal					4-June-20
	2	Key Considerations in the Designing Modules for Distance Learning					4-June-20
	3	Instructional Transition Process: Migrating F2F Practice to Remote Learning					4-June-20

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

#	Title of Webinar/Intervention/Training	Date	Duration	Certificate	Category	Type	Notes
4	Enhancing the use of videos for online instruction	5-June-20					
5	Optimizing the Curriculum and Learning Experience through Modular Approach	5-June-20					
6	Anxiety Disorder: How to Keep Calm	6-June-20					
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
1	Developing Self-spaced Learning Through Digital Content	18-Apr-20	1.5 Hour	✓	Learning Mangement System	Distance Learning	
2	From Physical To Virtual: The Shift to Online Teaching	22-Apr-20	1.5 Hour	✓	Mode of Delivery	Distance Learning	
3	Flexible Classes: How Do They Work?	23-Apr-20	1.5 hour	✓	Mode of Delivery	Distance Learning	
4	Teaching and Learning Throught Hybrid Education	24-Apr-20	1.5 hour	✓	Teaching Methodology	Distance Learning	
5	Distance Learning: Online Teaching Techniques and Approaches	25-Apr-20	1.5 Hour	✓	Teaching Methodology	Distance Learning	
6	How to Plan a Virtual Classroom	27-Apr-20	1.5 Hour	✓	Learning Mangement System	Distance Learning	
7	Convergence Theory of Learning	27-Apr-20	1 Hour	✓	Values Oriented	Distance Learning	
8	Engaging Learners Through Online Assessments	28-Apr-20	2.0 Hours	✓	Assessment of Learning	Distance Learning	
9	Virtue Challenge: Instilling Good Habits Through Social Media	28-Apr-20	2.0 Hours	✓	Values Oriented	Distance Learning	
10	Affirming Victory Over Life's Battle	29-Apr-20	1 Hour	✓	Values and Spiritual	Distance Learning	
11	Transitioning to Asynchronous Learning	29-Apr-20	2.0 Hours	✓	Mode of Delivery	Distance Learning	
12	Covid 19: Changing How We Educate Future Generations	1-May-20	1 Hour	✓	Mental Health	Distance Learning	
13	Online Lesson Planning: The Basis for Instruction	1-May-20	1.5 Hour	no certificate	Curriculum	Distance Learning	
14	Challenges and Opportunities in Teaching PE and School Sports Online	2-May-20	3 Hours	✓	Teaching Methodology	Distance Learning	
15	Utilizing "G-suite" as a learning platform teaching Physical Education	5-May-20	1 hour	✓	Teaching Methodology in PE	Distance Learning	
16	"Common Mental Health Problems During the COVID-19 Outbreak"	7-May-20	3 hours	✓	Mental health	Distance Learning	
17	Teaching and Staging Ethnic Dances	May 7, 2020	1 hour	✓	Dance	Distance Learning	
18	How to stay Mentally Healthy During a Pandemic	8-May-20	2 hours	no certificate	Mental health	Distance Learning	
19	Integration of Folk dance Across Discipline	9-May-20	1 hour	no certificate	Teaching Methodology in PE	Distance Learning	
20	Short Incidental Physical Activity (SIPA)	15-May-20	1 hour	✓	Physical Activity	Distance Learning	
21	Designing Performance Task in the New Normal: Reinventing Project-Based Learning	18-May-20	1.5 Hour	✓	Assessment	Distance Learning	
22	Interconnecting Campuses Through Open Source Technology and The EDMODO Classroom Online Teaching & Learning	21-May-20	1.5 Hours	✓	Learning Mangement System	Distance Learning	
23	MMSU Virtual Learning Environment	21-May-20	3 hours	✓	Learning Mangement System	Distance Learning	
24	Easy-Peasy Sports Nutrition Strategies Tips This COVID-19 Season	21-May-20	1.5 hour	no certificate	Sports Nutrition	Distance Learning	
25	Fitness Power Couple - TBC and Dance Mix	23-May-20	1.5 hour	✓	Physical health	Distance Learning	
26	Alignment of Different Learning Tasks to Most Essential Learning Competencies	25-May-20	1.5 Hour	✓	Curriculum Development	Distance Learning	
27	Blending Learning Using Schoology & CodeChum and TESTMOZ: Online Assessment Made Easy	26-May-20	2.5 Hours	✓	Assessment of Learning	Distance Learning	
28	Global Groove	27-May-20	1 hour	still waiting	Physical health	Distance Learning	
29	Writing Effective Teaching Module	28-May-20	1.5 Hours	✓	Modular	Distance Learning	
30	Gender Issues During Disease Outbreak and Maintaining Nutritional Health During ECQ Period	28-May-20	3.00 Hours	✓	Gender and development	Distance Learning	
31	Addressing challenges in delivering Remote Learning for offline learning	28-May-20	1.5 Hour	✓	Mode of Delivery	Distance Learning	
32	Sports and Exercise Psychology	30-May-20	2hours	still waiting	Sports Psychology	Distance Learning	
33	Flexible Learning Methods on P.E.	30-May-20	3 hours	no certificate	Teaching Methodology in PE	Distance Learning	
34	Offline Learning Opportunities: Implementing Modular Approach in the Cuurent Educational System	1-Jun-20	1.5 Hour	✓	Teaching Methodology	Distance Learning	
35	Movement Education Leading to Dance	3-Jun-20	1.5 Hour	still waiting	Physical health	Distance Learning	
	PENDING WEBINARS/TUTORIALS TO ATTEND						
1	Regional Webinar on the Implementation of the Physical Education Program across Discipline in the New Normal: Significance, Mechanism, Challenges and Opportunities	26-Jun-20					
2	NCPEP Webinar 6th Session to be posted						
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
1	NAGBABAGANG BALITA: PIECES OF THE LIFE AND TIMES OF PHILIPPINE JOURNALISM	May 8, 2020	1hr	no certificate	History	Distance Learning	
2	SYMBOLS OF A GLORIOUS PAST: A LOOK AT THE OLD MONUMENT OF INTRAMUROS	May 11 ,2020	1.5	no certificate	History	Distance Learning	
3	ANG FORT SANTIAGO SA KASAYSAYANG PILIPINO	May 12 ,2020	2hrs	no certificate	History	Distance Learning	
4	PAGKAIN AT KASAYSAYAN : ACASUAL DISCUSSION OF FOOD IN HISTORY	May 30,2020	1hr	no certificate	History	Distance Learning	
5	"RIZAL ON LOCKDOWN: SOURCES SA PAGTUTURO NG AF, RIZAL AT KASAYSAYAN SA NEW NORMAL	June 2, 2020	1.5	no certificate	History	Distance Learning	
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
1	Overview on Distance Learning Education and Flipped Classroom	May 14, 2020	2.11 hours	✓		Instruction	Online Distance Education
2	Understanding the Learners in an Extraordinary Time	May 14, 2020	2.39 hours	✓	Individual learners		
3	G Suite for Education Quickstart IT Setup Guide	May 19, 2020	1.51 hours	✓		Instruction	LMS
4	Teach from Home with GSuite	May 19, 2020	1.51 hours	✓		Instruction	ODE
5	MMSU Virtual Learning Environment	May 21, 2020	1 hour	✓			ODE
6	Interconnecting Campuses Through Open Source Technology	May 21, 2020	1 hour	✓		Instruction	ODE
7	The Edmodo Classroom for Online Teaching and Learning	May 21, 2020	2.02 hours	✓			LMS
8	Blended Learning Using Schoology and Codehum	May 26, 2020	1.42 hours	✓			LMS

Faculty: SUSAN E. MANUEL; JAMES DARWIN N. LAGMAN

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

MARITES T. DUE

#	Title	Date	Duration	Status	Category	Type	Notes
9	TESTMOZ: Online Assessment Made Easy	May 26, 2020	1.51 hours	✓		Instruction	
10	Writing Effective Teaching Module	May 28, 2020	2.31 hours	✓		Instruction	
11	Gender Issues During Disease Outbreak	May 28, 2020	1 hour	✓	Individual learners	Instruction	
12	Maintaining Nutritional Health During ECQ Period	May 28, 2020	1.18 hours	✓	Health	Instruction	
13	Designing Online Classes from Scratch: Sharing of Best Practices	May 12, 2020	1.07 hour	✓		Instruction	ODE
14	Sustainability: The New Language of Education	May 13, 2020	1 hour	✓		Instruction	
15	Amplifying Student Voice and Choice Through Learning Playlist in Teaching Science	May 18, 2020	1.24 hour	✓		Instruction	
16	Designing Performance Tasks in the New Normal: Reinventing Project-based Learning (FBLLS)	May 18, 2020	1.15 hours	✓		Instruction	
17	The Innovation Generation: Creating the Ambiance for Learners of the 21st Century (FBLLS)	May 19, 2020	1.15 hours	✓	Individual Learners	Instruction	
18	Mastering Literacy and Literature Framework in the New Now	May 20, 2020	1.15 hours	✓		Instruction	ODE
19	Inquiry-Based Approach to Science Investigatory Project	May 21, 2020	1.15 hours	✓		Instruction	
20	Making Learning Happen during COVID-19 Emergency	May 22, 2020	1.15 hours	✓		Instruction	ODE
21	Alignment of Different Learning Tasks to MELC	May 25, 2020	1.15 hours	✓		Instruction	
22	Horizontal Integration of Subject Area Competencies	May 26, 2020	1.15 hours	✓	Individual Learners	Instruction	
23	Shifting to Online Learning: The Effects on Students' and Teachers' Mental Health	May 26, 2020	1.15 hours	✓		Instruction	ODE
24	Organizing Science Research Program in Basic Education in the New Normal	May 27, 2020	1.15 hours	✓		Instruction	
25	Contextualized Learning Delivery Modalities	May 27, 2020	1.15 hours	✓		Instruction	ODE
26	Meeting International Research Standards: The Demands of the Fourth Industrial Revolution	May 28, 2020	1.15 hours	✓		Instruction	
27	Addressing the Challenges in Leading the School to Online Teaching and Learning	May 28, 2020	1.15 hours	✓		Instruction	ODE
28	Developing Effective Learning Activities for Preschool and Primary Learners from Home-based Materials	May 29, 2020	1.15 hours	✓	Individual Learners	Instruction	
29	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	May 29, 2020	1.15 hours	✓	Individual Learners	Instruction	
29	Art in Times of Crises	May 30, 2020	1.15 hours	✓		Instruction	
30	Preparing Earth Science Lessons in the New Normal: 5E/7E Inquiry Model in Focus	June 1, 2020	1.15 hours	✓	Individual Learners	Instruction	
31	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System	June 1, 2020	1.15 hours	✓		Instruction	ODE
32	Youth Participation in the Fight Against COVID-19	June 1, 2020	1.15 hours		Individual Learners	Instruction	
33	Maximizing the MELCs (Most Essential Learning Competencies)	June 3, 2020	1.15 hours		Individual Learners	Instruction	
34	Modular Distance Learning: A Key in Developing Learners' Autonomy	June 2, 2020	1.15 hours	✓		Instruction	ODE
35	Bite-sized Distance Learning through Practical Modular Approach	June 3, 2020	1.15 hours			Instruction	ODE
36	Using Online Simulation Tool to Promote Coding and Robotics during ODL	May 9, 2020	1 hour	Pending		Instruction	
37	Embracing ODL live discussion on the Primer for Online Distance Learning School	May 10, 2020	1 hour	Pending		Instruction	ODE
38	Social Studies Online: Virtual Field Trips with Google's VR Tour Creator	May 16, 2020	1 hour	Pending		Instruction	ODE
39	Art Production, Connection, and Appreciation: Digital and Non-Digital Learning Materials for Art Online Classes	May 16, 2020	1 hour	Pending	Individual Learners	Instruction	ODE
40	Teaching English Online: Facilitating Online Literature Circle Discussion	May 17, 2020	1 hour	Pending		Instruction	ODE
41	Promoting Active Engagement in ODL for Science	May 23, 2020	1 hour	Pending		Instruction	ODE
42	Teaching Social Studies Online Visible Thinking Strategies with Seesaw	May 23, 2020	1 hour	Pending		Instruction	ODE
43	Teaching the Gen Z Readers and Writers through Online Technology Tools	May 31, 2020	1 hour	Pending		Instruction	ODE
44	"Stay Well, Keep Learning: Education Resilience and Learning Continuity in the Time of COVID-19"	May 29, 2020	1 hour	Pending		Instruction	ODE
	VIDEO TUTORIAL/S (add complete website address/link)						
1	CHED XI Webinar on Privacy in the Academe in Time of COVID-19 (What are the Dos and DONTs?) https://www.facebook.com/chedroxi/videos/2930235783908047...	June 2, 2020	2.30 hours		Individual Learners	Instruction	Flexible Learning
2	CHED 1 Reshaping Philippine Higher Education (https://www.facebook.com/chedro1/videos/833716311851677)	June 2, 2020	2.22 hours		Individual Learners	Instruction	ODE
	PENDING WEBINARS/TUTORIALS TO ATTEND						
1	Online Teaching Basics: Improving Student Learning While Saving Faculty Time	June 4, 2020					
2	Key Considerations in Designing Modules for Distance Learning	June 4, 2020					
3	Optimizing the Curriculum and Learning Experience through Modular Approach	June 5, 2020					
4	Instructional Transition Process:Mitigating F2F Practice to Remote Learning	June 4, 2020					
5	Enhancing the Use of Videos for Online Instruction	June 5, 2020					
6	Zhejiang University's Best Practices in Addressing the Impact of COVID-19 Pandemic	June 9, 2020					
7	Sexual Orientation, Gender Identity and Expression (SOGIE): Equality in the Philippines	June 9, 2020					
8	OPEN P-TECH: Free Digital Learning on Tech and Professional Skills of Tomorrow	June 4, 2020					
9	Maintaining Positive Wellbeing: Coping Mechanism Strategies During the COVID19 Pandemic	June 9, 2020					
10	Individualized and Differentiated Instruction for PWDs During the COVID19	June 11, 2020					
11	A Beginner's Guide to Portfolio Making: Tips and Tricks	June 11, 2020					
12	Vulnerability of Elderly in Higher Education Institutions to COVID-19	June 9, 2020					

LIST OF FACULTY TRAININGS - INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

No.	Title	Date	Duration	Category
1	PHOTOSHOP BASIC FOR TEACHERS	June 6, 2020		Learning Management System
2	HISTORY OF PANDEMICS IN SOUTHEAST ASIA	June 6, 2020		History/ Health
3	OPERATIONALIZING EDUCATION RESILIENCE AND LEARNING CONTINUITY	June 8, 2020		Learning Management System
4	PAFTE WEBINAR	June 8, 2020		Teaching-Learning Mode
5	DESIGNING FOR THE TASK OF REOPENING OUR CLASSROOMS	June 10, 2020		Learning Management System
6	GOOGLE CLASSROOM BASIC	June 13, 2020		Learning Management System
7	UNDERSTANDING THE IN'S AND OUT'S OF HOMESCHOOLING	June 14, 2020		Teaching-Learning Mode
8	EDUCATIONAL INQUIRY INTO SCIENCE	June 15, 2020		Science
9	CREATIVE ANIMATION USING POWERPOINT	June 11, 2020		Learning Management System
10	TRANSITION TO TO BLENDED LEARNING	June 19, 2020		Teaching-Learning Mode
11	COMPETENCY BASED E-LEARNING MATERIAL	June 24, 2020		Learning Management System
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS			
1	Effective Ways to Facilitate Learning in the Online College Classroom (https://www.youtube.com/watch?v=FwY29Kt3t8U&feature=share)	May 31, 2020	35 minutes	Distance/ Online Learning
2	How To Set up Your Virtual Classroom (https://www.youtube.com/watch?v=A_pwLfSsQko&feature=share)	May 28, 2020	7 minutes	Distance Learning
3	SUSTAINABILITY: THE NEW LANGUAGE OF EDUCATION (https://www.youtube.com/watch?	May 13, 2020	1 hour	Distance Learning
4	Edmodo Tutorial for Teachers (https://www.youtube.com/watch?v=RaIdAjAL_o&feature=share)	May 15, 2020	8 minutes	Technology for Education
	PENDING WEBINARS/TUTORIALS TO ATTEND			
1	Flexible Learning Modes	June 11, 2020	4 hours	Distance/ Online Learning
2	Training in Hybrid Learning Tools and Application	June 18, 2020	4 hours	Distance/ Online Learning
3	Online Etiquette	June 19, 2020	3 hours	Online Etiquette
4	TRANSITION TO TO BLENDED LEARNING	June 19, 2020		Teaching-Learning Mode
5	Online Teaching Basics: Improving Student Learning While Saving Faculty Time	June 4, 2020		

Name: Ruby B. Sicat

SUMMARY:

No.	NAME	TOTAL ATTENDED SEMINAR	VIDEO TUTORIAL	PENDING SEMINAR
1	ABEDOZA, JOSELITO CANLAS	4	0	0
2	ALFONSO, JOHN EDWARD EDGUILAG	3	3	3
3	ARCILLA, MARILYN SARABIA	37	0	11
4	BACOLOD, IRENE CHRISTY MAGBANUA	22	0	0
5	CANLAS, GRACIA TIGLAO	18	0	0
6	DAVID, LOURDES FATIMA SULA	8	0	0
7	DIMALANTA, GENESIS GUTIERREZ	7	0	0
8	DIZON, SARAH JOY DAYRIT	29	0	2
9	DUE, MARITES TUAZON	44	2	13
10	GACUSAN, RENALYN NOGOY	9	0	0
11	HIPOLITO, JAIRA MAE OLIVO	3	3	3
12	INONG, EDWARD QUIAMBAO	3	0	2
13	LAGMAN, JAMES DARWIN NEPOMUCENO	5	0	0
14	LAYNO, ELDY OWEN TABABA	5	0	3
15	MANUEL, SUSAN ESTABILLO	35	2	2
16	MARUCUT, KERLY JANE ESCOTO	5	6	6
17	PEREZ, ARNEL GANA	18	0	3
18	RAMOS, EDWARD DELA CRUZ	0	0	0
19	RIGDAO, NIEL PEDRO	31	2	0
20	ROSILLA, MICHAEL BRYAN GAGAOIN	20	0	0
21	SARMIENTO, ARVINA DAVID	59	0	0
22	SICAT, RUBY BAYLON	4	0	3
23	TEJANO, AARON CARL VALLO	17	2	2
24	TOLENTINO, KARLO SOTO	10	0	0
25	TORRES, CHARISA JOY TURALLO	6	0	2
26	TORRES, CELTER CRIS PADILLA	16	3	3
27	BAÑARES, ANGELO BAUTISTA			
28	BERRAS, FERNANDO ELARMO			
29	BUERKLEY, CONRAD MANGALINDAN			
30	CABIGTING, GENESIS RIMAS			
31	CALMA, JOSE MUSNI			
32	MACAPAGAL, MARIA BLESILA DE LARA			
33	NOLASCO, GLEN SIRON			
34	SANTOS, MAUREEN P			
35	VERGARA, RAYMOND JOHN DAYRIT			
	Total Submitted Webinars of IASTE:	418	23	58

NOTE:
Names in red color did not submit data

LIST OF FACULTY TRAININGS - INSTITUTE OF COMPUTING STUDIES

NAME	#	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	INCLUSIVE DATES	NUMBER OF HOURS	CERTIFICATE (mark ✓ if available)	SUBJECT-RELATED (branch of learning considered as a course of study)	DELIVERY-RELATED	TECHNOLOGY-RELATED
CADALZO, RALPH	1	Technical Webinar: Adobe Illustrator	Create 3D in Illustrator https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=36733	May 29, 2020	1		IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
	2	EXPLORE PHOTOSHOP CC FOR THE WEB DESIGNERS https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=55682	May 29, 2020	1		IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
	3	HOW TO TRANSFORM AUTODEST REVIT MODELS INTO REAL-TIME 3D DESIGN FOR IMPROVED PROJECT DELIVERY? https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=59898	June 2, 2020	1		IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
		VIDEO TUTORIAL/S (add complete website address/link)						
	1	[2020] Streamlabs OBS Beginner's Tutorial: Setup to Stream https://www.youtube.com/watch?v=pY6nhTzc85s	April 30, 2020	1		IT		Familiarity with Mobile Technologies
	2	Green Screen Stream Setup in OBS Studio or Streamlabs OBS https://www.youtube.com/watch?v=ombsHFEZIQ4	April 30, 2020	1		IT		Familiarity with Software Development Life Cycle
	3	OBS Studio Tutorial: Multiple Camera Sources (& filters) https://www.youtube.com/watch?v=hxhpfpKUvBw	April 30, 2020	1		IT		
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	5G - The Most Powerful G on the Planet https://globalknowledge.zoom.us/webinar/register/WN_Zmz4FsXWTuqq73kNvvIGcA	3-Jun-20			IT		
	2	Why Agile? https://www.techgig.com/webinar/Why-Agile-r1752	4-Jun-20			IT		
DOMINGO, RONALYN		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1	"Understanding Kill Chain"	May 7, 2020	2				
	2	"Horizontal Integration of Subject Area Competencies".	May 26, 2020	2				
	3	"Contextualized Learning Delivery Modalities".	May 27, 2020	2				
	4	"Quality Learning and Assessments During the COVID-19 Pandemic!"	May 28, 2020	2				
	5	How To Make a WordPress Website - In 24 Easy Steps	May 29-30, 2020	16		WebTech, WebDev	Online Tutorial	Internet Browser, WordPress, Plugins
	6	How to Make a WordPress Online Store - 2019	May 29-30, 2020	16		WebTech, WebDev	Online Tutorial	Internet Browser, WordPress, Plugins
	7	"Getting Ready for the New Normal (Weekly Series on Mental Health)"	June 1, 2020	2				
	8	PELS WEBINAR 2020 - EFFECTIVE ONLINE TEACHING AND LEARNING.	June 2, 2020	2	✓	Online Teaching	Webinar	Internet Browser, LMS
		VIDEO TUTORIAL/S (add complete website address/link)						
	1	Netacad.com						
	2	https://www.facebook.com/events/2376693243032232/						
	3	https://www.facebook.com/events/542160083133490/						
	4	https://www.facebook.com/events/8836687035283617/						
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	VIRTUAL INTERACTIVE CLASSROOM FOR TEACHERS AND THE CHALLENGING TECHNOL.	June 5, 2020	2		Online Teaching	Webinar	Internet Browser, LMS
	2	The MongoTeam	June 10, 2020	2		DBASE, RBASE	Webinar	Internet Browser; MongoDB
PANGAN, MAZY'LYN		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1	"From Physical to Virtual: The Shift to Online Teaching "	April 22, 2020	1.4	✓			
	2	"Educational Policy: Understanding and Addressing the Compliance Gap "	April 29, 2020	1.5	✓			
	3	"Developing Self-paced Learning Through Digital Content "	April 30, 2020	1.5	✓			
	4	"Working with Challenging Students: From At Risk to Resilient"	May 1, 2020	1.3	✓			
	5	"Insights Into the New Normal of Learning By Doing "	May 5, 2020	1.4	✓			
	6	"Teachers' Response and Action to Challenges in Distance Teaching and Learning "	May 13, 2020	1.5	✓			
	7	"Edukasyong Filipino: Mga Teknik sa Mahusay na Implementasyon at Pagkakahanay Batay sa K-12 Kurikulum "	May 18, 2020 AM	1.6	✓			
	8	"Designing Performance Tasks in the New Normal: Reinventing Project-Based Learning "	May 18, 2020 PM	1.5	✓			
	9	"The Innovation Generation: Creating The Ambiance for Learners of the 21st Century "	May 19, 2020	1.5	✓			
	10	"Shifting to Online Learning: The Effects on Students' and Teachers' Mental Health "	May 26, 2020	1.4	✓			
		VIDEO TUTORIAL/S (add complete website address/link)						
	1	Edmodo - https://www.youtube.com/watch?v=eqd6FnlH0Yco&t=30s	May 29, 2020	5:27min				
	2	Edmodo Tutorial - https://www.youtube.com/watch?v=LYPsyochCJc&lc=UgmHAAy-Gf8Ui8mnW784AaABAg.99HbUW5KCL99l7NEpl1Tu8	May 29, 2020	8:41min				
	3	Webinar Etiquette - https://www.youtube.com/watch?v=bFsz5XOHHRxw&t=21s	June 1, 2020	18:11min				
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1	"Understanding Kill Chain"	May 7, 2020	2 hours				
	2	"Windows 10 Networking in IT Essentials"	May 7, 2020	2 hours				
	4	"Horizontal Integration of Subject Area Competencies"	May 26, 2020	2 hours				
	5	"Contextualized Learning Delivery Modalities"	May 27, 2020	2 hours				
	7	"Addressing the Challenges in Leading the School to Online Teaching and Learning"	May 28, 2020	2 hours				
	8	"Quality Learning and Assessments During the COVID-19 Pandemic"	May 28, 2020	2 hours				
	9	"Getting Ready for the New Normal (Weekly Series on Mental Health)"	June 1, 2020	2 hours				
		VIDEO TUTORIAL/S (add complete website address/link)						
	1	Netacad.com						
	2	Datacamp.com						

LIST OF FACULTY TRAININGS - INSTITUTE OF COMPUTING STUDIES

TIBAY, JONA

No.	Title of Webinar/Tutorial	Date	Hours	Attended	Subject	Preparation	Tools
	PENDING WEBINARS/TUTORIALS TO ATTEND						
3	Shawacademy.com						
4	https://www.facebook.com/events/2376693244203232/						
5	https://www.facebook.com/events/542160083113349/						
6	https://www.facebook.com/events/885687035283617/						
7	https://www.facebook.com/events/254513839569796/						
8	https://www.facebook.com/events/614191605848841/						
9	https://www.facebook.com/events/941670446286631/						
	PENDING WEBINARS/TUTORIALS TO ATTEND						
1	"Photoshop Basics for Teachers"	June 6, 2020	2 hours				
2	"Web Development using Wordpress"	June 9, 2020	2 hours				
3	"Blended Learning Workshop"	June 9, 2020	2 hours				
4	"Creative Animations using Powerpoint"	June 11, 2020	2 hours				
5	"Video Editing for Beginners"	June 13, 2020	2 hours				
6	Webinar Series 4: Transitioning to Asynchronous Learning"	June 26, 2020	2 hours				
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
1	CCNAv7: Bridging Instructor Self-Paced Course	March 23, 2020-April 9, 2020	40	✓	Cisco Netacad Classes	Preparation to shift to newest version of Cisco Curriculum Versio 7	Laptop, Desktop, Internet, Online Class modules, Packet Tracer Desktop and Mobile Version
2	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting	April 27-28, 2020	8	✓	Cisco Netacad Classes	Preparation to shift to newest version of Cisco Curriculum Versio 7	Laptop, Desktop, Internet, Online Class modules, Packet Tracer Desktop and Mobile Version
3	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting Virtual Classroom Learning Experience	May 4, 2020	4	✓	Cisco Netacad Classes	Preparation to shift to newest version of Cisco Curriculum Versio 7	Laptop, Desktop, Internet, Online Class modules, Packet Tracer Desktop and Mobile Version
4	Teacher and Parent Partnership: Building the Future of the New Now In Education	May 6, 2020	1	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
5	Intermediate Microsoft Excel for Teachers	May 11, 2020	3	✓	Productivity Tools	Latest Office 365 related tools	Office 365
6	OER Proficiency Program (Part 2)	May 12, 2020	6	✓	Productivity Tools	Module making techniques and tools	Kotobi Author app
7	Introduction to Autodesk TinkerCAD	May 13, 2020	3	✓	3d Tools, Multimedia Subjects	3d tools and techniques	Autodesk Tinker Cad
8	Teachers' Response and Action to Challenges in Distance Teaching and Learning	May 13, 2020	3	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
9	Part Modeling in Fusion 360	May 14, 2020	3	✓	3d Tools, Multimedia Subjects	3d tools and techniques	Autodest Fusion 360
10	Prioritizing Curricular Concerns: Pushing the Boundaries of the New Normal	May 16, 2020	3	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
11	Capacity Building of Teachers for the New Normal Classroom (Part 1)	May 18, 2020	6	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Wix.com, tinyurl.com, padlet.com
12	Capacity Building of Teachers for the New Normal Classroom (Part 2)	May 19, 2020	6	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Wix.com, tinyurl.com, padlet.com
13	Canva Beginners and Graphic Designs	May 20, 2020	4	✓	Graphics Design, Multimedia	Free online graphics design tool	Canva.com web app
14	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting Virtual Connected Education Experience Demo	May 20, 2020	3	✓	Cisco Netacad Classes	Preparation to shift to newest version of Cisco Curriculum Versio 7	Laptop, Desktop, Internet, Online Class modules, Packet Tracer Desktop and Mobile Version
15	Back to Normal: Post-pandemic Realignment of Learners' Predisposition to Learning"	May 21, 2020	2	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
16	G-Suite for Education	May 22, 2020	3	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Google Suite, Google Classroom
17	Making Learning Happen During Covid-19 Emergency	May 22, 2020	1	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
18	Shifting to Online Learning: The Effects on Students' and Teachers' Mental Health	May 26, 2020	1	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
19	Addressing Challenges in Delivering Remote Learning for Offline Learners	May 28, 2020	2	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
20	The New Normal: Education Post Covid-19	May 30, 2020	4	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
21	E-Education: Challenges and Solution	May 31, 2020	3	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup
22	Offline Learning Opportunities: Implementing Modular Approach in the Current Education System	June 1, 2020	1.5	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup and module making
23	Modular Distance Learning: A key in Developing Learners' Autonomy	June 2, 2020	1.5	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup and module making
24	Bite-Sized Distance Learning Through Practical Modular Approach	June 3, 2020	2.5	✓	New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup and module making
	VIDEO TUTORIAL/S (add complete website address/link)						
1	Live Webinars						
2	Live Webinars						
3	Live Webinars						
	PENDING WEBINARS/TUTORIALS TO ATTEND						
1	Tinkercad Arduino	June 8-10, 2020	9		Graphics Design, Multimedia	Free online graphics design tool	Tinker cad app
2	Educational Apps MUST Have for Teachers	June 11-12, 2020	12		New Teaching principles and Strategies	Preparation for a new normal classroom setup	Principles and guidelines to new normal classroom setup and module making
3	Canva (Advanced Program)	June 15	3		Graphics Design, Multimedia	Free online graphics design tool	Canva.com web app
4	TinkerCAD 3D Development	June 18-19, 2020	3		3d Tools, Multimedia Subjects	3d tools and techniques	Autodesk Tinker Cad
5	Adobe Photoshop Upskill	June 22-23, 2020	6		Graphics Design, Multimedia	Free online graphics design tool	Adobe Photoshop CC 2020
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						

Faculty: PINEDA, ERNIE LEE

LIST OF FACULTY TRAININGS - INSTITUTE OF COMPUTING STUDIES

Name	#	Title of Webinar/Intervention/Training Programs	Date	How to Host a Video Conference: Online Courses	online etiquette	COMPUTER, ZOOM APP, TOOLS
	1	How To Host A Webinar On Zoom	March 28, 2020			COMPUTER, ZOOM APP
	2	How to create an online course	April 10, 2020		online etiquette	COMPUTER, APPS,TOOLS
MIRANDA, DARWIN		**TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS**				
	1	On-Demand Webinar: Managing Your Stress During Covid-19	May 7, 2020	Stress Management	Stress management during the Covid-19	Learning Mangement System (LMS)
	2	AI + Coronavirus + DI: Using Technology to Restart Your Business Safely	May 13, 2020	Technopreneurship	Technopreneurship course additional teaching/learning resource	Cisco Network Academy portal
	3	ALCU-RIII Presidents' Forum on CHED's Response to New Normal	May 21, 2020	Administration	Introduction to Flexible Learning Delivery	Cisco Network Academy portal
	4	ALCU-RIII Presidents' Forum on Flexible Learning Delivery: Wired and Non-Wired as Modalities for the New Normal	May 21, 2020	Flexible Learning Delivery	Flexible Learning Delivery	Cisco Network Academy portal
	5	Introduction to IoT	May 23, 2020	Internet of Things	IOT course additional teaching/learning resource	
	6	Entrepreneurship	May 28, 2020	Technopreneurship	Technopreneurship course additional teaching/learning resource	Research related applications such as Mendeley, Google and others
	7	Be Your Own Boss: Module 1	May 28, 2020	Technopreneurship	Technopreneurship course additional teaching/learning resource	
TELAN, RONILYN	8	Art in Times of Crises	May 29, 2020	Art Appreciation	Art Appreciation course additional teaching/learning resource	Cisco Network Academy portal
	9	Trends in Cybersecurity	May 29, 2020	ICT Research	Capstone course additional teaching/learning resource	Learning Mangement System (LMS)
	10	Get Connected	May 31, 2020	Cybersecurity	Cybersecurity course additional teaching/learning resource	
	11	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System	June 1, 2020	IT Essentials	IT Fundamentals course additional teaching/learning resource	Python application
	12	Offline Learning Opportunities: Implementing Modular Approach in the Current Educational System		Modular Learning Delivery	Modular Learning Delivery	
		VIDEO TUTORIALS (add complete website address/link)				
	1	Python Tutorial - Python for Beginners - Learn Python Programming [2020] (https://www.youtube.com/watch?v=_uQrJ0TkZIc)		Programming	Python course additional teaching/learning resource	Social media, and other communication platforms
		PENDING WEBINARS/TUTORIALS TO ATTEND				
	1	Leadership and Teams	on-going	Team Management	Team Management	
	2	Introduction to Cybersecurity	on-going	Cybersecurity	Cybersecurity course additional teaching/learning resource	
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS				
	1	Training - Workshop on the Advanced Program of Open Educational Resources (OER - Moodle)	April 27, 2020			
	2	Understanding COVID 19: What it Means for DEPED	April 30, 2020			
	3	Topic: IPD Week - Technical Session - Understanding DNS using Wireshark	May 6, 2020			
	4	Topic: IPD Week - Technical Session - Windows 10 Networking in IT Essentials	May 7, 2020			
	5	Topic: IPD Week - Technical Session - Understanding Kill Chain	May 7, 2020			
SANGUYU, JOCELON	6	Tesda Online Program Computer System Servicing Introduction to CSS	May 11, 2020			
	7	Tesda Online Program Computer System Servicing Introduction to CSS	May 12, 2020			
	8	Embracing the new normal in TVET	May 15, 2020			
	9	Webinar on flexible learning: Balancing Achievement and Well-being				
		PENDING WEBINARS/TUTORIALS TO ATTEND				
	1	Tesda Online Program Computer System Servicing Introduction to CSS				
	2	Free Demo Class : Google Classroom Basic				
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS				
	1	Unleash Your Greatness: The Power of Positivity	4-May-20	4		
	2	Set Your Children up For Success: Distance Learning in the Time of Covid-19	5-May-20	4		
	3	Learning Experience Design For Teachers	6-May-20	4		
	4	TECHNOLOGY ENGAGEMENT: Ways to Respond to the New Normal	7-May-20	4		
	5	Self-Paced Out of Class Lernings as Approach For Quarantine	8-May-20	4		
	6	From Physical to Virtual: The shift to Online Teaching	22-Apr-20	4		
	7	Designing Performance Tasks in the New Normal:Reinventing Project Based Learning	18-May-20	4		
	8	Engaging Young Learners Into Reading Through Online Coursework	20-May-20	4		
RENATO DAN PABLO II	9	Teachers and Librarians as Allies In Promoting Information Literacy	20-May-20	4		
	10	Making Learning Happen During Covid-19 Emergency	22-May-20	4		
	11	Shoot and Learn	23-May-20	4		
	12	Alignment of Different Learning Tasks to Most Essential Learning Competencies	25-May-20	4		
	13	Shifting to Online Learning: The Effects on Students and Teachers Mental Health	26-May-20	4		
	14	Meeting International Research Standards:The Demands of the Fourth Industrial Revolution	28-May-20	4		
	15	Redesigning Classroom Based Lessons for Online Learning	13-May-20	4		
	16	Intermediate Microsoft Excel for Teachers	11-May-20	4		

LIST OF FACULTY TRAININGS - INSTITUTE OF COMPUTING STUDIES

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
	17	A Practical Guide on Using ICT in Research for Teachers	30-May-20	4	✓			
	18	Session 1: Microsoft Teams for Education	23-May-20	4	✓			
	19	Session 2: Suite for Education	23-May-20	4	✓			
	20	Session 4: Moodle for Education	30-May-30	4	✓			
	21	Session 5: Blackboard for Education	30-May-20	4	✓			
	22	ALCU R3 Presidents' Forum in CHED's Response to the New Normal	21-May-20	4	✓			
	23	ALCU R3 Presidents' Forum on Flexible Learning Delivery: Wired and Non-wired as Modalitis for the New Normal	21-May-20	4	✓			
	24	Data Mining Principles, Analysis and Interpretation	5/9/2020 to 5/12/2020	24				
	25	Course Completion:DAT 101X- Intro to Data Science	5/10/2020 to 5/24/2020	60				
	26	Online Course Design Framework	3-Jun-20 to 6-Jun-20	16				

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
TACADENA, DENNIS	1	CCNAv7:Bridging Instructor Self-Paced Course	March 23, 2020 - April 9, 2020	70	✓	NET1; NET2; NET3; NET4	Online Virtual Academy	Internet Browser
	2	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting: Learn how to use Webex Meetings and Webex Teams for Teaching.	April 27-28, 2020	2	✓	NET1; NET2; NET3/ELE1; NET4/ELE3; ITESS	Webinar	Internet Browser; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	3	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting: Virtual Classroom Learning Experience	May 4, 2020	1	✓	NET1; NET2; NET3/ELE1; NET4/ELE3; ITESS	Webinar	Internet Browser; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	4	Cisco NetAcad Remote Teaching Tools and Practices in the Philippine Setting: Virtual Connected Education Experience Demo	May 20, 2021	1	Pending request: Cisco Core Council of the Philippines (C3P)	NET1; NET2; NET3/ELE1; NET4/ELE3; ITESS	Webinar	Internet Browser; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	5	Overview of New Technical Topics in CCNAv7	April 23, 2020	1	Pending: Cisco Instructor Professional Development (IPD) Week (Dec. 9-13, 2019)	NET1; NET2; NET3; NET4; ITESS	Webinar	Internet Browser; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	6	IPD Week Program Updates December 2019	April 23, 2020	1				
	7	CCNA v7 - UI_Assessments and Other Features	April 23, 2020	1				
	8	WLAN Fundamentals	April 24, 2020	1				
	9	Wireless Security	April 24, 2020	1				
	10	CCNA7 LAN Security Module	April 24, 2020	1				
	11	CCNA7 Switch Security Configuration	April 24, 2020	1				
	12	Network Security Concepts	April 25, 2020	1				
	13	VPN and IPSec VPN Concepts	April 25, 2020	1	Pending: Cisco Instructor Professional Development (IPD) Week (Feb. 17-21,2020)	NET1; NET2; NET3/ELE1; NET4/ELE3; ITESS	Webinar	Internet Browser with Webex Plugins; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	14	Network Virtualization	April 27, 2020	1				
	15	Getting to know Cisco DNA Center	April 27, 2020	1				
	16	Puppet, Chef and Ansible - April 27, 2020	April 27, 2020	1				
	17	REST API and JSON Encoded Data	April 27, 2020	1				
	18	SDN an Open Source Demo	April 27, 2020	1				
	19	Understanding Kill Chain	May 7, 2020	1	Pending: Cisco Instructor Professional Development (IPD) Week (May 7-8,2020)	NET1; NET2; NET3/ELE1; NET4/ELE3; ITESS	Webinar	Internet Browser with Webex Plugins; Webex Meeting Desktop Application or Webex Meeting Mobile Application (Android/iOS)
	20	Windows 10 Networking in IT Essentials	May 7, 2020	1				
	21	Understanding DNS using Wireshark	May 8, 2020	1				
	22	Introduction to Python (3/4 in-progress) - learn.datacamp.com	May 19-20, 2020	12	In-Progress	Prog3	Online Virtual Academy	Internet Browser
	23	PCAP - Python Essentials 2020	June 2, 2020	70	In-Progress	Prog3	Online Virtual Academy	Internet Browser

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
QUIOC, MARY ANN	1	DICT LC2 Online Training: Basic Videography 101	May 18, 2020	8	✓			
		Remote teaching Tools and Practices in the Philippine Setting: Virtual Connected Education Experience Demo	May 20, 2020	2	✓			
	2	DPT: Cyber- Security Awareness Training	June 2, 2020	2				
	3	Artificial Intelligence in Education	June 2, 2020	2				
	4	What's Inside endcov.ph?	June 3, 3030	2				

PENDING WEBINARS/TUTORIALS TO ATTEND

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
	1	Virtual Interactive Classroom for Teachers and the Challenging Technol	June 5, 2020					
	2	Preparing Farmers for the Next Generation of Agriculture and Food Technology	June 11, 2020					

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
VALETE, JONATHAN	1	Privacy, Plagiarism, Proper Information in Online Teaching by Atty.Froilyn P. Doyaoen-Pagayatan	May 14, 2020	1		General		Discusses what are the posible effect of online learning to student and teachers mental health
	2	Designing Performance Tasks in the New Normal: Reinventing Projects-based Learning (PBL) with Mr. Daryl Wyson	May 21, 2020	1		General		Discusses how to adopt on project based learning method
	3	Shifting to Online Learning: The effects on students amd teachers' mental health by Therese M. Pellejo,MS,RPSY,RPM (Vibal Group)	May 26, 2020	1		General		

PENDING WEBINARS/TUTORIALS TO ATTEND

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
	1	Web Development using Wordpress	June 9			Web Development		Application Development

PENDING WEBINARS/TUTORIALS TO ATTEND

Faculty	No.	Title	Date	No.	Status/Notes	Subject Codes	Mode	Requirements/Tools
ESCOTO, RITCHELL	1	EDMODO: Familiarization Seminar	June 5, 2020	4	✓			
	2	Introduction to Flexible Learning Mode	June 11, 2020	3	✓			
	3	Training on Hybrid Learning Tools and Application	June 18, 2020	8	✓			
	4	Online Etiquette	June 19, 2020	3	✓			

TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS

LIST OF FACULTY TRAININGS - INSTITUTE OF COMPUTING STUDIES

	Title / Link	Date				Topic	Requirements
PATDU, JAYPEE	1	Coding the Android Interface https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=21606	25-May-20	1	IT	How to create 3D vector drawing using Illustrator	PC/Laptop
	2	Mobile Application Development Part 1 - Android OS https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=19963	27-May-20	1	IT	How to create Web Templates using Photoshop CC	PC/Laptop
	3	Understanding Listeners in Android https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=22112	1-Jun-20	1	IT	How to create floor plans and convert them to 3D models	PC/Laptop
	VIDEO TUTORIAL/S (add complete website address/link)						
	1	Blender Guru https://www.youtube.com/results?search_query=blender+guru	25-Apr-20	1	IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
	2	BornCG https://www.youtube.com/user/cgboorman	30-May-20	1	IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
	3	CG Geek https://www.youtube.com/user/Blenderfan93	12-May-20	1	IT	How to prepare OBS for steaming of lessons online.	PC/Laptop, Camera, Condeser Mic, Chroma key, Stable 25mbps Fiber Internet Connectivity
	PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	Free Webinar: Mobile Application Development Part 2 - Apple iOS https://www.netcomlearning.com/webinars/viewer.phtml?a=show&id=20125					Familiarity with Mobile Technologies

SUMMARY:

NAME	TOTAL ATTENDED SEMINAR	VIDEO TUTORIAL	PENDING SEMINAR
1. Cadalzo, Ralph	3	3	2
2. Domingo, Ronalyn	8	4	2
3. Pangan, Mazylyn	10	3	0
4. Tibay, Jona	9	9	6
5. Pineda, Ernie Lee	24	3	5
6. Miranda, Darwin	2	0	0
7. Tolan, Ronilyn	12	1	2
8. Sanguyu, Jocelon	9	0	2
9. Renato Dan Pablo II	26	0	0
10. Tacadena, Dennis	23	0	0
11. Quioc, Mary Ann	4	0	2
12. Valete, Jonathan	3	0	1
13. Escoto Ritchell	0	0	4
14. Patdu, Jaypee	3	3	1
15. Granados, George			
16. Gunning, Irene			
17. Santos, Frederic			
18. Bamba, Robhert			
19. Macam, Lorenzo			
Total Submitted Webinars of ICS:	136	26	27

NOTE:
Names in red color did not submit data

LIST OF FACULTY TRAININGS - INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

NAME	#	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS	INCLUSIVE DATES	NUMBER OF HOURS	CERTIFICATE (mark ✓ if available)	SUBJECT-RELATED (branch of learning considered as a course of study)	DELIVERY-RELATED	TECHNOLOGY-RELATED
MITZIE S. COSICO	1	MMSU Virtual Learning Environment Interconnecting Campuses Through Open source Technology The Edmodo Classrooms for Online Teaching and Learning	May 21, 2020	4		n/a	Online Learning Delivery	Edmodo, Intranet, Cellular Phones, Laptop/Desktop, Zoom
	2	ALCU RIII President's Forum on Flexible Learning Delivery: Wired and Non-Wired as Modalities for the NEW Normal	May21	1	✓	n/a	Flexible Learning Delivery	Cellular Phones
	3	ALCU RIII President's Forum on CHED's Response to the New Normal	May21	1	✓	n/a	Flexible Learning Delivery	Cellular Phones
	4	Teach from Home with G Suite / G Suite for Education Quickstart IT Setup Guide	May19	3	✓	n/a	Online Learning Delivery	G Suite / Cellular Phones/ Laptops
	5	Overview on Distance Learning Education and Flipped Classroom / Understanding the Learners in an Extraordinary Time	May14	4	✓	Distance Learning/ flipped Classroom	Blended Learning	Laptops/ Cellular Phones Wifi Connection
	6	Common Mental Health Problems During the Covid 19 Outbreak Mind, Body and Soul Stability: Meeting the Challenges of the New Normal	May7	4	✓	Mental and Spiritual Healt		
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
Joven G. Ocampo	1	Redesigning Classroom Based Lessons for Online Learning	May 13, 2020	1.5 hours	✓	n/a	Online Classroom Learning	Cellphone, Internet, PC, Laptop, Headphones
	2	COHREP Webinar Series: Tourism and Hospitality Education/Online Learning with Technology Driven-Materials	May 7, 2020	1.5 hours	✓	n/a	Online Learning using Technology materials such as Video Modules	Cellphone, Internet, PC, Laptop, Headphones
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	Online Facilitation Skills for School Teachers and Trainers	June 5, 2020					
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
JAN MICHAEL M. SANCHEZ	1	CHEDRO 1 webinar "Transitioning the Education Ecosystems to the New Normal (TEENN) Webinar Series"	May 7, 2020	2 hours	✓			
	2	Department of Tourism webinar "Digital as the New Normal"	May 28, 2020	2 hours				
	3	"Writing Effective Teaching Module"	May 28, 2020	2 hours	✓			
	4	"Maternal Nutritional Health During ECQ Period"	May 28, 2020	2 hours	✓			
	5	CHED RO 1 "Reshaping Philippines Higher Education: The Challenges and future Strides"	June 02, 2020	2 hours				
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	DOT Trains Webinar "Living Heritage in Times of COVID-19 Pandemic"	June 04, 2020					
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
DARREN T. MOLANO	1	REDESIGNING CLASSROOM BASED LESSONS ONLINE LEARNING	May 13, 2020	1.5 HOURS	✓	N/A	ONLINE CLASSROOM	Cellphone, Internet, PC, Laptop, Headphones
	2	PLANNING IN THE FACE OF CRISIS: PRACTICAL APPROACHES IN RESPONSE TO THE NEW NORM	May 15, 2020	1.5 HOURS	✓	N/A	PLANNING FOR THE NEW NORM	Cellphone, Internet, PC, Laptop, Headphones
	3	TRANSITIONING THE EDUCATION ECOSYSTEMS TO THE NEW NORMAL (TEENN) WEBINAR SERIES "COMMON MENTAL HEALTH PROBLEMS DURING THE COVID19 OUTBREAK" MIND, BODY AND SOUL STABILITY: MEETING THE CHALLENGES OF THE NEW NORMAL	May 7, 2020	2 HOURS	✓	N/A	TRANSITIONING FOR THE NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
	4	A PRACTICAL GUIDE ON USING ICT IN RESEARCH FOR TEACHERS	May 30, 2020	3 HOURS			ICT TOOLS FOR RESEARCH	Cellphone, Internet, PC, Laptop, Headphones
	5	INTRAMUROS LEARNING SESSIONS	May 27, 2020	1.5 HOURS			TOURISM AND HOSPITALITY TRENDS	Cellphone, Internet, PC, Laptop, Headphones
	6	WOFEX RESPOND, RECOIL, RECOVER "BUSINESS STRETEGY FOR THE HOSPITALITY INDUSTRY"	May 9, 2020	2 HOURS			HOTEL TRENDS	Cellphone, Internet, PC, Laptop, Headphones
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	PAMAVTECH "ONLINE FACILITATION SKILLS FOR SCHOOL TEACHERS AND TRAINERS"	June 5, 2020				ONLINE MONITORING FOR TEACHERS	Cellphone, Internet, PC, Laptop, Headphones
	2	3RD GMM (ONLINE EDITION) WORK PLACE IN THE NEW NORMAL	June 2, 2020	1.5 HOURS				Cellphone, Internet, PC, Laptop, Headphones
	3	MS FREE WEBINAR JUNE	JUNE 22-26, 2020				MICROSOFT OFFICE	Cellphone, Internet, PC, Laptop, Headphones
	4	BLENDED LEARNING WORKSHOP	June 9, 2020				Blended Learning	Cellphone, Internet, PC, Laptop, Headphones
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
Kathryna V. Valencia	1	Philippines in the time of CoVID-19	May 12, 2020	1 hour	x	Financial Management	Finance and Economic Trends	Cellphone, Internet, PC, Laptop, Headphones
	2	POST COVID-19 ECQ: Leading People in Times of Volatility, Uncertainty, Complexity and Ambiguity	May 13, 2020	1 hour	x	Operations Management, Strategic Management	Transitioning to the new normal	Cellphone, Internet, PC, Laptop, Headphones
	3	Distance Learning Strategies with GSUITE for education and Chromebooks	May 15, 2020	1 hour	✓	n/a	Online Learning using GSuite	Cellphone, Internet, PC, Laptop, Headphones
	4	Marketing in Times of Crisis: Part 2. Developing a Marketing Mindset	May 27, 2020	1 hour	✓	Marketing, Strategic Management	Marketing in the new normal	Cellphone, Internet, PC, Laptop, Headphones
	5	Key Strategies for Education Resilience and Continuity in the Time of COVID-19	May 29, 2020	2 hours	x	n/a	Redesigning Learning Environment	Cellphone, Internet, PC, Laptop, Headphones
		PENDING WEBINARS/TUTORIALS TO ATTEND						
	1	Online Facilitation Skills for School Teachers and Trainers	June 5, 2020					
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS						
	1	SMART Tourism- What means for Destinations,Experiences and Businesses	May 6, 2020	30 Minutes	x	International Tourism Talks		Cellphone, Internet, PC, Laptop, Headphones
	2	"Restaurant Service Procedures May Never be the Same …the Future"	May 6, 2020	30 Minutes	x	International Tourism Talks		Cellphone, Internet, PC, Laptop, Headphones
	3	Room Amenities: Post COVID-19	May 6, 2020	30 Minutes	x	International Tourism Talks		Cellphone, Internet, PC, Laptop, Headphones

LIST OF FACULTY TRAININGS - INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

Name	#	Title	Date	Duration	✓	Extra	Topic	Resources
ELAINE MANABAT	4	2nd COHREP Webinar Series: "Tourism and Hospitality Education online Learning with Technology-Driven Materials	May 7, 2020	2 hours	✓		Technology-Driven for Online Learning	Cellphone, Internet, PC, Laptop, Headphones
	5	Common Mental Health Problems During the COVID-19 Outbreak	May 7, 2020	2 hours			Mental Health Issues of COVID-19 Outbreak	Cellphone, Internet, PC, Laptop, Headphones
	6	Mind,Body and Soul Stability: Meeting the Challenges of the New Normal	May 7, 2020	2 hours		Online Councelling	Meeting the Challenges of the New Normal	Cellphone, Internet, PC, Laptop, Headphones
	7	Redesigning Classroom Based Lessons for Online Learning	May 13, 2020	1 hour			Redesigning Online Classroom	Cellphone, Internet, PC, Laptop, Headphones
	8	International Tourism Talks: All at Sea-Cruise Line Industries	May 13, 2020	1 hour			Future of Cruise Line Industries	Cellphone, Internet, PC, Laptop, Headphones
	9	CHED: Overview on Distance Learning Education and Flipped Classroom	May 14, 2020	2 hous	✓		Flipped and Traditional Classroom	Cellphone, Internet, PC, Laptop, Headphones
	10	CHED: Understanding the learners in an Extraordinary Time	May 14, 2020	2 hous	✓			Cellphone, Internet, PC, Laptop, Headphones
	11	International Hospitality & Tourism Topics- Preparing Students, Educators and Hospitality Professionals for a Post Pandemic World	May 20, 2020	1 hour			Preparedness for the Post Pandemic World	Cellphone, Internet, PC, Laptop, Headphones
	12	Culinary, Wine & Beer and Business	May 21, 2020	2 hous				Cellphone, Internet, PC, Laptop, Headphones
	13	MANAGING LIFE'S CRISIS: EMPOWERING SELF LEADERSHIP	May 21, 2020	2 hous			Redesigning Classroom	Cellphone, Internet, PC, Laptop, Headphones
	14	DOT: Digital as the NEW NORMAL	May 28, 2020	2 hours			New Norms	Cellphone, Internet, PC, Laptop, Headphones
PENDING WEBINARS/TUTORIALS TO ATTEND								
	1	#TRAVELTOMORROW: A PDOT-UNWTO WEBINAR ON TRAVEL & TOURISM RECOVERY	June 4, 2020	2 HOURS				Cellphone, Internet, PC, Laptop, Headphones
	2	ONLINE FACILITATION SKILLS FOR TEACHERS AND TRAINERS	June 5, 2020	2 HOURS				Cellphone, Internet, PC, Laptop, Headphones
	3	OPERATIONALIZING EDUCATION RESILIENCE AND LEARNING CONTINUITY IN THE TIME OF COVID-19	June 8, 2020	2 HOURS				Cellphone, Internet, PC, Laptop, Headphones
	4	GOOGLE CLASSROOM BASICS	June 13, 2020	1 HOUR				Cellphone, Internet, PC, Laptop, Headphones
TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS								
JEZREEL G. DAVID	1	Common Mental Health Problems During the COVID-19 Outbreak	May 7, 2020	2 HOURS			MENTAL HEALTH ISSUES OF COVID-19 OUTBREAK	Cellphone, Internet, PC, Laptop, Headphones
	2	Mind,Body and Soul Stability: Meeting the Challenges of the New Normal	May 7, 2020	2 HOURS			CHALLENGES OF THE NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
	3	WOFEX RESPOND, RECOIL, RECOVER "BUSINESS STRTEGCY FOR THE HOSPITALITY INDUSTRY"	May 9, 2020	2 HOURS			HOTEL TRENDS	Cellphone, Internet, PC, Laptop, Headphones
	4	TEACHING FROM HOME WITH GSUITE	May 19, 2020	2 HOURS			Rewiring the Teaching and Learning process through Gsuite Pedagogy	Cellphone, Internet, PC, Laptop, Headphones
	5	DEPARTMENT OF TOURISM: Digital as the NEW NORMAL	May 28, 2020	2 HOURS			New Norms	Cellphone, Internet, PC, Laptop, Headphones
	6	RESHAPING PHILIPPINE HIGHER EDUCATION: The Challenges and Future Strides	June 2, 2020	2 HOURS			Transitioning to the New Normal	Cellphone, Internet, PC, Laptop, Headphones
PENDING WEBINARS/TUTORIALS TO ATTEND								
	1	#TRAVEL TOMORROW: A PDOT-UNWTO Webinar on Travel and Tourism Recovery	June 04, 2020					Cellphone, Internet, PC, Laptop, Headphones
	2	PAMAVTECH "ONLINE FACILITATION SKILLS FOR SCHOOL TEACHERS AND TRAINERS"	June 5, 2020					Cellphone, Internet, PC, Laptop, Headphones
	3	BLENDED LEARNING WORKSHOP	June 9, 2020					Cellphone, Internet, PC, Laptop, Headphones
TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS								
JENNYFER N. MERZA	1	HOW TO MIGRATE TO ONLINE LEARNING	March 30, 2020	1.5 HOURS			ONLINE CLASSROOM	Cellphone, Internet, PC, Laptop, Headphones
	2	TOURISM INDUSTRY IN THE NEW NORMAL	April 24, 2020	1 HOUR			TRANSITION TO NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
	3	GLOBAL MICE SITUATIONER IN THE TIME OF PANDEMIC	April 28, 2020	2 HOUR			CURRENT SITUATION OF MICE TOURISM	Cellphone, Internet, PC, Laptop, Headphones
	4	TOURISM ENTERPRISE AND THEME PARKS IN TIME OF PANDEMIC	May 6, 2020	1 HOUR			CURRENT SITUATION OF THEME PARKS	Cellphone, Internet, PC, Laptop, Headphones
	5	REDESIGNING CLASSROOM BASED LESSONS FOR ONLINE LEARNING	May 13, 2020	1 HOUR			ONLINE CLASSROOM	Cellphone, Internet, PC, Laptop, Headphones
	6	THE FUTURE OF TARVEL: A WTTC EXCLUSIVE PANNEL	May 19, 2020	1.5 HOURS			TOURISM IN NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
	7	INTRAMUROS LEARNING SESSIONS	May 27, 2020	2 HOURS			INTRAMUROS LEARNINGS	Cellphone, Internet, PC, Laptop, Headphones
PENDING WEBINARS/TUTORIALS TO ATTEND								
	1	PAFTE MIDYEAR WEBINAR: PLANNING, DESIGNING AND DELIVERING COURSE MATERIALS FOR FLEXIBLE LEARNING	June 8, 2020	2 HOURS			ONLINE CLASSROOM	Cellphone, Internet, PC, Laptop, Headphones
	2	FREE DEMO CLASS: GOOGLE CLASSROOM BASICS	June 13, 2020	1 HOUR			ONLINE CLASSROOM	Cellphone, Internet, PC, Laptop, Headphones
TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS								
	1	DOT : Digital as the NEW NORMAL	May 28, 2020	2 hours			New Norms for Digital	Cellphone, Internet, PC, Laptop, Headphones
	2	Equip Oneself to Meet the Trends for the New Normal: The Hospitality and Tourism Industry Perspective	May 22, 2020	2 hours	✓		New Norms for Tourism & Hospitality Industry	Cellphone, Internet, PC, Laptop, Headphones
	3	E- Pamanang Turismo Series: Paraparaan: Redefining the use of Heritage Places for Covid-19 Survival	May 21, 2020	1.5 hour	✓	Heritage Tourism	Heritage Places in the New Norms	Cellphone, Internet, PC, Laptop, Headphones
	4	Teach from Home with G Suite and G Suite for Education Quickstart IT Setup Guide	May 19, 2020	2 hours	✓		Online Classroom Setup	Cellphone, Internet, PC, Laptop, Headphones
	5	Overview on Distance Learning Education and Flipped Classroom and Understanding the Learners in an Extraordinary Time	May 14, 2020	3 hours	✓		Flipped Classroom Learning	Cellphone, Internet, PC, Laptop, Headphones

LIST OF FACULTY TRAININGS - INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

Faculty	No.	Title of Webinar/Intervention/Training	Date	Duration	Status	Description	Devices Needed
JAE ANN M. DELA CRUZ	6	Redesigning Classroom Based Lessons Online Learning	May 13, 2020	1.5 hours	✓	Online Classroom Learning	Cellphone, Internet, PC, Laptop, Headphones
	7	Preparing for the New Normal in Hospitality and Tourism	May 4, 2020	1 hour	✓	New Norms for Tourism & Hospitality Industry	Cellphone, Internet, PC, Laptop, Headphones
		PENDING WEBINARS/TUTORIALS TO ATTEND					
	1	ONLINE FACILITATION SKILLS FOR TEACHERS AND TRAINERS	June 5, 2020	2 hours		Online Classroom	Cellphone, Internet, PC, Laptop, Headphones
	2	PAFTE MIDYEAR WEBINAR: PLANNING, DESIGNING AND DELIVERING COURSE MATERIALS FOR FLEXIBLE LEARNING	June 8, 2020	1 hour		Online Classroom	Cellphone, Internet, PC, Laptop, Headphones
	3	GOOGLE CLASSROOM BASICS	June 13, 2020	2 hours		Online Classroom	Cellphone, Internet, PC, Laptop, Headphones
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
	1	Maintaining Nutritional Health During ECQ	May 28, 2020	2 Hours	✓		
	2	Gender Issues During Disease Outbreak	May 28, 2020	2 Hours	✓		
	3	Writing an Effective Teaching Module	May 28, 2020	2 Hours	✓		
	4	G Suite for Education Quickstart IT Set-Up Guide	May 19, 2020	1.5 Hours	✓		
	5	Teach from Home with GSuite	May 19, 2020	1.5 Hours	✓		
DONALD S. RIVERA	6	Tourism and Hospitality Education Online Learning w/ Technology-Driven Materials	May 7, 2020	2 hours	✓	Online Learning using Technology materials such as Video Modules	Cellphone, Internet, PC, Laptop, Headphones
	7	Mind, Body, and Soul Stability: Meeting the Challenges of the New Normal	May 7, 2020	2 Hours	✓	TRANSITIONING FOR THE NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
	8	Common Mental Health Problems During COVID-19 Outbreak	May 7, 2020	2 Hours	✓	TRANSITIONING FOR THE NEW NORMAL	Cellphone, Internet, PC, Laptop, Headphones
		TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS					
	1	Webinar on Teaching and Learning on Pandemic Times by COHREP National	April 21, 20202	2 hours	✓		Laptop and headset
	2	30-Minute International Tourism Talks (Delivering the Customer Experience in a Post Covid-19 World	April 22, 20202	1 hour	✓		Laptop and headset
	3	Maintaining Emotional Wellness During Covid-19 Crisis by DOT National	April 24, 2020	2 hours	✓		Laptop and headset
	4	30-Minute International Tourism Talk (Hotel Technology, Restaurant Social Distancing, and Re-Starting Air Travel After Covid-19	April 29, 2020	1 hour	✓		Laptop and headset
	5	Preparing for the New Normal in Hospitality & Tourism by LPU	May 4, 2020	2 hours	✓		Laptop and headset
	6	30-Minute International Tourism Talk (SMART Tourism; Restaurant Service Procedures May Never be the same...The Future; Room Amenities;Post Covid-19	May 6, 2020	1 hour	✓		Laptop and headset
	7	Tourism & Hospitality Education Online Learning with Technology-Driven Materials by COHREP National	May 7, 2020	2 hours	✓		Laptop and headset
	8	The Best Research in Unfortunate Events: Qualitative Research Method by PARTH National	May 7, 2020	2 hours	✓		Laptop and headset
	9	E-Pamanang Turismo: Heritage Development by DOT National	May 7, 2020	2 hours	✓		Laptop and headset
	10	The Best Research in Unfortunate Events: Quantitative Research Method by PARTH National	May 12, 2020	2 hours	✓		Laptop and headset
	11	Redesigning Classroom-Based Lessons for Online Learning by AKADASIA	May 13, 2020	2 hours	✓		Laptop and headset
	12	The Best Research in Unfortunate Events: Data Analysis by PARTH National	May 14, 2020	2 hours	✓		Laptop and headset
	13	30-Minute International Tourism Talk (Preparing Students, Educators and Hospitality Professionals for a Post-Pandemic World)	May 13, 2020	1 hour	Pending		Laptop and headset
	14	PFA 5th Kapihan (Road to Recovery: What's Next for Food Retail and Service	May 14, 2020	2 hours	Pending		Laptop and headset
	15	Niagara College Canada (Culinary, Wine & Beer & Business)	May 21, 2020	2 hours	Pending		Laptop and headset
	16	Equip Oneself to Meet the Trends for the New Normal: The Hospitality & Tourism Industry Perspectives by AARHMEI National	May 22, 2020	2 hours	✓		Laptop and headset
	17	The ASEAN Toolbox Connection by DOT National	May 27, 2020	1 hour	✓		Laptop and headset
	18	Redefining the Use of Heritage Places for Covid-19 Survival by DOT National	May 21, 2020	2 hours	✓		Laptop and headset
	19	Managing Life's Crisis: Empowering Self Leadership by AARHMEI National	May 21, 2020	2 hours	✓		Laptop and headset
	20	30-Minute International Tourism Talk (Touchless Apps for the Hospitality Industry	May 20, 2020	1 hour	Pending		Laptop and headset
DIANA G. VARONA	21	Surviving the Psycho-Emotional Bump of Covid-19 on Educators by UFTE National	May 27, 2020	2 hours	✓		Laptop and headset
	22	Strategic Preparation for the Post-Pandemic Scenarios by UFTE National	May 27, 2020	2 hours	✓		Laptop and headset
	23	30-Minute International Tourism Talk (Post-Pandemic World)	May 27, 2020	1 hour			Laptop and headset
	24	Service Quality & Operations in Tourism & Hospitality After Covid-19 Crisis by UST	May 21, 2020	2 hours	Pending		Laptop and headset
	25	The New Normal & Beyond Webinar Series (A Discussion on Building Back Better - Building a Resilient Manufacturing Value Chain by AIM	May 21, 2020	2 hours	Pending		Laptop and headset
	26	Digital as the New Normality by DOT National	May 28, 2020	2 hours	✓		Laptop and headset
	27	Infection Prevention: Cleaning, Disinfection and Hygiene in Tourism & Hospitality Facilities in the New Normal by DOT National	May 28, 2020	2 hours	Pending		Laptop and headset
	28	Ecotourism PH: What Lies Ahead by AIM	May 28, 2020	2 hours	Pending		Laptop and headset
	29	Contextualize Learning Delivery Modalities	May 27, 2020	2 hours	Pending		Laptop and headset
	30	Addressing Challenges in Delivering Remote Learning for Offline Learners	May 28, 2020	2 hours	Pending		Laptop and headset
	31	Merging Learning Competencies and Practices to Facilitate the Shift to the New Normal	May 29, 2020	2 hours	Pending		Laptop and headset
		PENDING WEBINARS/TUTORIALS TO ATTEND					
	1	Priorities During and After Covid-19 by AIM	June 3, 2020				
	2	30-Minute International Talks (From Tourism Lockdown to Tourism Recovery	June 3, 2020				
	3	Championing Flexible Learning: Challenges, Issues, and Opportunities by UFTE National	June 5, 2020				
	4	Living the Heritage in Time of Covid-19 Pandemic by DOT National	June 4, 2020				
	5	Bringing Your Communities Closer: How Digital Transformation Can Bring Us All Together by EVENTBANK	June 4, 2020				

LIST OF FACULTY TRAININGS - INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

	Title	Date			
6	Creative Animations Using Powerpoint by Eryutech	June 11, 2020			
7	Google Classroom Basic	June 13, 2020			
8	Travel Tomorrow by DOT and UNWTO	June 4, 2020			
9	Online Facilitation Skills for Teachers & Trainers	June 5, 2020			
10	Operationalizing Education Resilience & Learning Continuity in the Time of Covid-19	June 8, 2020			
	TITLE OF WEBINAR/INTERVENTION/TRAINING PROGRAMS				
1	Tourism & Hospitality Education Online Learning with Technology-Driven Materials by COHREP National	May 7, 2020	2 hours	✓	Laptop and headset
2	Managing Life's Crisis: Empowering Self Leadership by AARHMEI National	May 21, 2020	2 hours	✓	Laptop and headset
3	Service Quality & Operations in Tourism & Hospitality After Covid-19 Crisis by UST	May 21, 2020	2 hours	Pending	Laptop and headset
4	The ASEAN Toolbox Connection by DOT National	May 21, 2020	2 hours	✓	Laptop and headset
5	Niagra College Canada (Culinary, Wine & Beer & Business)	May 21, 2020	2 hours	Pending	Laptop and headset
	PENDING WEBINARS/TUTORIALS TO ATTEND				
1	Online Facilitation Skills for School Teachers abd Trainers.	June 5, 2020			
2	Operationalizing Education Resilience and Learning Continuity	June 8, 2020			
3	Creative Animation using Powerpoint	June 11, 2020			
4	Human Resource Challenge and the Role of HEI in the New Normal for the Hospitality and Tourism Industry	June 13, 2020			

HAROLD VAN A. AQUINO

SUMMARY:

No.	NAME	TOTAL ATTENDED SEMINAR	VIDEO TUTORIAL	PENDING SEMINAR
1	AQUINO, HAROLD VAN A.	5	0	4
2	COSICO, MITZIE S.	6	0	0
3	DAVID, JEZREEL	6	0	3
4	DELA CRUZ, JAE ANN M.	7	0	3
5	MANABAT, ELAINE G.	14	0	4
6	MERZA, JENNYFER N.	7	0	2
7	MOLANO, DARREN T.	6	0	4
8	OCAMPO, JOVEN G.	2	0	1
9	RIVERA, DONALD S.	8	0	0
10	SANCHEZ, JAN MICHAEL	5	0	1
11	VALENCIA, KATHRYNA	5	0	4
12	VARONA, DIANA G.	31	0	4
	Submitted Webinars of IHTM:	102	0	27

CHAPTER 7

PERSONNEL COMPLEMENT PLAN

The Mabalacat City College Administration adjusted its manpower complement based on the changes in the education landscape and the guidelines of the government on how the education sector should operate in a pandemic. The challenges that were considered into devising this plan are:

1. The danger of contact in a limited physical space;
2. The changes in platforms and dynamics of learning and service delivery;
3. The maintenance of school buildings and premises; and
4. The changes in work arrangements.

MCC has two campuses -- the main campus is located in Barangay Dolores and another campus is in Barangay Dapdap. The personnel complement plan takes into consideration the maintenance of both campuses especially in terms of manpower for utility and building administration.

MCC is also currently offering Senior High School ("SHS") and College education, which has a large impact on its labor force and was reflected into this plan.

With the establishment of DigiComs in the different barangays of Mabalacat City because of the prohibition of face-to-face classes, the Management has also designated certain staff to be Barangay Coordinators. Tasks of particular personnel were also modified to accomplish the changes in service delivery.

The number of positions do not necessarily reflect the total number of labor forces since other positions are designations and not separate plantilla items.

Below is the organizational structure plan that will be adapted for the transition to flexible learning:

I. THE OFFICE OF THE PRESIDENT

OFFICE OF THE PRESIDENT

PRESIDENT	
Board Secretary II	Administrative Assistant
	Administrative Aide III (Driver)
	Utility Staff

The **President** is the Chief Executive of the College. He/She supervises and ensures the execution of the policies passed by the Board of Trustees. He/She ensures that the goals, mission and vision of the College are implemented and executed. Under him/her are the Offices of the Vice Presidents.

Below are the responsibilities of the people working under the Office of the President. All may perform other instructions and tasks as directed by the President.

A. Board Secretary II

• Provides a service to all members of the board in connection to their roles and responsibilities

• Compiles periodic updates of board meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties

• Prepares invitations/notices of board meetings and delivers the necessary documents for board meetings

• Takes the minutes of the board meetings, and other meetings on the request of the President (such as committee meetings, strategy meetings, etc.) and delivery of final minutes within the required period to all individuals on the distribution list

- Creates and updates the pending items/open issues list for the board of directors and the executive management

- Assists in the design and content of the annual report, particularly in the areas of corporate governance and compliance

- Assists in the set up and support of legal management (drafting of contacts, review of contracts, terms and conditions) to the extent required by the board of directors

- Ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports, annual reports and other official records

B. Administrative Assistant

- Responsible for answering phone calls and greeting visitors. He/She catalogues and distributes information

- Assists the President in assigned projects

- Maintains the President's calendar, schedules meetings and presentations of the President

- Acts as point of contact for the President

- Safekeeps confidential documents and information

- Develops and maintains an efficient documentation and filling system

C. Administrative Aide III (Driver)

- Conducts routine cleaning and maintenance checks of the vehicle

- Transports the President to his/her destination safely

- Maintains an organized travel schedule

- Ensures that the vehicle has sufficient gas and is always ready for use

- Picks up office purchases or other administrative needs of the President

- Arranges vehicle repairs when necessary

- Maintains a record of the monthly mileage of the vehicle

D. Utility Staff

- Performs custodian duties to keep the offices and rooms under the Office of the President clean

- Performs semi-skilled maintenance and construction work on the offices and rooms under the Office of the President

- Cleans, services, adjusts, and repairs cleaning tools and equipment

- Performs liaison and messengerial jobs for the Office

- Responsible for the movement and storage of supplies, furniture, materials and equipment as needed

II. THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Admin Assistant	Officer for Wellness	Quality Assurance Coordinator	(12) Barangay Coordinators	Audio Master
		Records Officer II		

STUDENT SERVICES

Student Affairs and Services Director

Registrar III	Librarian III	Guidance Counselor III	Dentist I	Nurse II	Discipline Officer
Registrar II	Librarian II				
Registrar I	(3) Librarian I	Guidance Counselor I	Dental Aide I	(2) Nurse I	

ACADEMIC AFFAIRS

SHS Director	TVET Director
SHS Clerk	Project Development Officer I (TVET)
Special Operations Officer II (SHS)	
(18) SHS Teachers	

(4) Deans	(4) Institute Clerks	(10) Field of Study Heads	(119) College Professors and Instructors	(6) Assistant PE Instructors	(2) Music Teachers

The **Vice President for Academic Affairs** (VPAA) manages the academic operations of the College, which is composed of the Academic Affairs Division and the Student Services Division. The Academic Affairs Division is the education delivery proper, where the faculty is under. The Student Services Division is the student support system, where the registrar, library, guidance counselling and medical services are under.

Below are the responsibilities of the personnel of the Office of the VPAA. All may perform other instructions and tasks as directed by the Vice President for Academic Affairs or their immediate supervisor.

A. Administrative Assistant

- Processes the incoming and outgoing correspondences of the Office

- Consolidates the approved class schedules and faculty loadings

- Maintains the records of faculty loading and class schedule per semester

- Compiles copies of the semestral grading sheets of all the Institutes

- Maintains and updates copies of faculty credentials

- Maintains and updates the bulletin board

- Performs the general clerical works

- Makes minutes during meetings of the Vice President for Academic Affairs with other department heads

B. Officer for Wellness

- Plans, executes and monitors strategies to improve students' culture, morale and happiness in College

- Responsible for evaluating the Wellness Center's impact on student's holistic view of their academic career as well as personal growth

- Creates and maintains a system-wide culture of wellness by promoting and supporting employees' well-being

- Orients the Office's Heads about the strategies and best practices in the cultivation of personal self-care and workplace wellness.

- Assess employees need to develop appropriate Wellness programs based on the results of assessment.

- Develop a wellness program for employees this may include: health and productivity programs, workshops and seminars, wellness fairs and special events.

- Implement and administer a wide range of health and wellness programs for employees.

- Coordinate with the wellness professional in the community and partner with their services and facilities.

- Prepare reports of program and activities conducted, as well as the utilization of budget.

- Monitors and tracks various metrics that show the effectiveness of wellness programs as well as Wellness Center services.

- Responsible for evaluating the Wellness Center's impact on employees' wellness and professional fulfillment by conducting annual assessment on the progress and effect of wellness programs on the efficiency of the employees.

C. Quality Assurance Coordinator

- Assisting in providing leadership for the College's compliance with Quality Assurance

- Conducting benchmarking to different institutions to be updated on current practices on accreditation

- Contributing in the formulation of the College Quality Assurance Policies and Practices and ensuring their implementation and monitoring

- Contributing to the identification, development and promotion of the College aims and objectives in Strategic Directions

- Assisting in developing and updating acceptable quality indicators

- Facilitating the College's academic and non-academic units' accreditation related activities

- Providing directions on filing, updating and maintenance of records, reports and exhibits pertinent to accreditation

D. Records Officer II

- Ensures that all documents under the Quality Assurance Unit are properly sorted, labeled and stored.

- Creates, updates and maintains school file copy in one system as back-up

- Maintains records that ensure timely and accurate retrieval of information and provide the right record to the right person at the right time

- Maintains policies and procedures in availing copies of those in the records

- Maintain retention schedule of records keeping

- Document disposition process

- Performs other duties as requested and within areas of expertise

E. Barangay Coordinators

- Convey all necessary communications for MCC and Barangay concerns

- Act as property custodian for all related and accounted documents, materials and equipment

- Safekeep modules that are to be used by students and other school materials needed by the students

- Coordinate with the school administrators the needs/requests of supplies, materials, books and modules that are essential to the students' learning activities

- Liaison between the school employees and the students in the barangays

- Report to MIS Technical Support any problem with the system or equipment deployed in the barangays

F. Audio Master

- Responsible for setting up audio and mixing board equipment for the broadcast studio

- Assembles, operates and maintains the technical equipment used to record, amplify, enhance, mix or reproduce sound

- Assesses the acoustics of the broadcast studio to maintain or even out voices, cancel noises and fix echo problems

- Selects, positions, adjusts and operates the equipment used for amplification and recording

- Applies technical knowledge of sound recording equipment to achieve the determined artistic objectives

G. *Academic Affairs Division*

1. Deans

- Provide overall direction in the attainment of the expected learning outcomes of the program and conduct the following activities Strategic Planning, Short Term Planning and Action Planning

- Conduct periodic performance evaluation of faculty members, assess faculty annual performance and monitor on-going professional development of faculty members

- Ensure compliance with the Commission on Higher Education regarding the program offerings

- Actively participate in meetings of committees the Dean is a member of

- Ensure Quality Performance through Accreditation and/or Benchmarking Programs

- Ensure that a syllabus is provided for each course in the curriculum and the syllabus/ Outcomes-Based Teaching and Learning plans are followed by the instructors of the course

- Periodically review and update the curriculum

- Recommend the appointment of qualified faculty members

- Convene regular and special departmental faculty meetings

- Evaluate and approve class schedules, faculty-teaching loading based on the competence of faculty

- Ensure that student grades are submitted on time by the faculty members

- Supervise and manage the student evaluation of faculty members

- Assure the competitive advantage of the Institute

- Encourage improvement of faculty performance by fostering good teaching, stimulating research, scholarly writing and creative activity

- Promote faculty professional development

- Encourage faculty to service the College and community

- Maintain faculty morale by preventing and resolving conflicts and by arranging for the effective and equitable distribution of faculty responsibilities

- Respond and resolve difficult and sensitive inquiries and complaints by students

- Supervise the execution of plans for students to complete the required practicum/on-the-job training hours

2. Institute Clerks

- Process incoming and outgoing correspondence of the Deans' offices

- Input approved class schedule and faculty loading

- Input approved class schedule and faculty loading

- Assist the deans and program heads in the distribution of faculty loading and class schedule

- Maintain records of faculty loading and class schedule per semester

- Compile copy of semestral grading sheet of the institute

- Maintain and update copies of faculty credentials

- Maintain and update Institute bulletin board

- Coordinate with the HR Unit regarding administrative task/s that may involve the Institute as instructed by the Dean

- Perform the general clerical works

3. Field of Study Heads

- Support and be involved in the overall direction of the dean in the attainment of the expected learning outcomes of the program thru strategic planning, short-term planning and action planning

- Develop and improve Outcomes-based Teaching and Learning Plan (OBTL) of the courses offered

- Check and evaluate the Outcomes-based Teaching and Learning Plan (OBTL) of all the faculty

- Prepare class schedules and faculty loadings for the semester

- Conduct regular faculty evaluation

- Assist in the execution of plans for students to complete the required practicum/on-the-job training hours

- Assist the Dean in the implementation of College policies, plans and programs

- Assist in the Accreditation and/or Benchmarking Programs of the Dean

- Organize and implement an orientation program for incoming students and new faculty members

- Coordinate students' participation in consultation meetings, seminars/trainings, College-wide activities, send-off ceremonies and other similar or related activities

4. College Professors and Instructors

Associate Professors

- Develop and deliver course material, curricula, and syllabi

- Create, innovate and implement programs and activities for professional growth of the faculty

- Conduct research, publish papers, and attend conferences

- Attend academic events and networking with other researchers and field experts

- Participate in faculty and departmental meetings and policy reviews

- Supervise work-based learning and conduct competency assessment

- Organize guest seminars and faculty events where students can interact with established industry professionals

- Experience higher education settings and expand networks

- Conduct or participate in the extension projects of the College

- Assist in the accreditation of the program of the College

Assistant Professors

- Create and implement innovative instructional methods

- Guide and mentor students in research projects

- Evaluate, monitor, and mentor student academic progress

- Assist with the training and recruitment of new lecturers and instructors

- Conduct research, publish papers, and attend conferences

- Participate in faculty and departmental meetings and policy reviews

- Conduct or participate in the extension projects of the College

- Assist in the accreditation of the program of the College

- Assist and support professors and associate professors in their day-to-day tasks and functions

Instructors

- Deliver instruction in the field of specialization

- Create modules or instructional materials for the courses assigned

- Ensure teaching within the quality assurance framework of the College

- Assess students' progress by grading assignments, papers, exams, and other outputs

- Attend meetings called for the improvement of administrative and instructional activities

- Work with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses

- Advise students about which classes to take and how to achieve their goals

- Conduct or participate in research and extension projects of the College

- Assist in the accreditation of the program of the College

- Stay informed about changes and innovations in their field

Assistant Physical Education (PE) Instructors

- Assist PE Instructors in performance of their tasks

- Ensures that varsities are in good shape by creating exercises that they can do off-campus

Music Teachers

- Plan and prepare lessons in relation to general and individual students' needs and program of study

- Teach music theory, acoustic skills and practical methods/techniques

- Acquire appropriate teaching materials and resources

- Motivate students and encourage progress

- Teach students instrumental techniques, scales, sight reading, and music theory

- Ensure up-to-date knowledge and awareness of the program of study

- Assess pupil's abilities, providing feedback and writing progress reports

- Teach general styles of music

- Incorporates musical instruments and movement in lessons

- Plan and implement a program of instruction and lesson plans

5. SHS Director

- Provides leadership and administration which will motivate instructional and supporting personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development both educationally and personally

- Direct supervision over Academic Coordinator and/or Grade Level Coordinator, Activity Coordinator, Faculty, Non-teaching staff

- Provides leadership in the implementation of curriculum for SHS to provide courses for students of varying abilities and interest and of differing vocational goals

- Develops a philosophy of education and administration including an educational goal which encourages a feeling of participation and enthusiasm on the part of all staff members

- Conducts faculty evaluation through class observation, counseling and professional motivation to improve their performance

- Recommends improvements and procurement of equipment that would improve the quality of the senior high school programs

- Oversees the operation of the in-service training program of the SHS faculty and the active participation to the different College activities

- Maintains all pertinent records of students and reports submitted to the Department of Education

- Conducts regular faculty meetings and student assemblies

- Develops a master schedule for registration of students, report cards and student personnel records

- Prepares faculty loading and class schedules

- Gives work directions to all personnel assigned to provide services to the SHS in order to assure the effective functioning and coordination of all activities

- Resolves student behavioral problems, including parent's concerns

- Prepares an annual budget for the Senior High School program

- Attends conferences, seminars and workshops in education and/or educational administration

- Maintains coordination and supervision of student activities such as, Nutrition Month, Teacher's Day, Buwan ng Wika, Senior High School Days, Intrams (MCAPS), College Days, Recognition Day and Graduation Day

6. SHS Clerk

- Process incoming and outgoing correspondence, such as memo, training invitation, letter of request, etc.

- Input approved class schedule and faculty loading.

- Assist the SHS Director in the distribution of faculty loading and class schedule.

- Maintain records of faculty loading and class schedule per periodic.

- Maintain and update copies of faculty credentials.

- Maintain and update Senior High bulletin board.

- Coordinate with the HR Unit regarding administrative task/s that may involve the Institute as instructed by the SHS Director.

- Perform the general clerical works.

- Perform other tasks/duties as required that will contribute to the efficiency and effective delivery of services.

7. Special Operations Officer

- Develops, administers, and monitors the operation of program/project activities in the SHS

- Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the SHS

- Communicates with College administrators to confirm execution of administrative processes

- Provides assistance and information to agency personnel, public and private agencies, and/ or the SHS' stakeholders

- Reports to and assist immediate supervisor in daily tasks and duties

8. SHS Teachers

- Deliver instruction in the field of specialization

- Create modules or instructional materials for the courses assigned

- Ensure teaching within the quality assurance framework of the SHS

- Assess students' progress by grading assignments, papers, exams, and other outputs

- Attend meetings called for the improvement of administrative and instructional activities

- Work with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses

- Conduct or participate in research and extension projects of the SHS

- Assist in the accreditation programs of the SHS

- Stay informed about changes and innovations in their field

- Perform other tasks as needed in the SHS

9. Technical and Vocational Education and Training (TVET) Director

- Provides leadership and administration in the operation of the unit

- Directs all faculty and non-teaching staff of TVET program

- Implements TESDA/CHED curriculum for students and faculty members

- Conducts faculty evaluation through classroom observation, counseling and professional motivation, recommend and procure equipment for TESDA/CHED programs

- Oversees the operation of the in-service training program of the faculty members

- Maintains all pertinent records of the students to be submitted to the Office of the Registrar

- Conducts regular meeting with faculty members, conducts student assemblies

- Prepares faculty loading and class schedules, coordinates with different companies for the On-The-Job Training of students

- Resolves student behavioral problems including parent's concern, and prepares annual budget for the TVET programs

- Expected to attend conferences, seminars, and workshops relative to TVET programs

10. Project Development Officer I

- Participates in development of plans, programs and researches for the SHS

- Develops measures and strategies for the implementation of conducted research for the benefit of the SHS

- Monitors the implementation of project and programs of the SHS

- Identifies and tracks relevant project program compliance requirements and opportunities for innovation and program expansion within compliance parameters

- Prepares and submits a report of progress of the program/project implementation.

- Maintains quality results by using existing templates or developing new formats as appropriate for program proposals

H. Student Services Division

1. Registrar III

- Enforces government and school regulations regarding admission requirements, enrollment, teaching load, student shifting/leave/dropping/transfer, course requisites and prerequisites, graduation, and other academic matters

- Coordinates with CHED and ensures compliances with licenses, authority, pertinent notations, and/or recognition of curricula and program offerings of the College

- Provide technical assistance in curriculum development or revisions, class scheduling, and course cataloguing

- Plans and executes the registration procedure in coordination with the Senior high School Heads and Institute Deans.

- Supervises the staff of the Registrar's Office and directs the operations of the office.

- Formulates and implements regulations and guidelines in student records keeping, accessing, issuances, transmission, archiving, and/or disposal.

- Verifies and certifies correct the student records being issued by the office.

- Attends transactions with government offices or agencies regarding matters related to the functions of his office.

2. Registrar II

- Verifies and certifies correct the student records being issued by the office.

- Ensure accurate recording of data in student's records.

- Prepare record requests of new/transferring students.

- Develop a systematic approach to create, update, and maintain academic records of students.

- Prepare certifications, grades, transfer credentials, clearances and diplomas of students.

- Properly record and monitor all released documents by the office.

- Prepare reports as requested by the Head of the Registrar from time-to-time.

- Performs other duties as requested and within areas of expertise.

3. Registrar I

- Receives, updates, and maintains the records, reports and documents of the office.

- Manages and updates student information system

- Ensures an efficient process of registration and enrollment

- Facilitates the process of releasing records of the students

- Organizes and administers student records

- Ensures records are updated with new grades, attendance, finances, etc.

- Trains staff at the registrar's office to use software related to records administration

- Performs clerical tasks, such as printing academic transcripts for students

4. Librarian III

- Plans and organizes the library programs and services of the College

- Monitors the effective delivery of the library programs and services

- Supervises and evaluates the performance of the library staff

- Manages the set-up of the different units/sections of the library

- Conducts evaluation of the library services

- Participates in formulating library policies and ensures compliances with CHED requirements

- Directs procedures and guidelines in library processes which include accessing, cataloguing, classifying, and indexing of library materials

- Prepares and updates the library manual

- Participates in the preparation of the budget for the library

- Coordinates, links, and networks for updates, trends, and identification of library resources for acquisition

- Supervises the inventory and requisition of books, periodicals, subscriptions, e-books, and other library materials

- Participates in planning and promoting the personal-professional development of the library staff

- Leads the library staff in the conduct of research and community outreach activities

- Collaborates with the academic department on their ed-tech needs and building up the library collection

- Prepares action plans, performance targets, calendar, accomplishments, and other reports

5. Librarian II

- Takes full responsibility in the absence of the chief librarian

- Assists in the supervision of the library staff and student assistants, if any

- Enforces compliance of users with library rules and regulations

- Assists the library users in their circulation transactions (borrowing/returning books, reference queries, etc.)

- Assists and guides library users in the proper use of library and its resources

- Prepares and issues referral letters to the students and faculty

- Undertakes regular routine and annual physical inventory/physical count of books in the Circulation Section

- Coordinates with the chief librarian and Libros Intellectual (Library Club) regarding library programs and projects

- Sets up the bulletin boards to keep the community abreast of library updates, trivia, and other vital information

- Orients the new faculty and staff about the proper use of the library and its resources

- Performs library marketing (promotions of the use of the library)

- Issues clearance of the students and faculty

- Compiles and interprets statistics relating to library operations

- Prepares and submits monthly reports to the chief librarian

- Maintains cleanliness and orderliness inside the library

6. Librarian I

- Takes charge certain sections of the library

- Handles library subscriptions

- Answers reference questions of the library users

- Assists library users in the utilization of journals, magazines, pamphlets and reference materials

- Undertakes regular routine and annual physical inventory/physical count of books in the reference, filipiniana and periodicals section;

- Organizes books, periodicals and other library resources on designated shelves

- Sets up the monthly library exhibits to promote the available library resources

- Organizes and maintains vertical file materials

- Indexes the journals and magazines

- Clips relevant newspapers articles on current issues for vertical file collection

- Creates bibliographies, user guides and other special tools to increase access to information resources and to motivate library users to use them

- Prepares listings of library resources in the designation library section

- Orients new students about the proper use of the library and its resources

- Submits monthly reports to the chief librarian

- Helps in maintaining cleanliness and orderliness inside the library

7. Student Affairs and Services Director

- Communicating the needs of the office to appropriate authorities and the VPAA. This function includes requisition of supplies, equipment, materials, and other instructional needs of the office

- Assisting in the design, development and implementation of various student activities for the campus community

- Recommending student activities policies and procedures to the VPAA and implements as directed

- Coordinating and supervise the educational, recreational, social and cultural student activities programs

- Acting on request of student activity

- Participating in the development of marketing strategies to promote campus activities and services to maximum student involvement

- Coordinating and supervise leadership trainings/workshop/conferences of student leaders

- Overseeing and coordinates all student organizations/clubs

- Coordinating the preparation and dissemination of information regarding student clubs, activities and affairs to students

- Assisting student groups in preparing their budgets and monitors club and financial accounts and records

- Maintaining calendar of activities of all students clubs and organization meetings and events

- Supervises the programs for guidance counselling, medical, dental and corrective actions for students

8. Guidance Counselor III

- Prepares a Comprehensive Guidance Program and supervise, monitor and coordinates the effective implementation of the guidance services program

- Supervises the conduct of psychological counseling and educational information to students

- Supervises the conduct of structured learning exercises, focused group sessions, seminars, workshops and psychological interventions to meet student needs

- Reviews the scoring and interpretation of psychological tests and approve the psychological assessments

- Monitors the collection and maintenance of student data and cumulative records

- Reviews and approves the periodic reports, modules, guidance forms and materials

- Attends meetings and conferences with parents and other school personnel to represent Guidance Services Office

- Conduct research studies for program development

- Maintains coordination with the academic department, parents and other school personnel regarding students' concern and other guidance related activities

- Provides counseling and consultation services to special target groups or referred special cases

- Evaluates the performance of the guidance personnel

- Assume responsibility for own professional development, keeping current with the latest research, counseling strategies and techniques, intervention

- Attends relevant seminars and conferences

- Continuously evaluates and develops the entire guidance program to ensure appropriate and timely activities and interventions are given

- Organizes, supervises and manages effective and systematic procedures to ensure smooth functioning and operation of the Guidance Services Office

- Ensures that the College Guidance Office maintains liaison and coordination with particular units of the Office of the VPAA

9. Guidance Counselor I

- Provides psychological counseling, career counseling and educational information to students

- Facilitates structured learning experiences, focused group sessions, and psychological interventions to meet specific needs of the students

- Administers, scores, and interprets psychological tests

- Prepares psychological assessments and explains results to students as well as to their respective parents and teachers when necessary

- Conducts trainings, seminars, workshops, and other related programs and activities based on the needs of the students

- Counsel applicants for admission, dropping and returning students, and those for referrals/ recommendations

- Collects students' data and maintains students' cumulative records

- Prepares periodic reports, handouts, brochures and develops modules and other guidance forms/materials

- Coordinates with the academic department, parents, and other school personnel regarding students' concerns and other guidance related activities

10. Nurse II

- Plans, creates, schedules, and organizes a Health Services Program for students and personnel

- Monitors the effective implementation of the Health Services Program

- Supervises the delivery of health services of the staff

- Conducts evaluation of the health services program and the performance of the staff

- Participates in formulating health-related policies, procedures, and guidelines, as well as in budget preparations

- Supervises the inventory and requisition of medical/dental/office supplies and equipment

- Ensures the proper management of student/employee cumulative medical records

- Participates in planning and promoting the personal-professional development of the health services staff

- Leads the health services staff in the conduct of research and community outreach

- Prepares action plans, performance targets, calendar, accomplishments, and other reports.

11. Nurse I

- Provides health assessments and emergency or first aid interventions to students and College personnel

- Maintains, updates, and files cumulative health records of students and College personnel

- Promotes information on health issues through bulletins, brochures, or digital flyers

- Conducts orientation to students pertaining to available health services in the College

- Assists resident physician during health examinations

- Prepares first aid kit

- Maintains cleanliness and upkeep of the clinic, including the equipment and tools

- Refers patients to other specialists or medical institutions as may be necessary or urgent.

12. Dentist I

- Conducts regular dental check up with the students and discuss their dental status and preventive procedures to establish better dental hygiene

- Prescribes medication for dental problems, such as pain medication and antibiotics

- Conducts oral prophylaxis as needed and if feasible

- Keeps the oral health records of the patient and treatments given to them

13. Dental Aide I

- Orients and prepares students for dental examinations

- Assists resident dentist during dental examinations

- Verifies students' eligibility for semestral clearance

- Provides information on dental health through orientation, bulletins, brochures, and/or digital flyers.

- Updates, maintains, and files student dental records

- Undertakes inventory of dental supplies and equipment

- Maintains the upkeep of the dental clinic and its equipment

III. THE OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Collection/IGP/Finance	Human Resources Management	Records & Supply	General Services/ Building and Maintenance	Security	Management and Information System
Cashier III	HRMO IV	Records Officer IV	Building & Maintenance Officer / Security Officer	Information Officer I	Information System Analyst II
Cashier II	HRMO III	Admin Officer II	Admin Officer I	Information Officer I	Computer Programmer II
Cashier I	HRMO II		Admin Assistant (repro ops)	Admin Aide III	(2) System and Database Administrators
Budget Coordinator	HRMO I		Admin Aide VI		(2) Troubleshooting and Networking Staff
Administrative Assistant (Liason)	HR Assistant (Payroll)		Utility Foreman		
UNIFAST Coordinator			Driver I		
SHS Voucher Coordinator			(4) Utility Worker II		
IGP Assistant			(2) Utility Worker I		
			(2) Carpenters		
			(10) Gardeners/ Janitors		
			Plumber		
			Electrician		

The **Vice President for Administration and Finance** manages the administrative support operations of the College, which is divided into the Collection/IGP/Finance, Human Resources Management, Records and Supply, General Services/Building and Maintenance, Security and Management Information System.

The Collection/IGP/Finance Division works on the budget and finance operations of the College. The Human Resources Management manages the hiring, training, payroll, disciplinary actions and other labor relations functions. The Records and Supply Division deals with the management of supplies and inventory, and the records management of the College. The General Services/Building and Maintenance manages the facilities and utilities of the College. The Security Division ensures the safety and security of the College. The Management Information System works on the communication, system and programming development and administration of the College.

Below are the responsibilities of the personnel of the Office of the Vice President for Administration and Finance. All may perform other instructions and tasks as directed by the Vice President for Administration and Finance.

A. *Collection/IGP/Finance*

1. Cashier III

- Prepares the consolidation of the MCC Budget every fiscal year

- Monitors and ascertains that expenditures of the MCC are within the prescribed budgetary limits

- Acts as advisor to all units in formulating their budgets

- Reviews propriety of transactions, documents, and certifies as to validity of transaction propriety of completeness of supporting papers

- Supervises the maintenance of records under Collection/IG Unit

- Verifies report of collection and deposits, accountability, cash receipt ledger, and daily cash position report of the cashier

2. Cashier II

- Collects a variety of payments and other cash related transactions and issues official receipt

- Verifies and posts finances to appropriate accounts

- Prepares daily cash reports, reconciles collections and receipts

- Prepares report of daily, monthly and semestral cash remittance of collection

- Prepares and maintains individual journals of students

3. Cashier I

- Collects all student-related activity fees (MCC Main and Dapdap)

- Prepares weekly, monthly and semestral report of collection

- Prepares weekly, monthly and semestral report of payments and disbursement

- Posts payments of Student Activity Fees to its individual ledgers

- Updates and maintains records of payments

- Prepares Daily Cash Position

- Prepares Cash Voucher and releases cash from appropriate expenses

- Deposits and disburses requested funds from the bank

- Prepares consolidated record of collections and disbursements and submit to the Cashier III

4. Budget Coordinator

- Prepares monthly and annual Budget Monitoring report of all funds

- Maintains accurate Budget Monitoring based on actual expenses

- Prepares all Obligation Request and Disbursements except for travel

- Assists in the preparation of PPMP and Annual Budget

- Assists in the preparation of Purchase Request and other related Procurement document, and

- Checks all voucher attachments in accordance with COA Rules and Regulations

    5.   Administrative Assistant

- Acts as the MCC focal-person to LGU Budget and Accounting Department

- Files copy of approved Obligation Request and all budget related documents

- Assists in the submission and follow-up of Purchase Request and other related Procurement document

    6.   UNIFAST Coordinator

- Processes student documents to be submitted for billing collections

- Coordinates with the CHED all concerns regarding the UNIFAST

- Maintains records of all transactions with the CHED UNIFAST

- Maintains and updates the bulletin of information of CHED UNIFAST

    7.   SHS Voucher Coordinator

- Attends meetings/seminar conducted by Private Education Assistance Committee (PEAC) as one of the requirements in the billing process

- Responsible for the Online Application or Submission of Information of Learners at DepEd Online System

- Compiles needed documents for PEAC Billing

- Submits Billing at PEAC Regional Office

- Compiles Learner's required documents

8. IGP Assistant

- Receive and disburse delivered goods and materials

- Prepare general ledgers of income and expenditures of the IGP

- Maintain inventory of stocks and issued goods and materials

- Prepare quarterly and annual financial report

B. Human Resources Management

1. Human Resource Management Officer (HRMO) IV

- Takes charge in the administration personnel mechanism for official personnel action of all college employees such as leaves, promotions, recruitments, change of status, performance appraisal ratings and other related personnel matters

- Advises employees on personnel policies, functions, practices, rules and regulations and problems

- Determines the qualification standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management and other agencies of the government concerned

- Supervises all personnel responsible for updating personnel records and safekeeping of 201 files of officials and employees

- Supervises personnel responsible for payroll, benefits and training.

- Supervises the staff training and development

- Conducts employee's orientation

- Exercises such other powers and perform other duties and function as may be prescribed by law or ordinance

- Maintains liaison with the city government for employees' concern and benefits

   2.   HRMO III

- Implements administrative policies and attends to all personnel action

- Focal person on recruitment, selection, and placement process, and directs payroll preparation

- Conducts orientation/re-orientation to newly hired and existing staff

- Updates and prepares required personnel reports and statistics

- Contributes in drafting policies, procedures, and guidelines on Human Resources Management

- Handles the employee masterlist of MCC

   3.   HRMO II

- Conducts training needs assessment and analysis

- Plans, creates, and proposes a Training and Development Program for all personnel

- Organizes, coordinates, and/or facilitates the implementation of the Training and Development Program

- Assesses the progress and evaluates the effectiveness of the training and development plan

- Analyzes and maps the career pathing of employees

- Manages the records of employees on their personal-professional development

- Participates in budget preparation on training

- Conducts training evaluation and prepares reports and summary of outcome

- Ensures the return on investment of employees sent on training through echo seminars, reports, materials sharing, etc.

4. HRMO I

- Assists all internal and external HR related inquiries and requests

- Maintains employees' records

- Assists in the recruitment process and perform reference checking

- Schedules examination, teaching demonstration and interview for applicants

- Maintains calendar of HR activities

- Prepares schedule of meetings, interviews and other HR related activities

- Coordinates training and seminar

- Compiles record and report of HR activities

5. HR Assistant (Payroll)

- Maintains payroll information by collecting, calculating, and entering data

- Processes salaries of employees by calculating pay and deductions

- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers

- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages

- Resolves payroll discrepancies by collecting and analyzing information

- Provides payroll information by answering questions and requests

- Prepares Payslips for the Contract of Service and Job Order Personnel every month

- Prepares Adjustment Report to be submitted to the City Human Resources Department

- Maintains payroll operations by following policies and procedures, reporting needed changes

- Maintains employee confidence and protects payroll operations by keeping information confidential

- Contributes to team effort by accomplishing related results as needed

C. Records and Supply

1.   Records Officer IV and Supply Officer

- Develops records management program for the organization; ensure that the organization adopts policies and procedures to guide personnel in records keeping, and document program, policies and procedures.

- Adheres to the organization's policies and procedures, provide reliable information management, training and direction to employees who will interact with the system

- Develops a reasonable level of protection to records (i.e. private, confidential, privileged, secret or classified), ensuring availability of records during or after critical times

- Complies with applicable laws and other binding authorities, as well as with organization policies of records keeping

- Maintains records that ensure timely and accurate retrieval of information and provide the right record to the right person at the right time

- Organizes policies and procedures in the available record

- Develops and maintains a retention schedule of records keeping

- Documents disposition process

- Oversees the management of supplies and materials of the organization.

- Conducts inventory of existing stocks and receives supplies and materials

- Consolidate requisition of supplies and materials of the different departments and prepare purchase orders with invoices to ensure accuracy

- Prepares inventory of existing and outgoing supplies and material and ensures that stocks are properly stored

- Prepares cost estimates of supplies and materials needed by the organization for the year

- Prepares reports of inventory of stocks and disbursement of supplies

2. Admin Officer II

- Assists in the conduct of physical inventory of college properties

- Prepares a report of inventory of equipment

- Assists in the inventory of deliveries and ensures proper storage of the same

- Assists in the distribution of supplies and materials

- Conducts regular inventory of stocks

D. The General Services/Building and Maintenance

1. Building, Maintenance and Security Officer

- Collaborates with architects, engineers, and other specialists

- Inspects the buildings regularly to identify problems and necessary maintenance

- Prepares weekly maintenance schedules and allocate work as per estimated workloads

- Oversees all repairs and ensures that work is completed on time

- Investigates complaints regarding housekeeping service and equipment, and takes corrective action

- Ensures that the campus access, facilities and school community members are secure

2. Admin Officer I

- Prepare and distribute work assignments of utility personnel

- Monitor utility personnel workstation and assignment to ensure that cleanliness and orderliness in the surrounding are maintained

- Supervise installation and retrieval of materials and equipment used in the school programs and activities

- Oversee the maintenance of minor repairs required such as replacement of door knobs, electric bulbs, fluorescent bulbs, and the likes

- Prepare requisition of supplies, equipment and material essentials in the task performance of the utility personnel

- Provide leadership to the utility and maintenance group in the Dapdap campus

3. Admin Assistant

- Monitors workstation and assignment to ensure that cleanliness and orderliness in the surrounding are maintained

- Installs and retrieves materials and equipment used in the school programs and activities

- Conducts minor repairs as required such as replacement of door knobs, electric bulb, fluorescent bulb, etc.

4. Admin Aide VI

- Maintains and controls the central equipment and server

- Checks and monitors all external cameras installed and ensure their functionality

- Maintains record of all recorded videos for future references

- Prepares reports of untoward incidents seen and observed on the record videos

- Conducts minor troubleshooting

5. Utility Foreman

- Assists in the evaluation of staff who may be engaged in installation, maintenance and repair works

- Participates in the installation and maintenance work

- Prepares reports of installation and maintenance work requested and completed

- Conducts regular and routine inspection of the ongoing repair works

- Assists in the orientation of new maintenance staff

6.   Driver I

- Conducts routine cleaning and maintenance check of the vehicle

- Transports passengers to their destination safely

- Maintains an organized travel schedule

- Ensures that the vehicle has sufficient gas and is always ready for use

- Picks up office purchases or other administrative needs

- Arranges vehicle repairs when necessary

- Maintains record of the monthly mileage of the vehicle

7.   Utility Worker II

- Perform janitorial services on assigned station/s which may include but not limited to cleaning comfort rooms, classrooms, laboratories, campus grounds, and hallways

- Collect and dispose of garbage

- Clear unnecessary clutter around the campus

- Perform maintenance services

- Conduct repairs of furniture, desks, and other school property

- Assists the electrician, carpenter, and other skilled personnel whenever needed

- Conduct inspection and report any defects in the facilities or school property

8. Utility Workers I

- Assist Utility Workers II in the performance of their tasks

9. Carpenters

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing, and finishing of buildings and facilities

- Construct, install, maintain and repair woodwork

- Effectively and safely operate a variety of tools and equipment used in the skilled carpentry trade

- Interpret shop drawings, sketches and work orders

- Perform heavy physical labor

- Understand and communicate blueprints

- Maintain routine records and reports

10. Gardeners

- Undertake routine maintenance work of surfaces and landscape as detailed on work schedules or as directed by supervisor

- Perform the safe use and operation of equipment and machinery used in surface maintenance

- Inform supervisor, where appropriate, take corrective action on mechanical defects or breakdown of equipment

11. Janitors

- Perform custodian duties to keep school facilities clean such as sweeping, mopping, scrubbing, polishing, trash collection, leaf blowing, graffiti removal, gutter cleaning, vacuuming, and other related custodial functions.

- Clean, service, adjust, and make repairs on cleaning tools and equipment

12. Plumber

- Installs and/or repairs washstands, toilets, showers, drains, sinks, radiators and other equipment requiring plumbing and heating connections

- Repairs and replaces pipes, valves, and fittings for high and low-pressure steam, gas and liquid flow systems.

- Cuts and threads and fits the pipe

- Repairs and replaces parts for pumps and associated pumping equipment

- Tests and tightens joints

- Installs, repairs and replaces soldered and brazed connections

- Taps liquid and gas mains for connections, as required

13. Electrician

- Troubleshoots and repairs electrical controls

- Lays out and installs new electrical secondary service including panels, breakers, disconnects, and switches

- Dismantles electrical machinery and replace defective electrical or mechanical parts such as brushes and armatures

- Installs and maintains various types of motors, lighting fixtures, generators, circuit breakers, and transformers

- Installs and monitors performance of installed electrical equipment for hazards, adjustments, or replacement

- Lays out, assembles, installs, tests, repairs, and adjusts electrical fixtures, apparatus, equipment, wiring, and new services to include panels, breakers, and conduit

- Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications

- Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances using appropriate tools and testing instruments

- Troubleshoots and repairs electric control, motor control centers, and programmable logic controls

E. Security

1. **Information Officer I**

- Provides leadership for the operation and maintenance of the Internal Security Group

- Oversees the maintenance and operation of the CCTV System

- Provides technical/professional advice/knowledge to others within the various security areas and discipline

2. **Admin Aide III**

- Hold and screen all visitors and issue visitors tags/slip

- Assist visitors in their destination within the campus

- Conduct rounds in the area of responsibility to ensure the safety of students and college personnel

- Assist in the monitoring of the CCTV

3. **Guards**

- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates

- Answer alarms and investigate disturbance

- Monitor and authorize entrance and departure of employees, students, visitors, and other persons to guard against theft and maintain security of premises

- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences

- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons

- Circulate among visitors, patrons, and employees to preserve order and protect property

- Warn persons of rule infractions or violations, and apprehend or evict violators from premises

- Prevent passage of prohibited articles

- Provide assistance to people in need

F. Management and Information System

1. Information System Analyst II

- Determines the needs of the stakeholders in order to design systems that are appropriate to the processes of the College

- Analyzes the loopholes and problems in the system and works with the Computer Programer to determine a solution

- Identifies system errors

- Provides recommendations for improvement and design enhancements

- Manages the communications internally and externally and makes sure that all communication materials adheres to the MCC brand

- Plans the programs for advancement of technology-based systems and programs

2. Computer Programmer II

- Works closely with the Information Systems Analyst II and other unit heads in gathering system requirements

- Formulates program specifications

- Designs user interface prototype according to the specifications

- Transform systems designs and program specifications into computer codes

- Develop system documentation

- Conducts data processing and analysis

- Acts as College representative in sourcing and dealing with other communication agencies to improve and optimize the College's System

3. System and Database Administrators

- Maintain and control the central storage of data and server

- Maintain and update existing programs such as, online enrollment system, grading system, etc.

- Diagnose and troubleshoot database errors and bugs

- Install, upgrade and manage database applications

- Manage database access

- Recommend emerging database technologies

- Create new programs as needed

4. Troubleshooting and Networking Staff

- In-charge for all network inventory of MCC

- Develop projects that will create better process and efficiency of work connected with MIS functions

- Be the project lead for all improvements of MCC Network

- Be the point-person for all networking needs of MCC Offices

- Provide first level support for end user problems/issues

- Provide technical assistance to end-users in design, installation and support of PC hardware/software systems

- Ensure all demonstration and instructional equipment are functioning correctly

- Setup and install PC hardware/software, network applications, and related services

- Design and implement IT networks

- Maintain networking devices such as servers, routers, printers, etc.

- Troubleshoot and resolve PC hardware/software, printers, and network related problems

- Develop and maintain IT service documents

- Update and maintain inventory of hardware and software components

IV. THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION SERVICES

OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION SERVICES

VICE PRESIDENT FOR RESEARCH AND EXTENSION SERVICES
Clerk
Statistician II
Community Extension Coordinator

The **Vice President for Research and Extension Services** (VPRES) plans, recommends, initiates, implements, coordinates, supervises and assesses the research and extension activities that will have positive impacts in the communities. He/She collaborates with the Office of the Student Affairs Services and other offices and divisions in developing activities and programs related to its functions.

Below are the responsibilities of the people working under the Office of the VPRES. All may perform other instructions and tasks as directed by the Vice President for Research and Extension Services.

A. Clerk

- Processes incoming and outgoing correspondences of the Office of the VPRES

- Maintains a record filing system for all external affairs

- Maintains and updates bulletin board or the VPRES Calendar

- Performs the general clerical works

- Performs other tasks/duties as required that will contribute to the efficiency and effective delivery of services

B. Statistician II

- Analyzes and interprets statistical data in order to identify significant differences in relationships among sources of information

- Applies sampling techniques or utilizes complete enumeration bases in order to determine and define groups to be surveyed

- Designs research projects that apply valid scientific techniques and utilize information obtained from baselines or historical data in order to structure uncompromised and efficient analyses

- Evaluates sources of information in order to determine any limitations in terms of reliability or usability

- Evaluates the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy

- Identifies relationships and trends in data, as well as any factors that could affect the results of research

- Plans data collection methods for specific projects, and determines the types and sizes of sample groups to be used

- Reports results of statistical analyses, including information in the form of graphs, charts, and tables

- Develops an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate

- Prepares data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data

C. Community Extension Coordinator

- Coordinates in planning the Community Extension programs and projects with the respective institutes, student organizations and other groups concerned

- Reviews all project proposals and submit them to the VPRES for approval

- Monitors regularly the progress of all approved community extension program activities

- Provides an update on the status of the on-going project to the people concerned whenever necessary

- Evaluates all programs/activities conducted

- Prepares a documentary report of all projects undertaken

- Submits action plans and accomplishment reports on time

V. THE OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AFFAIRS

VICE PRESIDENT FOR EXTERNAL AFFAIRS	
Clerk	
External Affairs	**Admissions**
(2) Contributors/Writers	Admin Officer IV
	Admin Officer I

The **Vice President for External Affairs** (VPEA) plans, promotes and carries out working relations and linkages with appropriate government agencies, non-government organizations, funding agencies, private sectors, foreign institutions, state universities and colleges and other local universities and colleges. He/She is also responsible for facilitating and managing the admissions office and its functions.

Below are the responsibilities of the people working under the Office of the VPEA. All may perform other instructions and tasks as directed by the Vice President for External Affairs.

A. Clerk

- Processes incoming and outgoing correspondences of the Office of the VPEA

- Maintains a record filing system for all external affairs

- Maintains and updates bulletin board or the VPEA Calendar

- Performs the general clerical works

- Performs other tasks/duties as required that will contribute to the efficiency and effective delivery of services

B. External Affairs

Contributors/Writers

- Creates compelling content for the programs and activities of the Office of the VPEA

- Responsible for adding value by actively engaging stakeholders and maintaining a cohesive brand for MCC

- Collaborating with the different offices in order to execute brand initiatives

C. Admissions

1.   Admin Officer IV

- Sets the admission procedures and calendar

- Plans and supervises the facilitation of admission procedures regarding entrance examination, submission of requirements and other admission activities

- Advices students about the programs offered, admission procedure, eligibility and costs involved

- Assists during recruitment activities, student interviews, admission publications, and information sessions

- Coordinates to other units the testing schedules and orientation dates for incoming students

- Develops innovative communication strategies, recruitment strategies and enrolment plans

- Maintains a database of student information and student feedbacks to generate student reports for management whenever required

- Provides statistical updates on admission to the deans of the different Institutes

2.   Admin Officer I

- Addresses all walk-in inquiries and queries on admissions

- Facilitates admission procedures regarding entrance examination, submission of requirements and other admission activities

- Participates in all recruitment events, information sessions, exhibitions, and off-campus events

- Assists in the coordination with other units the testing schedules and orientation dates for incoming students

- Facilitates the orientation of incoming students

MCC WORK PLAN

1. SURVEY

Unit: Office of the VPAA

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process**, On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Formulation of Survey Digital formatting	5	22-Apr-20	Completed
2. IMPLEMENTATION PHASE			
Conduct of Survey (The New Normal Survey)	5	28-Apr-20	Completed
Conduct of Survey (MCC Student Survey 2020)	19	17-May-20	Completed
Conduct of Survey (MCC Socio Ecnomic Status Survey)	21	23-May-20	Completed
Retrieval of Data (The New Normal Survey)	1	28-Apr-20	Completed
Retrieval of Data (MCC Student Survey 2020)	1	17-May-20	Completed
Retrieval of Data (MCC Socio Ecnomic Status Survey)	1	23-May-20	Completed
Interpretation of Data	2	30-Apr-20	Completed
Interpretation of Data	2	19-May-20	Completed
Interpretation of Data	2	25-May-20	Completed
Publication and submission of the result to the Office of the President	3	28-May-20	Completed
3. ASSESSMENT PHASE			
Turn-Out Report	10	7-Jun-20	Completed

2. DEFINITION OF FLEXIBLE LEARNING AND NEW NORMAL

A. Implementing Rules and Regulations

Unit: Office of the VPAA

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Approval of the Board for the shift to Flexible Learning	1	4-May-20	Completed
Visioning	3	10-May-20	Completed
Consultation with various stakeholders and sectors (Academic, Legal, Community, Operation Managers)	5	15-May-20	Completed
Production of First Draft Writing/Revisions/ Finalization	7	10-Jun-20	Completed
2. IMPLEMENTATION PHASE			
Publication	5	20-Jun-20	not yet started
Cascading	7	22.-Jun-2020	not yet started
3. ASSESSMENT PHASE			
Evaluation on the Effectiveness of Flexible Learning scheme	10	11-Jun-21	Not yet started

B. New Normal Policies

Unit: Office of the President

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process**, On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Review of old policies and protocols	5	April 29	Completed
Drafting of new policies	5	5-Jun-20	Completed
Review of drafted policies	2	12-Jun-20	Completed
Board Approval of certain policies	1	3-Jul-20	Not yet started
2. IMPLEMENTATION PHASE			
Management planning of implementation	5	6-Jul-20	Not yet started
Drafting of Office Orders	2	8-Jul-20	Not yet started
Cascading of Orders	2	10-Jul-20	Not yet started
3. ASSESSMENT PHASE			
Evaluation - Annual Report	7	30-Nov-20	Not Yet Started

C. **Shaping the Culture of New Normal**

Unit: All Offices

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Production of designs for social distancing culture (Physical Collaterals)			
Social distancing in quieng/waiting areas	1 day	June 10, 2020	COMPLETED
Social distancing in classrooms	5 days	June 20, 2020	ON GOING
Social distancing in Hallways	5 days	June 20, 2020	ON GOING
Production of designs for hygine culture (Physical Collaterals)			
Design for toilet signages	5 days	June 20, 2020	ON GOING
Proper waste disposal design	5 days	June 20, 2020	ON GOING
Facilty designs for foot pedals	5 days	June 20, 2020	ON GOING
Production of designs for pandemic proof culture (Physical collaterals and social media campaign designs)			
Pandemic Proof social media campiagn designs	5 days	June 20, 2020	ON GOING
Pandemic Proof physical collaterals design inside campus	5 days	June 20, 2020	ON GOING
Production of designs for Malasakit culture (Social media campaign designs)			
Let's Win This Battle Togther Designs	5 days	June 20, 2020	ON GOING
Plotting and mock-up of physical collateral placements			
Social distancing placement plots for entrance/exit of campus, cashier, registrar and clinic	1 day	June 11, 2020	COMPLETED
Social distancing plots and mock-ups of all hallways	5 days	June 30, 2020	NOT YET STARTED
Social distancing mock-ups and plot usage inside all classrooms	5 days	June 30, 2020	NOT YET STARTED
Placement of designs for: Wearing Mask, maintain proper social distancing, maintain hygine	5 days	June 30, 2020	NOT YET STARTED
Placement of proper disposal bins	2 days	June 26, 2020	NOT YET STARTED

Admin preparation for implementation			
Prepare all proposals, attachments for PR	5 days	June 26, 2020	NOT YET STARTED
2. IMPLEMENTATION PHASE			
Installation of all Physical collaterals and equipment			
Foot decals for cashier, gate, registrar, admission, health services, and HR	7 days	June 26, 2020	ON GOING
Hygine reminders in sink (Sintra board)	2 days	July 30, 2020	NOT YET STARTED
Social distance in the office signage	2 days	July 30, 2020	NOT YET STARTED
Proper hygine reminders inside offices	2 days	July 30, 2020	NOT YET STARTED
Use your foot to open (Sintra Board)	2 days	July 30, 2020	NOT YET STARTED
Toilet foot pedal	2 days	July 30, 2020	NOT YET STARTED
Sink foot pedal	2 days	July 30, 2020	NOT YET STARTED
Proper waste disposal	2 days	July 30, 2020	NOT YET STARTED
Proer waste disposal FAQs (sintra boards)	2 days	July 30, 2020	NOT YET STARTED
Room check boards	5 days	July 30, 2020	NOT YET STARTED
Mask area reminders	2 days	July 30, 2020	NOT YET STARTED
Hallway stickers and reminders	5 days	July 30, 2020	NOT YET STARTED
Social Distancing in classrooms	5 days	July 30, 2020	NOT YET STARTED
Monitoring of rooms and areas			
Cleanliness of room (Time check)	90 days	November 30, 2020	NOT YET STARTED
Random "whistle blower"	90 days	November 30, 2020	NOT YET STARTED
Promoting the new culture			
Release Pandemic proof campaign via Facebook	1 day	July 1, 2020	NOT YET STARTED
Promote the new culture through TV and Radio	1 day	July 15, 2020	NOT YET STARTED
Release Pandemic proof engagement contest	1 day	July 05,2020	NOT YET STARTED
Proper Hygine culture in Facebook	1 day	June 26, 2020	NOT YET STARTED
3. ASSESSMENT PHASE			
Monitoring of all efforts in culture adaption	90 days	November 30, 2020	NOT YET STARTED

D. E-Library Services

Unit: Library Services Unit

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Review of Current Library Operations	3	May 26, 2020	Completed
Identify Library Procedures, Services and Materials that can be Transformed into Online Set-up	5	June 1, 2020	Completed
Identify Goals and Priorities of the New Project	2	June 3, 2020	Completed
Draft, Analyze and Submit the Library Transition Plan	3	June 6, 2020	Completed
Project Proposal (Presentation and Approval)	30	July 6, 2020	On-going
Process Alignment and Development of Workflow	30	August 6, 2020	Not yet started
2. IMPLEMENTATION PHASE			
Installing Platform (Facebook Page/Digital Library Resources)	May-90	June 6, 2020/ October 2020	Completed/Not yet started
Training of Staff (Electronic Resources)	15	October 15, 2020	Not yet started
Promotions and Coordination (Facebook Page/Electronic Resources)	30	November 15, 2020	On-going/Not yet started
Simulation (Electronic Resources)	10	November 30, 2020	Not yet started
Execution with Clients 9Electronic Resources)	30	December 15, 2020	Not yet started
3. ASSESSMENT PHASE			
Evaluation of the Library Procedures, Services and Materials	30	August 30, 2021	Not yet started

E. Internationalization

Unit: Office of the VPEA

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
International Webinar Series:			
Formulation of Mechanics and Guidelines for the International Webinar Series	3	June 3, 2020	Completed - 100%
Formulation of Invitation Correspondence Templates for the Speakers	2	June 6-7, 2020	Completed - 100%
Development of Publication Materials (Posters, Certificates, Online Promotions)	4	June 2-6, 2020 and first week of each month	Partially Completed
Communication with the speakers for the month of July 2020	1-2 Days	June 6, 2020	Completed - 100%
Communication with the Speakers for each month	5 -10 Days	Every 15th of each month	Not yet started
Creation of the Video Confrence Portal with Feedback Mechanism	2 days	June 7, 2020	Completed - 100%
Hello MCC! Hello World!			
Formulation of Mechanics and Guidelines for the regular posting of informations	2 Days	June 5, 2020	Completed - 100%
Creation of the MCC-Internationalization Social Media Account	1 Day	June 6, 2020	Completed -100%
Development of Publication Materials (Posters / Online Promotions)	2 Days	June 8, 2020	Completed - 100%
Wander and Wonder: My Travel Bucketlist			
Formulation of Mechanics and Guidelines for the regular posting of informations	2 Days	June 5, 2020	Completed - 100%
Creation of the MCC-Internationalization Social Media Account	1 Day	June 6, 2020	Completed - 100%
Coordination with Embassies and Institutions for promotional materials request and copyright permission	5 Days	June 8, 2020 and every first week of every month	Partially Completed
2. IMPLEMENTATION PHASE			
International Webinar Series			

International Webinar Series	2-3 times per month	July 11, Third week of July and Fourth Week of July	Partially Completed
		Second and Fourth Week of each Month from July 2020-June 2021	Not yet Started
Publicity and Information Desimination	2 Days	June 7, 2020 and every first and third week of the Month	Partaially Completed
Hello MCC! Hello World!			
Lay-outing of the "Nation's Greeting of the Week"	3 Days	Every 1st and 3rd week of the Month	Not yet Started
Posting of the Lay-outed "Nation's Greeting of the Week"	1 Day	Every 1st and 3rd week of the Month	Not yet Started
Wander and Wonder: My Travel Bucketlist			
Lay-outing of the "Wander and Wonder: My Travel Bucketlist" promotion	3 Days	Every 1st and 3rd week of the Month	Not yet Started
Posting of: the Lay-outed "Wander and Wonder: My Travel Bucketlist" poster and the promotional items provided for by embassies and othe rinstitutions	1 Day	Every 1st and 3rd week of the Month	Not yet Started
3. ASSESSMENT PHASE			
Feedback on efficiency and effectiveness of new program	1 Day	After each Webinar	Not yet completed
Development of Statistical Data and Report	3 days	A week after each webinar	Not yet completed
Narrative Reports on the social interactability of the Internatioanlization Facebook Account	3 Days	Last week of the Month	Not yet completed

F.   Registrar Services

Unit: Registrar

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed** - some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Assessment of existing operations	2 days	May 22, 2020	COMPLETED
Distinguish office processes and transactions that may be included on the transition to online set-up	2 days	May 26, 2020	COMPLETED
Devising and anchoring different mechanisms on easy access approaches for the New Project	2 days	May 28, 2020	COMPLETED
Project Proposal : E-Services	5 days	June 6, 2020	COMPLETED
Development and innovation of workflow	2 days	June 15, 2020	PARTIALLY COMPLETED
2. IMPLEMENTATION PHASE			
Installing Platforms (Facebook page, E-mail and Office Hotlines)	2 days	June 8, 2020	COMPLETED
Promotions and Coordination (Posting of Instructional Guidelines and Announcements; Resumption of services through Online Appointment for the processing of School Records)	5 days	June 8, 2020	COMPLETED
Simulation		July 2020	ON GOING
Execution with Clients		July 2020	ON GOING
3. ASSESSMENT PHASE			
Feedback on Efficiency and Effectiveness of the Program		July 2020	NOT YET STARTED

G. <u>Admissions</u>

Unit: Admissions

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	**STATUS AS OF JUNE 10** **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
1.Preparatory meeting for Admission contingency plans (in line with ECQ)	1 day	8-Apr-20	Completed
2. Scheduling for the next batch of examinees and crafting of safety precutionary health measures for the possible resumption of the College Admission Tests (CAT)	1 day	20-Apr-20	Completed
3. Creation of modified guidelines and procedures for the conduct of CAT upon the lifting of the quarantine period	1 day	6-May-20	Completed
4. Creation of CAT pass or permit/ Appointment letter for student applicants	1 day	13-May-20	Completed
5. Preparatory meeting for the transfer of examination venue from MCC main campus to Madapdap Campus (MCC Main shall be used as swabbing center; access to campus shall be restricted)	1 day	15-May-20	Completed
6. Drafting of new procedures and guidelines vis-à-vis the new venue of exams	3 days	22-May-20	Completed
7. Preparatory meeting for updated plans (conduct of CAT in clustered barangays)	1 day	25-May-20	Completed
8. Profiling for student applicants per barangay / municiaplity / city	5 days	29-May-20	Completed
9. Preparatory meeting for the possible Online Admisison Test (CLAD-Asia proposal)	1 day	May 30, 2020	Completed
9. Preparatory Meetig for updated plan (GPA-Based Admission) - With a consideration on the paralyzed public transport system, provisions of the IATF, safety of the examinees and proctors and the availability of the progress report card of the examinees	1 day	31-May-20	Completed
10. Development of proposals for admission advisory for grades-based admissions and MCC admission portal new protocols.	1 day	1-Jun-20	Completed

11. Submission of Proposal to the Office of the Vice President for Academic Affairs	1 day	June 4, 2020	Completed
12. Development of the Admission Portal with provisions on the uploading of Report Card	2 day	3-Jun-20	Completed
13. Launching of the Admission Portal with provisions for uploading of Report Card	4 days	7-Jun-20	Completed
2. IMPLEMENTATION PHASE			
1. Uploading and encoding of grades by student applicants in the modified and newly structured portal.	17 days	26-Jun-20	Partially completed
2. Assesment and validation of the submitted Report Cards	5 days	July 3, 2020	Not yet started
3. Evaluation, ranking and release of official results of succussful applicants	5 days	July 10, 2020	Not yet started
4. On-going Customer Assistance Service through the Social Media Portal	on-going	on-going	Partially completed
3. ASSESSMENT PHASE			
Evaluation Seesion on the procedures undertaken by the Admission Office	1 Day	Aug.14, 2020	Not yet started
Submission of Narrative Report on the Admission Process with Statistical Data	5 Days	Aug. 20, 2020	Not yet started

H. MCC Teams Up with TV Network

Unit: Office of the VPRES and SAS

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process**, On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Meeting with TV Network	1	20-May-20	Completed
Proposal and Quotation	5	30-May-20	Completed
Approval and Signing of MOA	15	15-Jul-20	Not yet started
Production of First Draft Writing/Revisions/ Finalization	10	20-Jun-20	Ongoing
2. IMPLEMENTATION PHASE			
Promotion of Programs and Sending of Invitations	As necessary	As scheduled	Not yet started
Broadcasting	As necessary	As scheduled	Not yet started
3. ASSESSMENT PHASE			
Viewership Report			Not yet started

3. REVIEW OF CURRICULUM: MIGRATION TO MODULAR

A. Institute of Arts, Sciences and Teacher Education

Unit: IASTE Faculty

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed** - some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Coordination meetings for Class Schedule and Faculty Loading	21	June 19, 2020	On Going
Approval of Class Schedule and Faculty Loading	7	June 26, 2020	On Going
Writing of OBTL plans (revisions and alignment of TLAs and Ats for Flexible Learning Scheme	30	June 30, 2020	On Going
Review and approval of OBTL plans	7	June 30, 2020	On Going
Capability Training for Flexible Learning Scheme	30	June 30, 2020	On Going
Module writing and preparation of learning materials and resources for Flexible Learning Scheme	60	August 30, 2020	On Going
Schedule for periodic monitoring of flexible learning scheme and the formulation of strategy or tool to be used	30	August 30, 2020	Not Yet Started
Formulation of evaluation tool for flexible learning scheme (students, faculty, administration, community)	30	December 30, 2020	Not Yet Started
2. IMPLEMENTATION PHASE			
Monitoring of modular delivery of instruction in the flexible learning scheme	70	December 30, 2020	Not Yet Started
3. ASSESSMENT PHASE			
Evaluation of the flexible learning scheme, participated by all stakeholders (students, faculty, administration, community)	14	January 31, 2021	Not Yet Started

B. Institute of Business Education

Unit: IBE Faculty

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Review of Courses offerings for BS Accountancy and BS Customs Administration	1	May 30, 2020	Completed - 100%
Preparation of Outcome Based Teaching Learning Plans (OBTLPs) by faculty	30	June 30, 2020	Partially Completed
Review and approval of OBTLPs by the Dean	5	June 30, 2020	Partially Completed
Submission of OBTLPs to the VPAA	3	June 30, 2020	Partially Completed
Selection of Learning Materials to be used per course/subject	5	June 15, 2020	Partially Completed
Faculty Training for Flexible Learning Scheme	30	June 30, 2020	On - going
Preparation of Learning Materials/Modules per course	60	August 30, 2020	Not yet Started
Video Recording of Faculty Lectures Delivery per course	60	August 30, 2020	Not yet Started
Formulation and preparation of monitoring instrument for faculty in the delivery of instruction under the flexible learning scheme	30	September 30, 2020	Not yet Started
Preparation of Schedule for periodic monitoring of flexible learning scheme.	1	September 30, 2020	Not yet Started
Formulation and preparation of Standard evaluation tool for flexible learning scheme (students, faculty and the community)	30	December 30, 2020	Not yet Started
2. IMPLEMENTATION PHASE			
Monitoring of implementation of Modular Delivery of instruction under the flexible learning scheme	70	December 30, 2020	Not yet Started
3. ASSESSMENT PHASE			
Evaluation of the flexible learning scheme to be participated by the stakeholders (Students, parents, faculty and Administration) using the standardized evaluation tool/Instrument	15	January 31, 2021	Not yet started

C. **Institute of Computing Studies**

Unit: ICS Faculty

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Estimating number of students per year level from the MIS data	1	1-Jun-20	Completed
Identification of courses to be offered in first semester	2	2-Jun-20	Completed
Coordination meeting of the VPAA and the Institute Deans on the class schedule and faculty loadings guidelines	15	15-Jun-20	On Going
Design class schedule based on the guidelines released by the administration	10	10-Jun-20	Completed
Designate team teaching and design faculty loadings	7	10-Jun-20	Completed
Approval of the class schedule and faculty loadings	20	30-Jun-20	On Going
Capability training for flexible learning scheme	30	30-Jun-20	On Going
Coordination meetings with the faculty	30	31-Jul-20	On Going
Schedule for periodic monitoring and the formulation of tools to be utilized in modular delivery	20	30-Sep-20	Not Yet Started
Adjusting the class and faculty loadings based on the student enrollment	10	31-Jul-20	Not Yet Started
Approval of the adjusted class schedule and faculty loadings	10	31-Jul-20	Not Yet Started
2. IMPLEMENTATION PHASE			
Distribution of official class schedule and faculty loadings	15	31-Jul-20	Not Yet Started
Preparation of learning materials and resources for modular delivery	90	31-Oct-20	On Going
Monitoring of modular delivery of instruction in each cycle	90	31-Dec-20	Not Yet Started
3. ASSESSMENT PHASE			
Evaluation of the flexible learning scheme	30	30-Jun-21	Not Yet Started

D. Institute of Hospitality and Tourism Management

Unit: IHTM Faculty

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Writing of OBTL plans (revisions and alignment of TLAs and Ats for Flexible Learning Scheme	7	5-Jun-20	Completed
FOSH Review of OBTL plans	2	7-Jun-20	Completed
Dean's Approval of OBTL Plans	3	10-Jun-20	Completed
Capability Training for Flexible Learning Scheme	30	June 30, 2020	On Going
Module writing and preparation of learning materials and resources for Flexible Learning Scheme	60	August 30, 2020	On Going
Schedule for periodic monitoring of flexible learning scheme and the formulation of strategy or tool to be used	30	August 30, 2020	Not Yet Started
Formulation of evaluation tool for flexible learning scheme (students, faculty, administration, community)	30	December 30, 2020	Not Yet Started
2. IMPLEMENTATION PHASE			
Monitoring of modular delivery of instruction in the flexible learning scheme	70	December 30, 2020	Not Yet Started
3. ASSESSMENT PHASE			
Evaluation of the flexible learning scheme, participated by all stakeholders (students, faculty, administration, community)	14	January 31, 2021	Not Yet Started

4. INFORMATION AND COMMUNICATIONS TECHNOLOGY

A. <u>Management Information System Programs and Processes</u>

Unit: MIS

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Attending ICT Forums and meetings for the New Normal with Telecoms Invitations			
Enable digital learning with Microsoft for Education	1	April 21, 2020	Completed
TechTalk on Air	1	April 23, 2020	Completed
#ONEwithYOU Accademe	1	April 27, 2020	Completed
Data Gathering			
Exported Database Data: Number of Student per barangay	2	May 1, 2020	Completed
Computation of needed devices per barangay	1	May 4, 2020	Completed
Coordinate with PLDT for their Academe internet Plans and Services			
PLDT LMS Tools	1	May 5, 2020	Completed
PLDT Internet Plans	1	May 6, 2020	Completed
Smart Infocast	1	May 14, 2020	Completed
PLDT Survey For thei available facility	3	May 8, 2020	Completed
Infrastructure Planning			
Engineering the ICT Infrastructure	5	May 15, 2020	On going
Purchasing and Procurment			
Request for Network Devices	30	Jul-15	Not yet started
Request of Upgradrading Internet of Dapdap	30	Jul-15	Not yet started
Request for tools and other computer parts needed	30	Jul-15	Not yet started
Request of New Webserver and System Server	30	Jul-15	On going

2. IMPLEMENTATION PHASE			
Barangay Learning Hubs Installtion			
Setup MCC Computers for each barangay	10	July 10, 2020	Not yet started
Cabling and Configuring Networks for each Barangay	10	July 17, 2020	Not yet started
Internet Installtion	15	July 24, 2020	Not yet started
Broadcasting Studio			
Setup MCC Computers and Their Software	5	July 10, 2020	Not yet started
Setup Cameras and Production area	5	July 17, 2020	Not yet started
Mabalacat City College Network Infrastructure			
Upgrading Internet of MCC Dapdap	1	July 20, 2020	Not yet started
Implement Wireless desktop for employees	5	July 20, 2020	Not yet started
Installing and configuring new server	10	July 31, 2020	Not yet started
3. ASSESSMENT PHASE			
Testing and Maintenance			
Dry Run and testing Barangays computer	5	July 30, 2020	Not yet started
Dry Run and testing Barangays Internet Connection	10	July 30, 2020	Not yet started
Maintenance and Other Repairs	15	July 30, 2020	Not yet started
Dry Run of Broadcasting studio	10	July 30, 2020	Not yet started
Testing of broadcasting equipment (e.g. camera, mic, screen)	10	July 30, 2020	Not yet started
Testing all the tools, platform and software with end to end user	15	August 15, 2020	Not yet started
Testing the new Webserver	15	August 15, 2020	Not yet started

B. MCC LMS: Pinagtagpi-tagping Libre

Unit: Office of the VPAA

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Conceptualization of the LMS Support Group	3	25-Apr-20	Completed
Selection of the Members for the LMS Support Group	5	2-May-20	Completed
Orientation of the LMS Support Group	1	7-May-20	Completed
Requirements Identification for the LMS Support Group	1	8-May-20	Completed
2. IMPLEMENTATION PHASE			
Drafting of the Teacher's EDMODO Manual	12	20-May-20	Completed
Drafting of the Student's EDMODO Manual	12	20-May-20	Completed
Drafting of the Parent's EDMODO Manual	12	20-May-20	Completed
Revision and Submission of the Final Version(Teacher's EDMODO Manual)	8	28-May-20	Completed
Revision and Submission of the Final Version(Student's EDMODO Manual)	8	28-May-20	Completed
Revision and Submission of the Final Version(Parents's EDMODO Manual)	8	28-May-20	Completed
Distribution of the Teacher's EDMODO Manual	25 Days	30-Jun-20	On-going
Distribution of the Student's EDMODO Manual	25 Days	30-Jun-20	On-going
Distribution of the Parent's EDMODO Manual	25 Days	30-Jun-20	On-going
EDMODO Familiarization Training for Teachers	1	5-Jun-20	Completed
EDMODO Online Video Tutorial for Students	22 Days	30-Jun-20	On-going
EDMODO Online Video Tutorial for Parents+A28:D28	22 Days	30-Jun-20	On-going
3. ASSESSMENT PHASE			
Evaluation of the MCC-LMS Implementation during the AY 2020-2021	20 Days	20-Jun-21	Not Yet Started

C. **Installation of Digital Common Areas**

Unit: Office of the MIS

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Board of Trustees Approval through a Resolution	3	30-Apr-20	Completed
Sangguniang Panglungsod Approval	15	30-May-20	Completed
Consultation with PROVIDER (Meetings and Product Presentation)	3	20-May-20	Completed
Inspection of Facility with Results	7	20-May-20	Completed
Assessment of Available Resources	3	20-May-20	Completed
Contract Review and signing	3	10-Jul-20	Not yet started
2. IMPLEMENTATION PHASE			
Installation of internet connection	15	18-Aug-20	Not yet started
Installation of equipment	7	18-Aug-20	Not yet started
Simulation/ Test Run	10	28-Aug-20	Not yet started
3. ASSESSMENT PHASE			
Downtime Report	Monthly (Sem-End Report)	16-Dec-20	Not yet started
Community Feedback	5	16-Dec-20	Not yet started

D. <u>Installation of Broadcasting Studio</u>

Unit: Office of the MIS

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Delivery of Mac Computers	60	30-May-20	Completed
Rewiring and setup connections	30	30-Jun-20	Not yet started
Installation of LMS software and other apps for broadcast	5	5-Jul-20	Not yet started
Posting of Studio Guidelines in visible areas	2	5-Jul-20	Not yet started
Audio, Video . Echo, Transmittal Check	2	10-Jul-20	Not yet started
Orientation of Studio Custodian	1	10-Jul-20	Not yet started
Test run	1	10-Jul-20	Not yet started
Connection to Back Up Generator	7	30-Jul-20	Not yet started
2. IMPLEMENTATION PHASE			
Simulation	10	28-Aug-20	Not yet started
Actual broadcast and recording	Semestral	29-Aug-20	Not yet started
3. ASSESSMENT PHASE			
Downtime Report	2 cycles	October and December 2020	Not yet started

5. FACULTY TRAININGS

Unit: Human Resource Management

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Webinars and Trainings of MCC Faculty starting March 2020 to present	5 Days	June 5, 2020	Completed
2. IMPLEMENTATION PHASE			
Collect and complete the list by providing the following information: a. Title of Webinar/Training b. Inclusive Dates c. Number of Hours d. Availability of Certificate e. Kind (subject-, delivery-, technology-related)	5 Days	June 5, 2020	Completed
Interpretation: Make a Narrative Report	2 Days	June 5, 2020	Completed
Submission of the result to the Office of the President	2 Days	June 5, 2020	Completed
3. ASSESSMENT PHASE			
Turn-Out Report	2 Days	June 9, 2020	Completed

6. PERSONNEL COMPLEMENT

Unit: Human Resource Management

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10
			Completed - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
Review of current workforce	5	April 22	Completed
Draft of new workforce structure	10	5-Jun-20	Completed
Review of new workforce structure	2	12-Jun-20	Completed
2. IMPLEMENTATION PHASE			
Hiring of vacancies (non-permanent positions)	60	31-Jul-20	On going
Hiring of vacancies (permanent positions)	90	31-Dec-20	Not yet started
Draft of new designations	7	26-Jun-20	Not yet started
Issuance of new designations	14	10-Jul-20	Not yet started
Orientation of newly hired	3	7-Aug-20	Not yet started
3. ASSESSMENT PHASE			
Evaluation - Annual Report	7	30-Dec-20	Not Yet Started

7. RESOURCES

Unit: Budget and Finance

TASKS	NUMBER OF DAYS TO COMPLETE	TARGET DATE OF COMPLETION	STATUS AS OF JUNE 10 **Completed** - 100% , **Partially Completed -** some tasks are already completed and other are on process, **On going** - Processing, **Not yet started** - if not yet on your target
1. PREPARATION PHASE			
1. Purchase of the following items to prevent Covid-19 pandemic:			
a. Thermometer Scanner	14	March 25, 2020	Completed
b. Various cleaning and disinfecting materials for 2nd quarter	60	May 13, 2020	Completed
c. Various cleaning and disinfecting materials for 3rd quarter	60	September 30, 2020	Not yet started
d. Various cleaning and disinfecting materials for 4th quarter	60	December 29, 2020	Not yet started
e. Paint for social distancing	14	May 22, 2020	Completed
f. Backpack Sprayer	30	July 08, 2020	On-going
g. Trashbin with foot pedal	30	July 08, 2020	On-going
h. Footbath	30	July 08, 2020	On-going
2. Purchase of the following items to support Flexible Learning:			
a. 25 units MAC Computers	90	May 29, 2020	Completed
b. 2 units Risograph	30	July 31, 2020	On-going
c. 1 unit Copier	90	July 12, 2020	On-going
d. 15 units Laptop	90	July 31, 2020	On-going
e. Network Equipment	90	July 12, 2020	On-going
3. Realignment of budget for hazard pay of employees			
a. Preparation of new budget	1	April 24, 2020	Completed
b. Presentation to Execom	1	April 27, 2020	Completed
c. Approval from office of the President	1	April 28, 2020	Completed
d. Preparation of Board Resolution	1	April 29, 2020	Completed

e. Approval of the Board	5	May 04, 2020	Completed
f. Attend hearing at Sangguniang Panlunsod for approval	28	June 01, 2020	Completed
4. Internet Subscription			
a. Coordination with PLDT and Converge for the internet connection of the 27 Barangay Hubs and Dapdap Campus	30	June 30, 2020	On-going
b. Approval of proposal from Office of the President	3	July 3, 2020	Not yet started
c. Preparation, review and signing of MOA	12	July 15, 2020	Not yet started
5. Media Subscription			
a. Coordination with CLTV 36 to broadcast educational projects	30	June 30, 2020	On-going
b. Approval of proposal from Office of the President	3	July 3, 2020	Not yet started
c. Preparation, review and signing of MOA	12	July 15, 2020	Not yet started
2. IMPLEMENTATION PHASE			
1. Endorsement of the following items for the prevention of CoViD-19 pandemic to the Records and Suppy Office for Recording and Distribution:			
a. Thermometer Scanner	1	March 25, 2020	Completed
b. Various cleaning and disinfecting materials for 2nd quarter	1	May 13, 2020	Completed
c. Various cleaning and disinfecting materials for 3rd quarter	1	September 30, 2020	Not yet started
d. Various cleaning and disinfecting materials for 4th quarter	1	December 29, 2020	Not yet started
e. Paint for social distancing	1	May 22, 2020	Completed
f. Backpack Sprayer	1	July 08, 2020	Not yet started
g. Trashbin with foot pedal	1	July 08, 2020	Not yet started
h. Footbath	1	July 08, 2020	Not yet started
2. Endorsement of the following items in support of the Flexible Learning to the Records and Supply Office:			
a. 25 units MAC Computers	1	May 29, 2020	Completed
b. 2 units Risograph	1	July 31, 2020	Not yet started
c. 1 unit Copier	1	July 12, 2020	Not yet started
d. 15 units Laptop	1	July 31, 2020	Not yet started
e. Network Equipment	1	July 12, 2020	Not yet started

3. Payment of hazard pay	30	June 30, 2020	On-going
4. Internet subscription initial payment/ payment schedule	30	Monthly	Not yet started
5. Media subscription initial payment/ payment schedule	30	Monthly	Not yet started
3. ASSESSMENT PHASE			
Semi-Annual Budget Report	15	July 15, 2020	Not yet started
Annual Budget Report	15	January 15, 2021	Not yet started

ANNEXES

ANNEX A - MCC Board Resolution on Shifting to Flexible Learning for AY 2020-2021

Republic of the Philippines
Province of Pampanga
Mabalacat City

MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 2nd QUARTER MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON MAY 4, 2020, 2:00 P.M. VIA ZOOM (VIRTUAL)

Present:

Chairperson:	Hon. Crisostomo C. Garbo	Mayor, Mabalacat City, Pampanga
Members:	Hon.Krizzanel C. Garbo	Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga
	Imelda DP. Soriano, Ed.D.	Representative, ALCU-National
	Ms. Irene Cristy M. Bacolod	President, MCC Faculty Association
	Neil P. Rigdao	President, MCC Alumni Association
	Rosanel L. Dimarucut	President, MCC Student Council
Secretary:	Zenaida C. Mandal	BOT Secretary, Mabalacat City College
Guests:	Michelle Aguilar-Ong	Chief Administrative Officer
	Renato Dan A. Pablo II, DIT, CSPE	VPAA, Mabalacat City College

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RESOLUTION NO. 08
Series of 2020

RESOLUTION ON SHIFTING TO FLEXIBLE LEARNING FOR A.Y. 2020-2021

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, the Office of the Mayor suspended all classes in Mabalacat City on March 14, 2020 due to the threat of the CoVid-19 pandemic;

WHEREAS, on March 17, 2020, the entire island of Luzon was put under enhanced community quarantine by the Office of the President through the issuance of the Memorandum from the Executive Secretary dated March 16, 2020, wherein one of the directives of the said memorandum was the suspension of school classes and activities in all levels until April 14, 2020;

WHEREAS, the Enhanced Community Quarantine (ECQ) was extended until April 30, 2020 through the issuance of the Memorandum from the Executive Secretary dated April 7, 2020;

Republic of the Philippines
Province of Pampanga
Mabalacat City

MABALACAT CITY COLLEGE

WHEREAS, on April 13, 2020, the Commission on Higher Education issued CHED COVID Advisory No. 6 – *Guidelines for the Prevention, Control and Mitigation of the Spread of Corona Virus Disease 19 (COVID-19) in Higher Education Institutions (HEIs)*;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED by the Board of Trustees, through its 2nd Quarter Meeting herein assembled, that for Academic Year 2020-2021, MCC shall deploy available flexible learning and other alternative modes of delivery in lieu of in-campus learning;

RESOLVED FURTHER, That MCC shall setup digital hubs in barangays where students who are not equipped with computers and wi-fi/internet connection at their homes, may access modules, lectures and other learning materials in lieu of regular residential face-to-face classes;
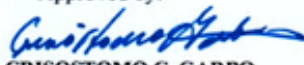
RESOLVED FURTHER, That the budgets for celebrations and cultural or sports activities, other programs that would require mass gathering, and community extension services shall be re-aligned in support of the deployment of flexible learning means and methods;

RESOLVED FURTHER, That the Transcript of Records of all students who will file a Leave of Absence (LOA) for the first semester of AY 2020-2021 due to the threat of CoVid-19 shall be marked "LOA due to CoVid-19" for the said semester, subject to the existing policy and rules of MCC on LOA;

RESOLVED FINALLY, that a copy of the resolution be given to Sangguniang Panlungsod of Mabalacat City and other concerned offices for information.

APPROVED this 4th day of May, 2020.

Approved by:

HON. CRISOSTOMO C. GARBO
City Mayor/BOT Chair

HON. KRIZZANEL C. GARBO
Member, Chairperson-Committee on Education
Sangguniang Panlungsod

IMELDA DP. SORIANO, Ed.D.
Representative, ALCU-National
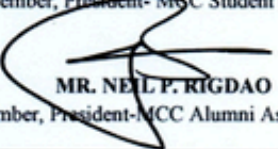
Republic of the Philippines
Province of Pampanga
Mabalacat City
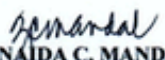
MABALACAT CITY COLLEGE

MS. IRENE CHRISTY M. BACOLOD
Member, President – MCC Faculty Association

MS. ROSANEL DIMARUCUT
Member, President- MSC Student Council

MR. NEIL P. RIGDAO
Member, President- MCC Alumni Association

Prepared by:

MS. ZENAIDA C. MANDAL
Board Secretary
MCC, Mabalacat City

ANNEX B - SP Letter of Invitation to MCC for Flexible Learning

Republic of the Philippines
Province of Pampanga
MABALACAT CITY

OFFICE OF THE SANGGUNIANG PANLUNGSOD
Tel. No.: (045) 626 5990 local 104
Email: spmabalacatcity@gmail.com

21 May 2020

HON. CRISOSTOMO C. GARBO
BOT Chairperson
Mabalacat City College
Mabalacat City, Pampanga

Thru: Ms. Michelle Aguilar-Ong
Chief Admin. Officer

Dear Hon Garbo:

The Sangguniang Panlungsod respectfully requests for a representative from your office to attend their Regular Session on May 28, 2020 (Thursday) at 2:00 pm at the SP Session Hall to shed light on some queries regarding MCC Resolution No. 08 entitled "A Resolution on shifting to flexible learning for A.Y. 2020-2021" and Resolution No. 09, entitled "A Resolution on Budget Realignment".

Respectfully yours,

Aileen G. Peña
SP Secretary

ANNEX C - PLDT Proposals and Offers

1. TechTalk on Air

M Gmail   Erick Jaie David <erickjaie05@gmail.com>

TechTalk on Air
1 message

PUNO, Christian Nelson L. <clpuno@pldt.com.ph>   Tue, Apr 21, 2020 at 4:23 PM
To: Mabalacat City Pampanga <citylegaloffice_mo@yahoo.com>, "crv_aurelio@yahoo.com" <crv_aurelio@yahoo.com>,
"chak.gutierrez@gmail.com" <chak.gutierrez@gmail.com>, "[IWSP-IT] Tevin Reyes" <tevin-reyes@gate.sws.co.jp>, Robinson Garcia <robinson-garcia@gate.sws.co.jp>, Uldridge Galarosa <uldridge-galarosa@gate.sws.co.jp>, "aris_bong12@yahoo.com" <aris_bong12@yahoo.com>, Joel Zapanta <jo2zapanta@yahoo.com>, Erick Jaie David <erickjaie05@gmail.com>, "rodel023@yahoo.com" <rodel023@yahoo.com>,
"rvgaridan1021@gmail.com" <rvgaridan1021@gmail.com>, "chstit2016@gmail.com" <chstit2016@gmail.com>, "Venus M. Romero"
<Vromero@teiph.com>, Earnest Joseph Vitug <ejmvitug@cldh.com.ph>, Teofilo Llanes <teofs.llanes@luisitasugar.com>, cristopher john pabo
<cjp2pac@gmail.com>

RICHARD CRUZ
Associate Professor

Asian Institute
of Management

ALFIE DEATO
SVP & CIO
LBC Express

JOVY HERNANDEZ
President & CEO,
ePLDT Group

SVP & Head
PLDT & Smart Enterprise
Business Groups

JOHN GONZALES
Vice President
Enterprise Digital Solutions
PLDT Enterprise

DR. DAN LACHICA
President
SEIPI

BING LIMJOCO
Vice Chairman

Philippine Franchise
Association

CYRUS MEWAWALLA
Head,
Thematic Research
GlobalData Plc.

REY UNTAL
President and CEO
IBPAP

LITO VILLANUEVA
EVP & Chief Innovation
and Inclusion Officer

RCBC

DR. BERNIE VILLEGAS
Research Director & Chairman

Center for Research
& Communication

STREAMING LIVE ON
APRIL 23, 2020
3:00 PM - 4:30 PM

one news   **f** **O** OneNewsPH

CATCH THE TV SPECIAL ON
MAY 1, 2020
3:00 PM - 4:30 PM

one news on **Cignal**   CH. 250 HD | 8 SD

PLDT
Enterprise

Nelson Puno

Relationship Manager

PLDT Enterprise

M: +63998 5603418

CLPuno@pldt.com.ph

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2. Enable Digital Learning with Microsoft for Education #ONEwithYOU

Nelson Puno

Relationship Manager

PLDT Enterprise

M: +63998 5603418

CLPuno@pldt.com.ph

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4. EDU-Hack Webinar

M Gmail

Erick Jaie David <erickjaie05@gmail.com>

FW: EDU-Hack Webinar on 12 May 2020
1 message

GAMBOA, Avelino Jr. (Bong) D. <ADGamboa@smart.com.ph>   Mon, May 11, 2020 at 2:26 PM
To: Erick David <erickjaie05@gmail.com>

Good PM

Hi Sir Erick, sending you invites for the EDU-Hack Webinar on May 12, 2020 sponsored by UP Open University.

You may also invite your colleague/co-officers/officials/faculty and register on the link below.

https://networks.upou.edu.ph/podcast

thank you very much.

Bong

From: Multimedia Center <mc@upou.edu.ph>
Sent: Friday, May 8, 2020 1:59 PM
To: undisclosed recipients <mc@upou.edu.ph>
Subject: EDU-Hack Webinar on 12 May 2020

The UP Open University invites you to another EDU-Hack event. Herewith is the infographics for details:

We look forward to see you all again online next week. The registration for this event is at https://networks.upou.edu.ph/podcast

Keep safe everyone.

Best regards,

UPOU Multimedia Center

This communication is intended solely for the use of the addressee and authorized recipients. It may contain confidential or legally privileged information and is subject to the conditions in http://www.smart.com.ph/corporate/disclaimer.

5. Academe Wireless Offer

6. E-Learning Solutions

PREPARED FOR:

PREPARED BY:

_____
Christian Nelson L. Puno
Relationship Manager
PLDT Enterprise
Mobile No:
E-mail Address:

NOTED BY:

_____
Ronaldo B. David
BU Head – North Luzon
PLDT Enterprise

May 10, 2020

Ms. Michelle Aguilar Ong
College President
Mabalacat City College

Subject: **PLDT Enterprise e-Learning Solutions**

Dear **Ms. Mitch:**

Greetings from PLDT Enterprise!

Recent events have unfolded the need for connectivity and collaboration as the academic industry shifts to online learning for continuity of education.

In the digital age, internet connectivity and other e-Learning solutions prove to be essential in making the homes of faculties and students an extension of the classroom. However, the sudden transition to remote teaching has posed some challenges in creating a virtual environment that is reliable and efficient between educators and students.

We at PLDT Enterprise are pleased to present to you the **PLDT Microsoft All-in-one eLearning Solution** for the Academe, to support the needs of the modern day learners especially during these extra ordinary times.

In a distance learning scenario, this combination of the Microsoft for Education (Learning Management System, Teams, Office 365) PLDT Fiber and SMART (SMART Mobile and PLDT Fiber), becomes a platform enabling lectures, discussions that scale from one-on-one chat to larger group conversation, and also creating focused content work, like assignments and a class notebook.

Listed below are the capabilities, value proposition and benefits of this unique combination:

1. **Microsoft for Education Suite**
   a. **Learning Management System (LMS)**
   - Enables schools to deliver training on the Microsoft 365 platform through sharepoint, Teams and mobile devices which provides a familiar environment for your staff, teachers and employees

   b. **Microsoft Teams**
   - A digital hub that brings conversations and apps together in one place, letting teachers create vibrant learning student engagements.

   c. **Collaboration and Productivity Apps of Office 365**
   - O365 apps are popular tools that enables teachers and students to work together, communicate seamlessly and create amazing content.

2. SMART Mobile Broadband, Customized, Flexible and Automated mobile load distribution solution bundled with devices, LMS, Teams and 0365 license.

- Automatically disburse monthly prepaid load with special data concessions that allow them to access their LMS and other sites used for research, all these without leaving their homes
- Equip students with e-Learning capable devices bundled with your selected plans

3. Unlimited PLDT Fiber Broadband Access bundled with LMS, Teams and 0365 license

- Experience high-speed broadband access on a fixed monthly fee, without worries on speed *throttling* or limited data allocation. Enterprise Broadband runs on PLDT's expansive and resilient domestic fiber optic network, with widest fixed broadband coverage and sustained fiber deployment

4. Dedicated Technical Support for PLDT Enterprise Customers

- The Enterprise Customer helpdesk, accessible through 177, is available 24x7 to answer your questions and attend to service concerns

You may refer to the following pages for the complete list of offers and Terms and Conditions. Thank you for this opportunity and we look forward to serving you!

Very truly yours,   Conforme:

_____   _____ _
                                                  DR. CAROLINE S. ENRIQUEZ
Relationship Manager   President
PLDT Enterprise   OUR LADY OF FATIMA UNIVERSITY INC.
                                                  Date Signed: _____

Noted by:

_____
Mike E. Nolasco
BU Head-Mid Luzon
PLDT Enterprise

PLDT Microsoft All-in-One eLearning Solution

I. Microsoft for Education Suite

In a distance learning scenario, this combination of the Microsoft for Education (Learning Management Sysem, Teams, 0365), PLDT Fiber and SMART, becomes a platform enabling lectures, discussions that scale from one-on-one chat to larger group conversation, and also creating focused content work, like assignments and a class notebook.

Listed below are the capabilities, value proposition and benefits of this unique combination.

I.1 *The Learning Management System (LMS)* can support the crucial need for online lectures, discussion, and productive collaboration.

Organizing Classes   Creating Assignments   Grades   Teacher Student Engagement
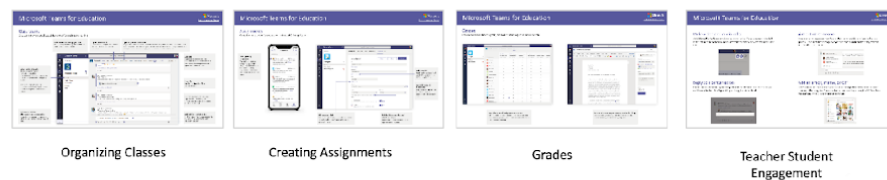
LMS can enable educators to :

1. **Schedule a meeting with your class**
   - Hold classes, staff collaboration meetings, or trainings over online meetings
2. **Create Assignments & Quizzes**
   - Create learning activities for students with integrated Office applications.
3. **Grades & Feedback**
   - Leave feedback for students, grade, and track student progress in the Grades tab
4. **OneNote Class and Staff Notebooks**
   - A digital binder to use in your class or with your staff to take notes and collaborate
5. **Add an emoji, meme, or GIF**
   - Make conversations fun by clicking the sticker icon under the box where you type your message, then pick a meme or sticker from one of the categories.
6. **Send Announcements and engage w/ students**
   - Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.
7. **Share a files and edit documents together**
   - Upload files, documents, and links and edit documents real-time with the co-authoring feature
8. **Stay on top of things**
   - Click Activity on the left. The Feed shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.
9. **Connect from anywhere, any device, any platform**
   - Microsoft Teams can be used on desktop, tablet, mobile, even on any operating system (Windows, android,

I.2 *MS Teams and the O365 Productivity Apps* are bundled under the A3 Microsoft for Education variant. Listed below are the features and values for Teachers, Faculty and Staff and for Students.
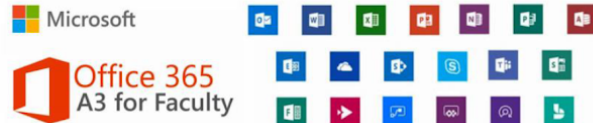
VALUE FOR TEACHERS	VALUE FOR FACULTY AND STAFF	VALUE FOR STUDENTS

I.3 *Investment Summary (LMS, MS Teams and O365 under the A3 Microsoft for Education)*

Your students get the Microsoft for Education licenses at absolutely no cost. When purchased for 100% of the schools' faculty and staff, **we will provide free licenses for students on a 1:40 ratio per faculty to student.**

Please find below **exclusive discounts** for the Academe.

Microsoft Office 365 Package	No. of Users	Monthly Price Per User (VAT EX) SRP	Total Monthly Recurring Charge (VAT EX)
Office 365 A3 for Faculty	1	Php 169	Php 169
Office 365 A3 for Student (rates in excess of free licenses)	1	Php 130	Php 130

- *Sample Computation: If 100 faculty and staff will subscribe to Microsoft Office 365 A3 licenses, they get 12,000 (300 X 40) FREE licenses for students.*

	LICENSE COST	NO. OF LICENSES	TOTAL COST PER MONTH
Faculty and Staff	PhP 169	300	PhP 50,700.00
Students	FREE	12,000	NONE
TOTAL MONTHLY INVESTMENT			**PhP 50,700.00**

Optional Services:

Description	Total One-time Charge (VATEX)
Installation/Configuration, Account & Tenant Creation, User License Assignment, Domain name integration, User Acceptance Training & Knowledge Transfer) **Note:**Cost for transportation, accommodation, and other expenses outside Metro Manila is not yet included. No migration services included.	Php 5,000/school
Advance Training Package • Kick Off (HO Only) • Half Day Training for Admin • Half Day Training for End Users • Train the Champions for max of 20 pax • For 1 site only Note: • Beyond the above 1 day-training will become billable. • Transportation and Accomodation charged to the customer for Outside Metro Manila Engagements • Repeat sessions will be charged.	Php 20,000.00/ school
TOTAL PRICE (VAT EX)	Php25,000.00*

*Special package for PACU schools, which is approximately 50-80% OFF the standard pricing.

To illustrate: For a 100-user (faculty) school, deployment cost is P30,000 (300 X 100) + 20,000 for training = P50,000.

Pricing Notes for the Microsoft All-in-One Solution

License Contract Term: Minimum of 12 months.

Taxes: Prices quoted are exclusive of VAT.

Validity: Prices are valid 15 days from the date of this proposal and may be subject to change even without prior notice.

PLDT
Enterprise

Availability:	Five (5) working days delivery lead time upon receipt of signed Conforme. Once the order is ready, ePLDT will contact the Client to verify the preferred License Activation date.
Payment milestones:	License order will be delivered completely based on the given signed Conforme.
	Payment is due within 30 days upon receipt of ePLDT Invoice.
	Office 365 License/s payment is not dependent on any other products or services.
Notes:	1. Microsoft licenses are NOT returnable and considered sold once License Order Confirmation is sent to the Client via email. Office 365 Subscription term begins upon receipt of License Order Confirmation.
	2. Upon subscription, Client agrees that ePLDT, Inc. will be the Cloud Service Provider (CSP) on record.
	3. Annual and monthly license subscription will be subject to **auto-renewal** similar to payment option choice of previous subscription, unless the Client sends a formal notice of termination 90 days prior to the subscription end-date.
	4. Pre-termination fee is 100% of the remaining contract term.
	5. Non-standard client requirements and terms require internal PLDT approval, to be initiated by your PLDT Relationship Manager and/or Project Manager.
	6. ePLDT and Microsoft Licensing Terms & Conditions apply.

II.   SMART Mobile Broadband, Customized, Flexible and Automated mobile load distribution solution bundled with devices, LMS, Teams and 0365 license

Smart Communications, Inc. (Smart) is a wholly-owned subsidiary of PLDT and is the Philippines' leading wireless services provider and recently awarded as **Philippines' FASTEST Wireless Internet Awarded by Ookla for 2018 and 2019.** Smart has built a reputation for innovation, having introduced world-first wireless offerings such as Smart Money, Smart Load, Smart Padala, PayMaya, corporate packages for Postpaid, Broadband, M2M and IoT, A2P Messaging and e-Loading solutions.

In order to help you be worry-free and ensure that both your faculty and students are always connected and gets access to their LMS and other sites used for research, reporting and learning, we designed exclusive offers under **Smart BizLoad**, a solution that allows your students and faculty members to receive their monthly prepaid load automatically and efficiently.

We at SMART understand that your requirements go beyond just connectivity. As such, we have also include in our proposal bundled Microsoft Office 365 for Education A3 for Faculty licenses, and mobile broadband devices such as Pocket Wifi, Fixed Wireless routers and Mobile Tablets.
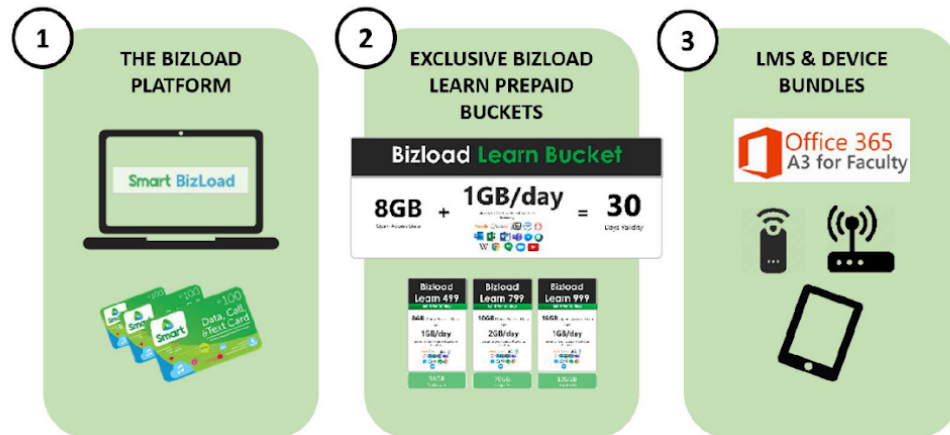
A. MOBILE BROADBAND CONNECTIVITY VIA SMART BIZLOAD

Smart BizLoad is an easily accessible, user-friendly, web-based prepaid loading portal service that allows you to efficiently load and manage budgeted airtime benefits and prepaid offers to your faculty members and student's prepaid accounts. With this service, you can easily distribute prepaid load in just a few steps.

This allows you to credit prepaid load in real time to eliminate the need to purchase top-up cards per piece or in bulk which saves time and resource. With the employment of first-class log-in system, access to your account is dynamic and secure.

Crediting of load value can be automated by simply uploading a file and setting the frequency. You can now focus on other equally important tasks and let Smart BizLoad take care of your load.

Smart BizLoad boasts of other very attractive features that gives you the Smart advantage:

- Access anywhere from a laptop or PC with internet connection
- Safe and secure log-in system for authorized personnel via one-time PIN
- Send load in just a few clicks! Can do scheduled and real-time loading.
- Ability to load both Smart load denominations AND Smart prepaid promos
- Standard reports are available and downloadable for easy monitoring of transactions

- Employees are not limited to the load they are receiving from you. Since they have prepaid SIMs, they can still buy load from retail channels and they can also avail Smart perks and rewards open to prepaid subscribers. Go to http://smart.com.ph/Perks/ for the latest on these rewards.

Applying for the service is as easy as using it, simply fill-out and sign the Smart BizLoad Application Form and submit together with specified documentary requirements and we will start processing your request. As such, below are exclusive Prepaid buckets created specifically to cater to your faculty members and student's needs.

We have created "Bizload Learn". These Prepaid buckets are designed to provide access for your faculty members and students to specific Learning Management Systems (LMS) such as Microsoft Office 365 for Education. We have also included other pertinent educational support apps such as Google Search, Wikipedia, Microsoft Teams, Youtube, among others. This will ensure that your students will gain access to their learning initiatives.

EXCLUSIVE PREPAID LOAD BUCKETS
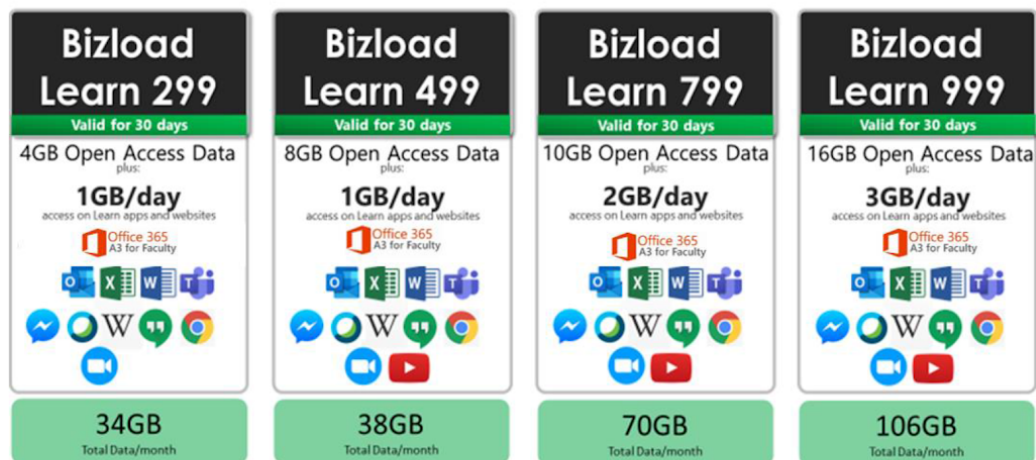
B. MICROSOFT OFFICE 365 A3 (for Faculty) LICENSE BUNDLE

Smart Bizload offers seamless experience with the exclusive license bundle of Microsoft Office 365 A3 for Faculty and Students.

Special offer: When purchased for 100% of the schools' faculty and staff, we can provide free licenses for students on a 1:40 ratio per faculty to student.

For more details on the license, please refer to section I. Microsoft for Education Suite.

C. MOBILE BROADBAND DEVICE BUNDLE

1. **Pocket Wifi Device** – a mobile broadband device that you can bring anywhere and can connect up to 5 different devices.

2. **SOHO Router** – a fixed wireless broadband device that can connect up to 10 different devices and has a LAN port feature that can be used for faster connection.

3. **Samsung Tab A 8in** – The Samsung Tab A comes with an 8" screen and an S pen that will let you enjoy a realistic handwriting experience while writing or drawing.

Below is a description of the bundles as mentioned above.

Faculty Package 1: CONNECTIVITY, LMS & DEVICE BUNDLES – POCKET WIFI

Bizload Learn Faculty Plans (Pocket Wifi)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + Pocket Wifi and Microsoft Office 365 A3 License	3 months	2,700	489
	6 months	2,200	489
	12 months	2,100	384
Bizload Learn 499 + Pocket Wifi and Microsoft Office 365 A3 License	3 months	2,700	689
	6 months	1,800	689
	12 months	1,200	584
Bizload Learn 799 + Pocket Wifi and Microsoft Office 365 A3 License	3 months	2,700	989
	6 months	1,400	894
	12 months	FREE	799
Bizload Learn 999 + Pocket Wifi and Microsoft Office 365 A3 License	3 months	2,700	1,189
	6 months	1,000	1,094
	12 months	FREE	999

Faculty Package 2: CONNECTIVITY, LMS & DEVICE BUNDLES – SOHO ROUTER

Bizload Learn Faculty Plans (SOHO Router)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + SOHO Router and Microsoft Office 365 A3 License	3 months	4,700	489
	6 months	4,300	489
	12 months	3,900	384
Bizload Learn 499 + SOHO Router and Microsoft Office 365 A3 License	3 months	4,700	689
	6 months	3,900	689
	12 months	3,000	584
	3 months	4,700	989

Bizload Learn 799 + SOHO Router and Microsoft Office 365 A3 License	6 months	3,500	894
	12 months	2,100	799
Bizload Learn 999 + SOHO Router and Microsoft Office 365 A3 License	3 months	4,700	1,189
	6 months	3,100	1,094
	12 months	1,200	999

Faculty Package 3: CONNECTIVITY, LMS & DEVICE BUNDLES – SAMSUNG TABLET

Bizload Learn Faculty Plans (Tablet)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + Samsung Tab A 8in and Microsoft Office 365 A3 License	3 months	14,000	489
	6 months	13,600	489
	12 months	13,200	384
Bizload Learn 499 + Samsung Tab A 8in and Microsoft Office 365 A3 License	3 months	14,000	689
	6 months	13,100	689
	12 months	12,500	584
Bizload Learn 799 + Samsung Tab A 8in and Microsoft Office 365 A3 License	3 months	14,000	989
	6 months	12,700	894
	12 months	11,400	799
Bizload Learn 999 + Samsung Tab A 8in and Microsoft Office 365 A3 License	3 months	14,000	1,189
	6 months	12,400	1,094
	12 months	10,500	999

Faculty Package 4: CONNECTIVITY, LMS & DEVICE BUNDLES – SIM ONLY

Bizload Learn Faculty Plans (SIM only)	Contract	Total Monthly Charge
Bizload Learn 299 + Smart Prepaid SIM and Microsoft Office 365 A3 License	3 months	489
	6 months	489
	12 months	384
Bizload Learn 499 + Smart Prepaid SIM and Microsoft Office 365 A3 License	3 months	689
	6 months	689
	12 months	584
	3 months	989
	6 months	894

Bizload Learn 799 + Smart Prepaid SIM and Microsoft Office 365 A3 License	12 months	799	
Bizload Learn 999 + Smart Prepaid SIM and Microsoft Office 365 A3 License	3 months	1,189	
	6 months	1,094	
	12 months	999	

Student Package 1: CONNECTIVITY & DEVICE BUNDLES – POCKET WIFI

Bizload Learn Student Plans (Pocket Wifi)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + Pocket Wifi	3 months	2,700	299
	6 months	2,200	299
	12 months	2,100	299
Bizload Learn 499 + Pocket Wifi	3 months	2,700	499
	6 months	1,800	499
	12 months	1,200	499
Bizload Learn 799 + Pocket Wifi	3 months	2,700	799
	6 months	1,400	799
	12 months	FREE	799
Bizload Learn 999 + Pocket Wifi	3 months	2,700	999
	6 months	1,000	999
	12 months	FREE	999

Student Package 2: CONNECTIVITY & DEVICE BUNDLES – SOHO ROUTER

Bizload Learn Student Plans (SOHO Router)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + SOHO Router	3 months	4,700	299
	6 months	4,300	299
	12 months	3,900	299
Bizload Learn 499 + SOHO Router	3 months	4,700	499
	6 months	3,900	499
	12 months	3,000	499
Bizload Learn 799 + SOHO Router	3 months	4,700	799
	6 months	3,500	799
	12 months	2,100	799

Bizload Learn 999 + SOHO Router	3 months	4,700	999
	6 months	3,100	999
	12 months	1,200	999

Student Package 3: CONNECTIVITY & DEVICE BUNDLES – SAMSUNG TABLET

Bizload Learn Student Plans (Tablet)	Contract	One Time Device Charge	Total Monthly Charge
Bizload Learn 299 + Samsung Tab A 8in	3 months	14000	299
	6 months	13600	299
	12 months	13200	299
Bizload Learn 499 + Samsung Tab A 8in	3 months	14000	499
	6 months	13100	499
	12 months	12500	499
Bizload Learn 799 + Samsung Tab A 8in	3 months	14000	799
	6 months	12700	799
	12 months	11400	799
Bizload Learn 999 + Samsung Tab A 8in	3 months	14000	999
	6 months	12400	999
	12 months	10500	999

Student Package 4: CONNECTIVITY, LMS & DEVICE BUNDLES – SIM ONLY

Bizload Learn Student Plans (SIM only)	Contract	Total Monthly Charge
Bizload Learn 299 + Smart Prepaid SIM	3 months	299
	6 months	299
	12 months	299
Bizload Learn 499 + Smart Prepaid SIM	3 months	499
	6 months	499
	12 months	499
Bizload Learn 799 + Smart Prepaid SIM	3 months	799
	6 months	799
	12 months	799
Bizload Learn 999 + Smart Prepaid SIM	3 months	999
	6 months	999
	12 months	999

C. SPECIAL CORPORATE ARRANGEMENTS

A. Relationship Manager
A dedicated Relationship Manager will be assigned to handle all sales and after-sales concerns. These include inquiries regarding the line subscription, defects and repairs, or any changes related to the corporate subscription.

B. EnterpriseSupport@smart.com.ph and WirelessAssurance@smart.com.ph
Aftersales Support with a dedicated EBG personnel, ready and able to answer any query regarding your SMART Bizload accounts. There will be a notification of receipt of your query 15 minutes from sending your message.

D. Business Hotline
A corporate hotline number 848-8889 or press *888 from your SMART cellphone (toll-free) is available for all corporate subscribers.

F. TERMS OF DELIVERY
7 working days after submission of signed application and requirements.

- *Note that this is assuming all documents are complete*
- *Subject to device availability*
- *No outstanding balance from previous services availed*

G. WARRANTY
7 days on replacement warranty due to inherent defects

1 year on repair –Units will be repaired free of charge if due to factory defect. Warranty does not cover customer negligence resulting to physical or internal damage and cosmetic problems. Replacement parts and other fees will be charged accordingly, only labor is free within the first 12 months.

VALIDITY OF OFFER: Offer is valid until May 31, 2020.

III. Unlimited Fiber Broadband Access bundled with LMS, Teams and O365 license

Connect your faculty members and students via reliable fixed-line internet that runs on the **Philippines' fastest fixed network as hailed by Ookla in 2018 to 2019.**

Experience high-speed broadband access on a fixed monthly fee, without worries on speed *throttling* or limited data allocation with **PLDT Academe Fiber Plans!** It runs on PLDT's expansive and resilient domestic fiber optic network, with widest fixed broadband coverage and sustained fiber deployment. PLDT Enterprise Broadband is a shared internet service that provides cost-effective, high-speed connectivity. Plus, it comes with Microsoft Office 365 A3 licenses for a better e-Learning experience.

All rates are quoted VAT-Inclusive.
- 15 Mbps and 25 Mbps available in 12 months, 6 months and 3 months (promotional) contract terms.
- 50 Mbps package includes a Cisco Meraki Cloud-managed Access Point that enables enhanced remote management and support. This plan is available with a 12-month contract term.
- All packages are subject to facility availability.
- Installation fees apply.
- All rates are VAT-Inclusive.
- Copper-Based burst speeds: minimum of 10% of subscribed speed at 80% reliability.
- Fiber-based burst/download speeds are minimum of 30% of subscribed speed at 80% service reliability where available.

IV.   Dedicated Technical Support for PLDT Enterprise Customers
The Enterprise Customer helpdesk, accessible through 177, is available 24x7 to answer your questions and attend to service concerns

EXCLUSIVE LAPTOP PACKAGES:

Students and Faculty members may also get their needed laptops bundled with device management solution at flexible arrangements. Below are some of the available laptop deals applicable to eLearning requirements:

PLDT Enterprise

h. Ensure that it and its representatives shall not assign, transfer, sublease, charge or otherwise part with the CPE; neither shall the Customer permit any extension of the Service whether or not said extension may cause damage or interference to the Service, without prior written consent and approval of PLDT.

i. Provide its own additional protection to its system against external attacks/hacks. In the event of such occurrence, it is the Customer's responsibility to investigate the matter with the proper assistance of PLDT or its subsidiaries and/or affiliates.

3. Applicable Prices and Taxes

a. Prices quoted are based on initial network design/configuration presented, and may be subject to change depending on the final network configuration determined during the actual survey. PLDT shall inform the Customer of any change in the network configuration and seek prior approval for any change in price from the original proposal as a result of the difference between the network design/configuration presented and the actual configuration. Should the Customer not approve the change in initial network design/configuration and price, PLDT and the Customer are to negotiate to achieve a mutually acceptable solution.

b. Unless otherwise indicated, the prices quoted in the Proposal are exclusive of the 12% Value Added Tax ("VAT")/Overseas Communications Tax ("OCT"). Applicable taxes may apply for services provided by foreign carriers (applies to international services only).

c. customers claiming tax exemptions, the necessary exemption certificates and/or documents shall be submitted prior to installation of the Service.

d. In addition, the prices shall be subject to fulfillment by the Customer of the special conditions (if any are specified in the Proposal) pursuant to which PLDT offered such price. Non-fulfillment by the Customer of such special conditions shall entitle PLDT to amend the price of the Service.

4. Installation and Lead-times

Installation and activation of the Services shall be based on the mutually agreed Ready For Service ("RFS") date as indicated in the Proposal. The project estimated installation and activation lead time is determined on the basis of the location of the Customer's site (whether the site is within or outside PLDT's franchise area) and whether the provision of the Service in the Customer's site requires the construction and installation of additional or new facilities.

5. Delivery of Equipment; Acceptance of the Service

a. Upon delivery of the CPE to the Customer's designated site, the Customer shall sign an Endorsement of Property and Service ("EPS") form to acknowledge receipt of the CPE.

b. Upon activation of the Service and on conclusion of PLDT's testing thereof based on PLDT's parameters, the Customer shall cause its duly authorized or designated representative(s) to sign PLDT's Acceptance of Service Form ("ASF"). If, for any reason whatsoever, PLDT shall not hear from the Customer or receive the signed ASF within seven (7) days from date of endorsement of the form, PLDT shall assume that the Service is working, deemed accepted and billable. PLDT shall therefore take this as commitment on the Customer's part to pay/settle necessary billing components/charges for the Service as set forth in the Proposal.

c. PLDT's responsibility shall strictly relate to the Service as described in the Proposal only. PLDT expressly waives liability for claims arising from internal hardware problems and software requirements of the Customer.

6. Payment Terms

a. Billing shall commence one (1) day after activation of the Service. Delivery and turn-over of PLDT Add-ons & Freebies (if any) shall not hinder the start of the effective Billing Date of the Fixed Bundle Service.

b. PLDT shall provide the bill for the Service using any media available such as, but not limited to, electronic mail, or printed bill sent through courier or mail.

c. Payment must be remitted to PLDT within the stipulated due date as indicated in the bill.

7. Contract Period

a. The Contract terms shall be based on the designed application form from the date of activation of the Service ("Contract Term").

b. If PLDT does not receive any written termination advice from the Customer sixty (60) days before the end of Contract Term, the Contract Term shall be deemed automatically renewed for a period equivalent to the original Contract Term.

8. Cancellation of Order

In case of cancellation of order:

a. After installation but prior to acceptance of the Service, the Customer shall pay 100% of the total Contract value for the CPE that may be provided by PLDT and P2,500.00 to compensate PLDT for the cost sincurred by it in the installation works.

b. After installation and Service has been accepted, the Customer shall pay the standard Pre-termination charges as stated in Section 9.

9. Pre-Termination of Contract

a. In case of pre-termination of Contract without fault on the part of PLDT:

(1) The Customer is required to submit a written notice at least sixty (60) calendar days prior to the date of circuit termination stating the reason/s for such request.

(2) Pre-termination charge equivalent to 100% of the unrealized Monthly Recurring Charges (MRC) for the unexpired Contract term will be imposed.

(3) In addition, a de-installation charge amounting to the actual total expenses incurred ("De-installation Charge") will be imposed.

(4) Total pre-termination charge shall be computed as follows: Total Pre-termination Charge = (No. of months remaining in the contract x MRC) + De-installation Charge

b. Upgrading/Downgrading of Service within the Contract term:

(1) Upgrading within the Contract term is allowed, subject to an adjustment in the fees payable to PLDT for the upgraded Service. However, downgrading is not allowed within the Contract term, unless the Customer pays pre-termination charges computed in accordance with the following formula: Pre-termination charge = (MRC under the original Contract - MRC of the downgraded Service) x No. of months of the original Contract.

(2) It is understood that the Customer is still obligated to pay the MRC for the downgraded Service for the remainder of the Contract term.

11. Discontinuance of Service

a. PLDT has the option to discontinue the Service because of the Customer's failure to pay the fees due within the period provided for in the relevant bill. Subject to one (1) month prior written notice to the Customer and provided that the Customer continues to fail to pay such required amount despite such notice, PLDT has the option to discontinue the Service for non-payment of the overdue account, as well as other accounts involving the rendering of PLDT services which, based on PLDT records, are maintained or owned by, or kept under the same Customer's name. Aside from the outstanding charges of the Customer due to PLDT, applicable pre-termination charges shall be imposed, subject to Section 9 hereof.

b. The basis of disconnection of Service will be the stipulated due date in the billing statement.

c. The Service is intended for the Customer's official business use only and not intended for national/international resale of voice and/or data. The circuits of the Service will not be used for any Voice Callback, or any form of Public Switched Telephone network ("PSTN") by-pass operations similar to that of an International Simple Resale ("ISR") (collectively, the "Unauthorized Use/s").

d. PLDT reserves the unilateral right to immediately terminate/cancel the Service at any time and without prior notice should PLDT find any Unauthorized Use or that the Service or any of the circuits provided therefor are utilized other than for their specified purpose as and/or in any instance that PLDT finds that any of its materials, wires, equipment, and devices, resources and effects are actually being used or have been used by the Customer but without, however, securing the prior written consent of PLDT. PLDT also reserves the further right, and also without prior notice, to immediately disconnect and/or recover its materials, wires, equipment, and devices and such resources and effects which are found to be illegally connected and/or attached to PLDT facilities and properties without the knowledge, authority and/or prior written consent of PLDT. Finally, PLDT reserves the right to collect monetary compensation due to revenue loss.

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occasioned by such unauthorized use and/or operations or to collect from the Customer liquidated damages in the total amount of One Million Pesos (Php1,000,000.00), whichever is higher.

e. In addition to having the Service temporarily/permanently disconnected, the Customer shall likewise be liable to pay pre-termination charges computed in accordance with Section 9.a.

12. Force Majeure

a. PLDT shall not have any liability whatsoever or be deemed to be in default or any delay or failure in the performance of its obligations under the Contract resulting from acts beyond its control, including without limitation, international system cable faults; acts of God, act so f nature, such as, but not limited to, typhoon, flood, landslide, earthquake, tsunami, lightning, a natural disaster or overwhelming proportions; act so regulations of any governmental or supranational authority; war; nationalemergency; accident; fire; riot; strikes; lockouts; industrial disputes (whether or not involving PLDT's employees); epidemic or pandemic.

b. In the event of disconnection of Service arising from force majeure, PLDT shall endeavor to restore the Service as soon as possible, subject to its discretion in the allocation of available resources.

13. Indemnification

The Customer agrees to defend, indemnify and hold PLDT, its directors, officers and employees, free and harmless from and against all liabilities, costs and expenses, including reasonable attorney's fees, related to or arising from: (a) any violation of applicable laws, regulations or these Terms and Conditions by the Customer (or any party using the Customer's account, with or without the Customer's permission, to access the Service); (b) the use of the Service or the placement or transmission of any message, information, software or other material using the Service by the Customer (or any party using the Customer's account, with or without the Customer's permission, to access the Service); (c) negligent acts, errors, or omissions by the Customer's (or any party using the Customer's account, with or without the Customer's permission, to access the Service); (d) injuries to or death of any person and/or damages to or loss of any property, which may in any way arise out of or result from or in connection with these Terms and Conditions, except to the extent that such liabilities arise from the act, negligence or willful misconduct of PLDT; or (e) claims for infringement of any intellectual property rights arising from the use of the Service, any software, or the Internet.

13. Limitation of Liability

In no event shall PLDT be liable for any loss of revenue, business opportunity or business advantage, loss of use, interruption of business, any indirect, incidental, special or consequential damages, even if PLDT has been advised of the possibility of such claims.

14. Acceptable Use Policy for Enterprise Broadband Service

The Customer shall use the Service in accordance with applicable law, including relevant regulations, ordinances, orders or decrees; and with morals, customs and public policy and shall ensure that its use thereof shall not adversely affect, interfere with or disrupt the use of the Service by other parties or the manner by which PLDT provides the Service or any other services to others.

15. Violation of Acceptable Use Policy

a. PLDT will respond appropriately in the event that it becomes aware of any Unauthorized Use or use of the Service in violation of the aforementioned Acceptable Use Policy. PLDT and its various affiliates and partners reserve the right to monitor bandwidth, usage and content from time to time in a cooperate the Service to identify violations of the Acceptable Use Policy, and/or to protect the network and PLDT users.

b. PLDT shall advise the Customer of any inappropriate behavior and take any necessary corrective action. However, if the Service is used in a way which PLDT, in its sole discretion, believes is in violative of the Acceptable Use Policy, PLDT may take any immediate responsive action it deems appropriate. Such actions include, but are not limited to, temporary or permanent removal of content and the immediate suspension or termination of all or any portion of the Service. PLDT shall not be liable for any such responsive actions and such acts shall be without prejudice to any action available to PLDT under these Terms and Conditions, the law or in equity in order to recover any and all damage/s suffered by PLDT arising from the violation of the Acceptable Use Policy.

c. PLDT reserves the right to investigate suspected violations of the Acceptable Use Policy, including through bringing of information from the user or users involved who may be complaining party, if any, and the examination of any information on PLDT's servers and network. During an investigation, PLDT may suspend the Service of the Customer around the Customer or hereby authorizes PLDT to cooperate with (i) law enforcement authorities in the investigation of suspected criminal violations, and (ii) system administrators of other internet service providers or other network or computing facilities in order to enforce the Acceptable Use Policy. Such cooperation may include PLDT providing the username, IP address, or other identifying information about the Customer. Upon termination of an account, PLDT is authorized to delete any files, programs, data and e-mail messages associated with such account.

16. Representations and Warranties

Each party represents and warrants to the other party that:

a. It is a corporation duly organized and validly existing under the laws of the Republic of the Philippines and has all the legal power and authority to execute this Agreement and to carry out the terms, conditions and provisions hereof;

b. The Contract constitutes a valid, legal and binding obligation, enforceable in accordance with its terms;

c. There are no actions, suits or proceedings pending, or to its knowledge, threatened, against or affecting it before any court or administrative body or arbitral tribunal that might adversely affect its ability to meet and carry out its obligations under the Contract;

d. The execution and delivery of the Contract has been duly authorized by all requisite corporate action, and will not contravene any provision of, or constitute a default under, any other agreement or instrument to which it is a party or its property may be bound.

17. Non-Waiver

Failure to enforce compliance with any term or condition of the Contract will not constitute a waiver of such term or condition nor the Contractor the right to subsequently enforce such term or condition in the future. It is a corporation duly organized and validly existing under the laws of the Republic of the Philippines and has all the legal power and authority to execute this Agreement and to carry out the terms, conditions and provisions hereof;

18. Governing Law, Venue of Suits, Attorney's Fees

a. The Contract shall be governed by and construed in accordance with the laws of the Philippines.

b. In case any dispute arises in connection with these Terms and Conditions, the Parties shall promptly meet and exert best efforts to ward a reasonable settlement of the disputing good faith. In the event such dispute is not resolved amicably within a period of thirty (30) days from the date of its occurrence, the same may be resolved through legal action.

c. In the event of suit, venue shall exclusively be in Makati City, Metro Manila. In the event that either party is compelled to seek judicial relief against the other party in order to enforce any or all of its rights under these Terms and conditions, the erring party, as determined by the proper court, shall, in addition to any other damages that may be awarded by the court, hereby agrees to pay an amount equivalent to twenty-five percent (25%) of the amount claimed by the aggrieved party but shall in no case be less than Fifty Thousand Pesos (P50,000.00), as and by way of attorney's fees, apart from the costs of litigation and to the re express which the law allows the aggrieved party to recover from the erring party.

19. Data Privacy Policy

Whenever applicable, in performing its obligations under this Agreement, the PLDT Enterprise shall, at all times, comply with the provisions of Republic Act No. 10173 or "the Data Privacy Act of 2012," its implementing rules and regulations, and all other laws and government issuances which are now or will be promulgated relating to data privacy and the protection of personal information as provided in the Data Privacy Statement, attached as Annex "A" to this Agreement

ANNEX A – DATA PRIVACY

Whenever applicable, in performing its obligations under this Agreement, PLDT Inc. shall, at all times, comply with the provisions of Republic Act No. 10173 or "the Data Privacy Act of 2012," its implementing rules and regulations, and all other laws and government issuances which are now or will be promulgated relating to data privacy and the protection of personal information. PLDT Inc., its officers, employees, agents, and representatives, shall, among others:

a. Process personal data only upon the documented instructions of PLDT Enterprise including transfers of personal data to another country or an international organization, unless such transfer is authorized by law;

b. Implement measures and systems such as clear written guidelines and training modules for its employees, agents, and representatives, that will enable data subjects or subscribers to exercise any and all of their rights under the Data Privacy Act of 2012;

c. Implement such measures and systems that will allow data subjects or subscribers to exercise their right to object or withhold consent to further processing as provided under the Data Privacy Act of 2012;

d. Implement such measures and systems that will allow data subjects or subscribers to exercise their right to access under the Data Privacy Act of 2012;

e. Maintain proper records, and provide PLDT Enterprise access to such records, as will allow PLDT Enterprise to comply with the exercise by data subjects or subscribers of their right to access under the Data Privacy Act of 2012;

f. Ensure that data subjects or subscribers will be able to exercise their right to rectification, modification, or blocking of data under the Data Privacy Act of 2012;

g. Determine the appropriate level of security measures, subject to, and in conjunction with, that of PLDT Enterprise, taking into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices, and cost of security implementation;

h. Implement security measures for data protection (i.e., generally, the physical, organization, and technical security measures prescribed by the Data Privacy Act and its implementing rules and regulations), including policies for evaluation, monitoring, and review of operations and security risks. These measures may include clear written guidelines, training modules for its employees, agents, and representatives, and audit measures in relation to the (1) collection, processing, maintenance, and
deletion/disposal of personal data and records; and (2) the sharing of these information, especially on the specific persons to whom the information may be given access. Such measures shall aim to maintain the availability, integrity, and confidentiality of personal data, and prevent negligent, unlawful, or fraudulent processing, access, and other interference, use, disclosure, alteration, loss, and destruction of personal data;

i. Implement reasonable and appropriate organizational, physical, and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing, or for such other purposes as may be required under the Data Privacy Act of 2012 or any other applicable law or regulation;

j. Implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration, and contamination;

k. Ensure that its employees, agents, and representatives who are involved in the processing of personal information operate and hold personal information under strict confidentiality. This obligation shall continue even after their transfer to another position or upon termination of their employment or contractual relations;

l. Not to engage another processor without prior instruction from PLDT Enterprise: Provided, that any such arrangement shall ensure that the same obligations for data protection under this document are implemented, taking into account the nature of the processing;

m. In case of data breach, promptly notify PLDT Enterprise within twenty-four (24) hours or earlier from the time of discovery, to enable PLDT Enterprise to notify the National Privacy Commission and the affected data subject or subscriber within the period prescribed under the Data Privacy Act of 2012, when sensitive personal information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and PLDT Enterprise, or the National Privacy Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject or subscriber;

n. Promptly inform PLDT Enterprise if, in its opinion, any instructions of PLDT Enterprise violates, or may be construed to violate, any provision of the Data Privacy Act of 2012 or any other issuance of the National Privacy Commission;

o. Assist PLDT Enterprise in ensuring compliance with the Data Privacy Act of 2012, its implementing rules and regulations, other relevant laws, and other issuances of the National Privacy Commission, taking into account the nature of processing and the information available to PLDT Enterprise.

p. At the instruction of PLDT Enterprise, delete, destroy, or return all personal data to the former after the end of the provision of services relating to the processing: Provided, that this includes deleting or destroying existing copies unless storage is authorized by the Data Privacy Act of 2012 or another law;

q. Make available to PLDT Enterprise all information necessary to demonstrate compliance with the obligations laid down in the Data Privacy Act of 2012, and allow for and contribute to audits, including inspections, conducted by PLDT Enterprise or another auditor mandated by the latter; and

r. Include all the foregoing in the privacy and security policy of the PLDT (http://www.pldt.com/privacy-policy).

ePLDT - Microsoft O365 Terms and Conditions

1. Definition of service

1.1. For purposes of this Agreement, the term "Service" shall mean the PLDT Cloud Software as a Service (Microsoft Office 365).

2. User's Responsibilities

2.1. You acknowledge that you have the legal authority to enter into this agreement, being the duly designated representative of your company and affirm that the information you supply to us is correct and complete. You understand that for purposes of this agreement the term "You" shall mean the company that you represent.

2.2. You understand that ePLDT relies on the information you supply and that providing false or incorrect information may result in Service provisioning delays or suspension or termination of your Service. You agree to promptly notify ePLDT whenever your billing information changes.

3. Term and Termination

3.1. The subscription term begins upon receipt of license order confirmation and will auto-renew using the same method of payment used on previous subscription. However, should you wish to terminate the Service before the expiration of the Term, the request for service termination shall be subject to a 30-day prior written notice to ePLDT In addition, you agree to pay pre-termination penalty using the formula provided for in paragraph 3.10 hereof.

3.2. In cases of changes due to, and consistent with the requirements that the National Telecommunications Commission (NTC) may impose or approve pursuant to, or under its existing laws, and subsequent rules and regulations, which result to additional charges, the parties shall discuss and agree on the payment of charges, if any. In addition, any non-standard services requested by the client shall be subject to payment of additional charges.

3.3. Billing shall commence one (1) day from the date of activation, delivery and turn-over of ePLDT service(s), as indicated in the ASF form duly signed by your authorized or designated representative(s). If, for any reason whatsoever, we shall not hear from you or receive the signed ASF within one (1) day from date of endorsement of the form, we shall assume that the service is working, deemed accepted and billable. We shall therefore take this as commitment on your part to pay/settle necessary billing components/charges for the service(s) in accordance with the signed Proposal with Conforme and consistent with the provision as herein stated.

3.4. In the event that you fail to pay the charges referred to in the preceding paragraph within thirty (30) days

from receipt of the ePLDT billing statement, ePLDT shall issue a Notice of Disconnection at the end of the month following the unpaid billing period (the "Notice of Disconnection"). The Notice of Disconnection shall require you to pay the outstanding charges within ten (10) days from receipt of the said Notice of Disconnection. If notwithstanding said Notice of Disconnection, you still fail to make the necessary payment in full, the Service shall be temporarily disconnected (the "Temporary Disconnection"). You should settle the outstanding charges within thirty (30) days from date of Temporary Disconnection; otherwise, the Service shall be permanently disconnected.

3.5. If your company fails to pay the monthly charges within the required period and there is no deposit that can be the subject of off-setting, You shall pay late payment charges equivalent to three percent (3%) of the unpaid amount per month or a fraction of a month, reckoned from the day following the due date of payment, until fully paid.

3.6. In any case, the termination of the PLDT Cloud SaaS (MS O365) shall not prejudice ePLDT's right to collect any unpaid charges from the company you are currently representing.

3.7. Reconnection of permanently disconnected PLDT Cloud SaaS (MS O365) due to non-payment shall require full payment by you of the outstanding balance incurred and the corresponding late payment charges.

3.8. It is understood that in addition to the charges, you shall pay the applicable Value Added Tax ("VAT"), or other applicable present or future taxes that may be levied or imposed by any governmental authority or its instrumentalities or required to be paid under this agreement as imposed by any governmental authority or its instrumentalities.

3.9. In case of contested bills, the amount due shall be fully settled with corresponding adjustments, if any, to be effected on the succeeding bill. Requests for bill adjustments, for whatever reason, shall be made in writing within a period of thirty (30) days from receipt by of the billing statements/invoice from ePLDT, otherwise, requests for billing adjustments made after the said this period shall no longer be considered or entertained by ePLDT.

3.10. In the event that you pre-terminate the Service before the contracted Term, you agree to pay ePLDT upon discontinuance of the Service a termination fee based on the following formula: Pre-termination Penalty = [(No. of months remaining from the term x Monthly Charge) x 100%]

4. Indemnification

4.1. You agree to defend, indemnify and hold harmless ePLDT, its directors, officers and employees, free and harmless from and against all liabilities, costs and expenses, including reasonable attorney's fees, related to or arising from: (a) any violation of applicable laws, regulations or this Agreement by you (or any party using your account, with or without your permission, to access the Service); (b) the use of the Service or the Internet or the placement or transmission of any message, information, software or other materials on the Internet by you (or any party using your account, with or without your permission, to access the Service); (c) negligent acts, errors, or omissions by you (or any party using your account, with or without your permission to access the Service); (d) injuries to or death of any person and for damages to or loss of any property, which may in any way arise out of or result from or in connection with this agreement, except to the extent that such liabilities arise from the act, negligence or willful misconduct of ePLDT; or (e) claims for infringement of any intellectual property rights arising from the use of the Service, any software, or the Internet.

5. Force Majeure

5.1. Neither party shall be responsible for any delay or failure in the performance of any of its obligations under this Agreement to the extent that such delay or failure is caused by Force Majeure. "Force Majeure" shall mean any event or circumstance beyond the reasonable control of the party which renders the performance of said party's obligations illegal or impracticable, including but not limited to, acts of God, acts of any governmental body or public enemy, war, civil commotion, strikes, riots, embargoes, or other concerted acts of workers, fire, explosion, sabotage, or any other causes,

circumstances, or contingencies, whether of a similar or dissimilar nature to the foregoing, without fault or negligence and beyond such party's control, which prevent or hinder the performance by either party of any of its obligations hereunder.

5.2. Promptly upon the occurrence of any event of Force Majeure event, which affects the performance by either party of its obligations under this Agreement, the affected party shall notify the other party specifying in such notice the nature of the Force Majeure event; the effect of the said event on the party's performance of its obligations hereunder and the estimated duration thereof. Upon receipt of such notice, the affected party may cancel or delay the performance of its obligations for so long as such performance is delayed or prevented by such Force Majeure event and in such cases, even the affected party shall have no liability to the other party or to its customers. Upon cessation of the Force Majeure event, notice of such cessation should be given by the party in delay to the other, and performance of the obligation should ensue, if cancellation has not yet been effected.

5.3. If the Force Majeure continues unabated for a period of thirty (30) days, either party shall have the right to terminate the Service or these Terms and Conditions, and the rights and obligations of the parties shall be resolved either by mutual agreement or by applicable law.

5.4. Any Force Majeure event shall not however be an excuse for your failure to make payments for amounts already due at the time of the occurrence of such Force Majeure event.

6. Amendments

6.1. This Agreement shall, at all times, be subject to such amendments and/or modifications as may from time to time be agreed upon by the parties or as the National Telecommunications Commission (NTC) or any duly authorized government regulatory body may direct in the exercise of its jurisdiction.

7. Settlement of Disputes

7.1. In case of any dispute that may arise in connection with this Agreement, the parties shall promptly meet and exert their best efforts towards an amicable settlement of the dispute in good faith. In the event such dispute is not resolved amicably within a period of thirty (30) days from the date of its occurrence, the same may be resolved through legal action/s.

7.2. In the event of suit, venue shall exclusively be in Makati City, Metro Manila, to the exclusion of any other venue. In the event that either party is compelled to seek judicial relief against the other party in order to enforce any or all of its rights under this Agreement, the erring party, as determined by the proper court, shall, in addition to any other damages that may be awarded by the court, hereby agrees to pay an amount equivalent to twenty-five percent (25%) of the amount claimed by the aggrieved party but shall in no case be less than Fifty Thousand Pesos (P50,000.00), as and by way of Attorney's fees, apart from the costs of litigation and other expenses which the law allows the aggrieved party to recover from the erring party.

8. Confidentiality

All business and technical information, data, and related documentation, in whatever form provided, recorded or unrecorded (hereinafter collectively referred to as "Information"), which the parties may furnish or have furnished each other in connection with this agreement shall:

8.1. Be used solely for the purpose for which it was furnished;

8.2. Be treated in strictest confidence and protected;

8.3. Not be reproduced, except as necessary for its authorized use; and

8.4. If in tangible form, shall be returned together with all copies thereof, including promotional materials, when demanded by either party or if no longer needed.

The foregoing obligations of confidentiality and restricted use shall survive the termination of this agreement.

This section will also cover the Security and Privacy policies of Microsoft. Please visit http://trust.office365.com for more details.

9. Acceptable Use Policy for PLDT Cloud SaaS (MS O365)

Customers may only use the Service in a manner that is consistent with the purposes of such Service. If the Customer is unsure of whether a contemplated use or action is permitted, please contact ePLDT. Prohibited uses include, but are not limited to, the following:

9.1 Engaging in activity that violates privacy, publicity, or other personal rights of others

9.2 Accessing illegally or without authorization computers, accounts, or networks belonging to another party, or attempting to penetrate security measures of another individual's system (often known as "hacking").

9.3 Activities that disrupt the use or interfere with the ability of others to effectively use the network or any connected network, system, service, or equipment, including but not limited to, distribution of information regarding the creation of and sending Internet viruses, worms, Trojan horses, pinging, flooding, mail bombing, denial of service attacks and/or introduction of malicious programs into the network or servers.

9.4 Activities that have the effect of facilitating any unsolicited bulk and/or commercial messages (known as "spamming"), including but not limited to sending of "junk mail" or other advertising material to individuals who did not specifically request such material, who were not previous customers of Customer or with whom Customer does not have an existing business relationship.

9.5 Maintaining an open SMTP relay.

9.6 Adding, removing, or modifying identifying network header information (aka "spoofing") in an effort to deceive or mislead.

9.7 Attempting to impersonate any person by using forged headers or other identifying information.

9.8 Using ePLDT's network as a means to transmit or post defamatory, harassing, abusive, or threatening language.

9.9 Using ePLDT's network to advertise, transmit, store, post, display, or otherwise make available content that contains or contains links to nudity, pornography or obscene speech or material.

9.10 Using the Services to make fraudulent offers to sell or buy products, items, or services or to advance any type of financial scam such as "pyramid schemes," "Ponzi schemes," and "chain letters."

9.11 Using the Services to transmit any material (by email, uploading, posting, or otherwise) that, intentionally or unintentionally, violates any applicable local, national or international law, or any rules or regulations promulgated hereunder.

9.12 Engaging in activities that are determined to be illegal, including but not limited to, fraudulently charging credit cards, providing/selling illegal drugs and drug contraband, pirated materials and other illegal goods.

9.13 Engaging in activities, whether lawful or unlawful, that ePLDT determines to be harmful to its Customers, operations, reputation, goodwill, or customer relations

10. Service Level Agreement for PLDT Cloud SaaS (MS O365)

10.1 In order for ePLDT to consider a claim, you must submit the claim to customer support at ePLDT including all information necessary for ePLDT to validate the claim, including but not limited to: (i) a detailed description of the Incident; (ii) information regarding the time and duration of the Downtime; (iii) the number and location(s) of affected users (if applicable); and (iv) descriptions of your attempts to resolve the Incident at the time of occurrence. ePLDT must receive the claim by the end of the calendar month following the month in which the Incident occurred.

ePLDT will evaluate all information reasonably available to us and make a good faith determination of whether a Service Credit is owed. ePLDT will use commercially reasonable efforts to process claims during the subsequent month and within forty five (45) days of receipt. You must be in compliance with the Terms & Conditions in order to be eligible for a Service Credit. If we determine that a Service Credit is owed to you, we will apply the Service Credit to your Applicable Monthly Service Fees.

10.2 This SLA and any applicable Service Levels do not apply to any performance or availability issues:

- Due to factors outside our reasonable control (for example, natural disaster, war, acts of terrorism, riots, government action, or a network or device failure external to our data centers, including at your site or between your site and our data center);
- That result from the use of services, hardware, or software not provided by us, including, but not limited to, issues resulting from inadequate bandwidth or related to third-party software or services;
- Caused by your use of a Service after we advised you to modify your use of the Service, if you did not modify your use as advised;
- During or with respect to preview, pre-release, beta or trial versions of a Service, feature or software (as determined by us) or to purchases made using Microsoft subscription credits;
- That result from your unauthorized action or lack of action when required, or from your employees, agents, contractors, or vendors, or anyone gaining access to our network by means of your passwords or equipment, or otherwise resulting from your failure to follow appropriate security practices;
- That result from your failure to adhere to any required configurations, use supported platforms, follow any policies for acceptable use, or your use of the Service in a manner inconsistent with the features and functionality of the Service (for example, attempts to perform operations that are not supported) or inconsistent with our published guidance;
- That result from faulty input, instructions, or arguments (for example, requests to access files that do not exist);
- That result from your attempts to perform operations that exceed prescribed quotas or that resulted from our throttling of suspected abusive behavior;
- Due to your use of Service features that are outside of associated Support Windows; or
- For licenses reserved, but not paid for, at the time of the Incident.

10.3 Downtime definition:

Product	Definition of Downtime
Exchange Online	Any period of time when users are unable to send or receive email with Outlook Web Access.
Exchange Online Archiving	Any period of time when users are unable to access the email messages stored in their archive.
Exchange Online Protection	Any period of time when the network is not able to receive and process email messages.
Office365 Business	Any period of time when Office applications are put into reduced functionality mode due to an issue with Office 365 activation.

Office Online	Any period of time when users are unable to use the Web Applications to view and edit any Office document stored on a SharePoint Online site for which they have appropriate permissions.
Office365 Video	Any period of time when users are unable to upload, view or edit videos in the video portal when they have appropriate permissions and valid content.
OneDrive for Business	Any period of time when users are unable to view or edit files stored on their personal OneDrive for Business storage.
SharePoint Online	Any period of time when users are unable to read or write any portion of a SharePoint Online site collection for which they have appropriate permissions.
Skype for Business Online	Any period of time when end users are unable to see presence status, conduct instant messaging conversations, or initiate online meetings.
Yammer Enterprise	Any period of time greater than ten minutes when more than five percent of end users are unable to post or read messages on any portion of the Yammer network for which they have appropriate permissions.

10.4 The monthly uptime percentage is calculated using the following formula: [(User Minutes – Downtime) / User Minutes x 100] where Downtime is measured in user-minutes; that is, for each month, Downtime is the sum of the length (in minutes) of each incident that occurs during the month multiplied by the number of users impacted by that incident.

Table below shows the expected monthly up-time and the credit if the up-time percentage is not met:

Monthly Uptime Percentage	Service Credit
<99.9%	25%
<99%	50%
<95%	100%

7. Education Zero Day
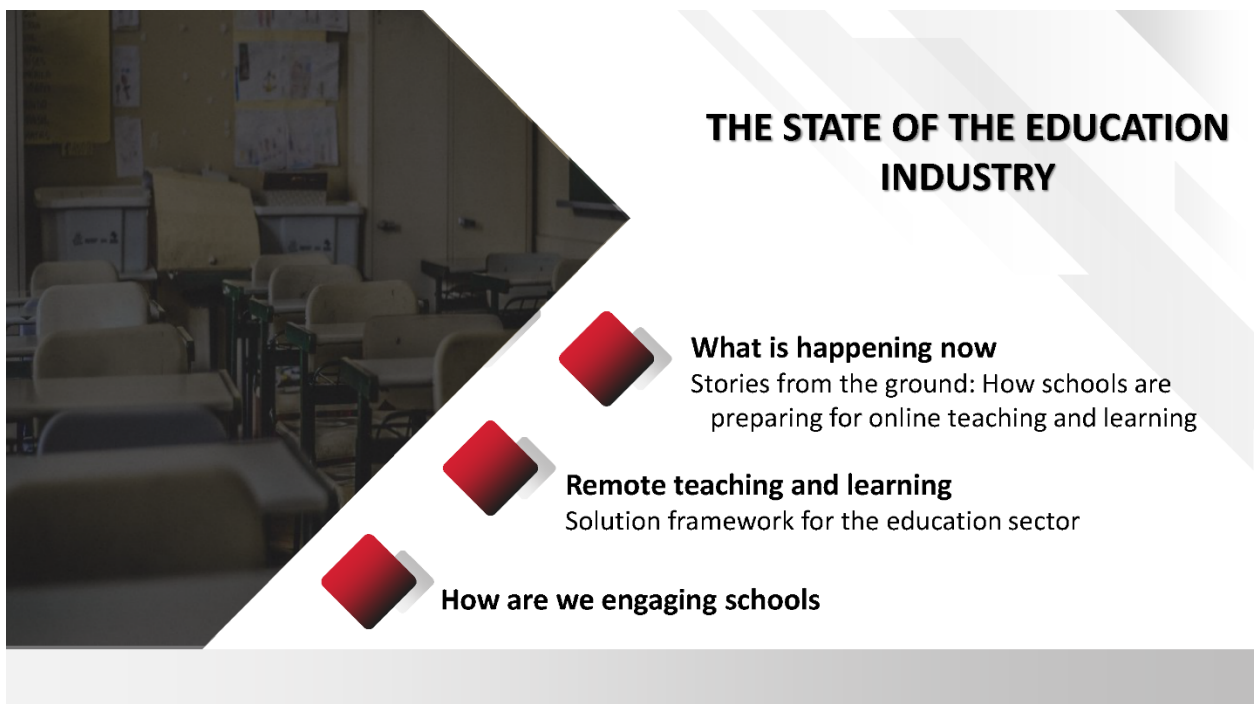
What's happening now?

A look at the education industry amidst COVID-19
and how schools are preparing for online teaching and learning

PHILIPPINES

Bridging remote learning thru EDTECH (Education Technology)

32million
students

80K
schools, colleges, universities

1.2million
teachers

EDTECH to enable access to learning

Elementary & Highschool
27 million students
(Public: 23m, Private: 4m)

College or Higher Education
5 million students
(Public: 1.5m, Private: 3.5m)

Elementary & Highschool
78K schools (Private: 55K, Public: 23K)

College or Higher Education
2K colleges & universities (Private: 561, Public: 1,500)

Elementary & Highschool
1 million teachers

College or Higher Education
200K teachers

Remote Teaching and Learning
Solution framework for the education sector

Solution Framework: Online Learning Management Ecosystem

1

Make your 'CRITICAL LMS and School Application Systems' accessible and securely

Host the systems in VITRO or MS AZURE STACK wrapped with comprehensive CYBERSECURITY solution to protect information and confidential contents from malicious attacks

2

Add VIDEO CON PLATFORM

Integrate collaboration or video platform to complement the LMS for video learning

Most LMS do not have collaboration and video learning features to support modern learner's needs

3

HIGH CAPACITY PLDT INTERNET BACKBONE for HOSTED BUSINESS APPLICATION

Provide a proactively calibrated bandwidth to LMS and School application systems to ensure quality and good CX experience by local wireless and broadband users

4 Special SMART Wireless plans for Teachers and Students

5 ePLDT plans for Teachers and Students

1

HOST Business Applications in VITRO MS Azure + CYBERSECURITY

Ensuring as well the availability of critical business applications

Azure Stack   CloudSigma

Access should not be limited to Educational Applications only but to all Business Applications that School needs to operate

TODAY
School applications are hosted on-premise
or outside the Philippines

SOLUTION
Ensure Business Continuity by moving new or existing workloads to the
cloud and enhancing cybersecurity policies

Challenge : **Risk of disruption from multiple factors**, from human
error to natural calamities
- Enrollment
- Finance
- Database

System response lag issues encountered by users due to
access congestion because of the distance between users
and the Applications

Solution : **Hosting the CRITICAL BUSINESS APPLICATIONS in VITRO will
reduce the latency and enhance CX**

Solution : Migrate workloads to Azure or Cloud Sigma
- Azure – Windows LMS
- Cloud Sigma – Linux Based
- NTT Virtual Desktop Solution
- End Point Endpoint Advanced Security for school-provided devices
- Managed WAF (Web application firewall) to secure online portals
  (LMS, enrollment, payment)

2

TO SUPPORT MODERN DAY LEARNERS

VIDEO CON PLATFORM & COLLABORATION TOOLS

OFFICE 365 A1, A3 and A5 COMPONENTS

0365 WEB APPS   **MS TEAMS**   **RESOURCES**

Office 365 A1 FREE for your
school*

Office 365 A1 Free* popular web apps so
teachers and students can work together,
communicate seamlessly, and create
amazing content.
(no commitment)

A digital hub that brings conversations,
content, assignments, and apps together in
one place, letting teachers create vibrant
learning environments.
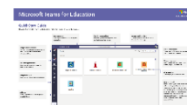
On-line Resource to ensure
sustainable adoption and customer
success

2

VIDEO CON PLATFORM & COLLABORATION TOOLS
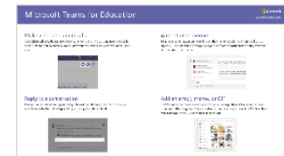
Organizing Classes   Creating Assignments   Grades   Teacher Student Engagement

2

G Suite for Education

Tools your entire school can use together, anytime and anywhere

chromebook

Shareable devices designed for learning, made for the classroom

Lightweight, durable laptops designed for students

Boot up in less than 10 seconds, and the battery lasts all day

Designed to be simple, affordable, secure, and shareable

G Suite for Education + Google Classroom

Manage your classroom   Communicate your way   Manage all your tasks

Administer with confidence   Collaborate anywhere

RESOURCES

Full productivity suite included at no cost to schools Free 24/7 support Best-in-class security included at no additional cost
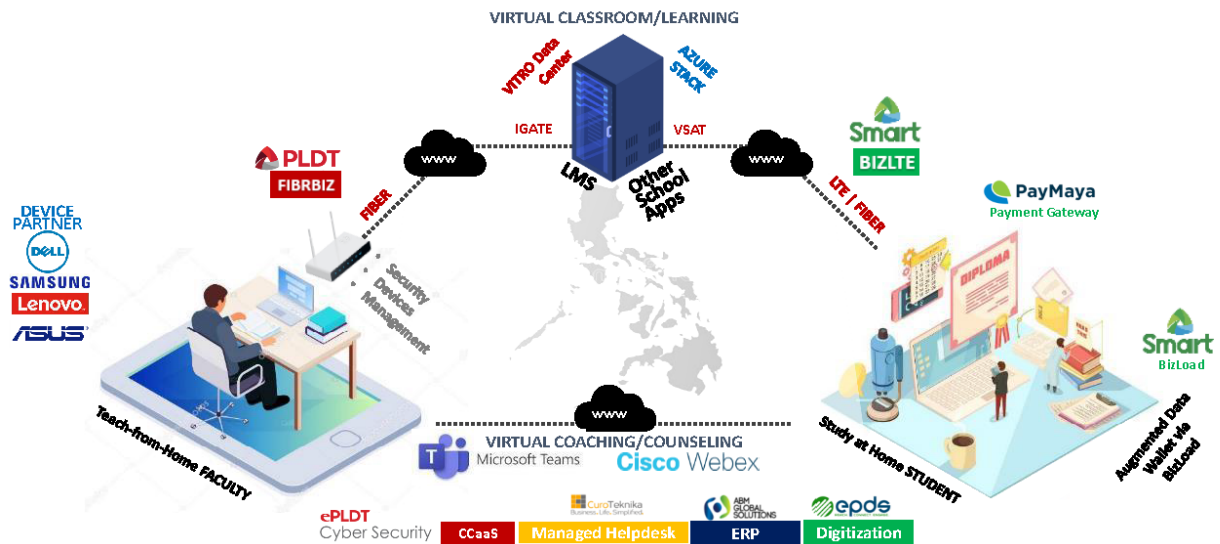
SUMMARY OF PACKAGES FOR SCHOOLS, TEACHERS AND STUDENTS

Teach-from-Home FACULTY

Study at Home STUDENT

Teach Virtually Uninterrupted	Establish Secure & Robust Connections	For Uninterrupted Digital Learning	Enable Students with existing Prepaid

Work from Home — **1899** per teacher
Powered by:

FIBRBIZ — OR — BIZLTE

| Wi-Fi Modem | Unlimited Access | Enterprise Support |

Available in flexible contract terms

BEYOND FIBER — **2500** per teacher

up to **50 Mbps**

| Enterprise Grade Fiber | Secure Wi-Fi | Enterprise Support |

Day Zero Promo of 3 months free MRC

Smart Bro — **799** per student

8GB Data Allocation

| Pocket Wi-Fi | Priority via LTE | Enterprise Support |

Promo: 40% discount at min. 5k units

Smart BizLoad — **490** per student

8GB Prepaid Load Credits

| BizLoad License | Access to Prepaid load Buckets & Promos | Enterprise Support |

Based on a total monthly load commitment of at least P250k or 500 students

DEDICATED INTERNET ACCESS TO CONNECT STUDENTS/FACULTIES-SCHOOLS-LMS

PLDT Enterprise FIBRBIZ — FIBER

Smart BIZLTE — LTE

PLDT DIA (IGATE)

SCHOOLS

LMS & OTHER SYSTEMS

Large IP Capacity
The network runs over PLDT's 2Tbps+ IP Capacity, the biggest Internet pipe in the country today.

Extensive Coverage and Reach
Connecting customers to 70M+ PLDT/Smart eyeballs and to every global destinations in Asia, US and Europe.

Diverse and Resilient
Connected to different submarine cable systems and peered with various global ISPs and Internet Exchanges.

SRP $700/mo. **$350/mo.**	SRP $1,000/mo. **$500/mo.**	SRP $2,500/mo. **$1,250/mo.**	SRP $5,000/mo. **$1,650/mo.**
10 Mbps	**20 Mbps**	**50 Mbps**	**100 Mbps**
Inclusive of Managed Router	Inclusive of Managed Router	Inclusive of Managed Router	Inclusive of Managed Router
Minimum 12-month contract term	Minimum 12-month contract term	Minimum 12-month contract term	Minimum 12-month contract term

SUMMARY OF PACKAGES FOR SCHOOLS, TEACHERS AND STUDENTS

Teach-from-Home
FACULTY

Learning Management System
EDUCATION INSTITUTION

Study at Home
STUDENT

Video Con & Collaboration

Microsoft
Education

1. **Microsoft A3/A5 Package**
   - $3.25 to $8 Per Faculty MRC
   - $2.50 to $6 Per Student MRC
   - *Free license for 40 student Office A3/A5 licenses for every (1) license purchased for faculty/staff*
2. **LMS powered by MS TEAMS**
3. **GSuite for Education**
   - *free for selected institutions*

NTT
Azure · vmware Horizon

4. **Cloud Based Virtual Desktop**
   - Provide Virtual Apps and Desktop Infrastructure
   - Publish proprietary and/or private apps in a secure environment

Data Center & Cybersecurity

V.I.T.R.O. Data Center · Azure Stack

Data Center Colocation and / or Azure Stack for School Partners
- *Free 2 months Azure Stack Subscription*
- Azure resources to be further scoped

Azure · ePLDT Cyber Security

Migrate on-premise Critical school apps and workloads to the Cloud
- *Free Infrastructure Assessment prior to migration*
- *Free 2 months subscription of Endpoint Access Security*
- Managed WAF (Web application firewall)

---

epds REACH. CONNECT. ENGAGE. Education Business Continuity Solution

Document Management as a Service
An end to end service ranging from grooming, scanning, encoding, and uploading of digitized documents to ePDoctrieve for instant archival and retrieval in a secure cloud storage.

Transition from Physical to Digital

- Employee 201 File
- Accounting Documents
- Finance Documents
- Procurement Documents

- Student Records
- Enrollment Form
- Admission Documents
- Thesis & Research

Pre-COVID

Physical Retrieval of Documents

Post COVID

Digital Documents and remote access at all times.

Managed Services – Document Digitization
Management and Operations related to document digitization. The service includes manpower, hardware, and software in an on-premise or off-premise setting.

ePDoctrieve
A document management software used to manage, organize, store, share and access electronic copies of physical documents in a secure centralized repository.

Microsoft Azure
IaaS where the ePDoctrieve application will be hosted and the digitized documents will be securely stored.

DocuBlast
A one-way communication sending of targeted announcements, memorandums, promotions, statement of accounts, and other trans promo marketing campaign through Email in a fast and secure environment.

Transition from Physical to Digital

- Student Grades
- Announcements
- Memorandums

- Statement of Accounts
- Trans Promo Marketing

Pre COVID

Physical Letters/Mailpack

Post COVID

Personalized & Targeted Email Communication

Capability

Advanced Reports are provided from read, unread, delivered, & undelivered with corresponding reasons.

Emails are sent in a secure environment following advanced protocols with limits up to 2,500 emails per day.

Password protected attachment that can be customized and up to 2MB of file size.

Customized email address domain for quick identification and minimal bounce back.

AGS — Education Core Platform based on SAP B1 Hana

Schools and Universities will **need to accelerate their back end operations** to support all front end platforms like LMS and Enrollment Systems. This **will allow school admistrator's to remotely function** using their back end for financial, procurement, HR and other related operational requirements,

Access

- Web Access
- Mobile Access
- SMS Alerts
- On-line Billing

Education Core Platform

Management and administration

Sales and service — Accounting and financials

Purchasing and operations — SAP Business One — BEST PRACTICE CORE PLATFORM — Built-in horizontal extensibility

Inventory and distribution — Project and resource management

LMS and Enrollment Integration

Php 1.99M (5-users) start up package

Integration

- Administration Portal
- Suppliers Portal
- Customer Portal
- HR/Payroll

CuroTek — Endless.Possibilities. — Education MANAGED SERVICES Solution

Tech Issues Coming Remote e-Learning

HELP! I work

- Functionality and Performance Issues Of work Stations
- Functionality and Performance Issues of Apps
- Login Credential Issues Password Resets & Access Requests
- Access Requests Run Time Issues Performance Issues

- Conducting e-Learning via regionalized, localized or from home environment is the new norms
- The classroom just got bigger and IT Tech Support needs to address the same tasks
- IT Supports needs to serve both Educators and Student in the expanded campus scenario.

Help Desk and Field Support for the Education Sector

it on demand

HOW YOU WANT WHERE YOU WANT WHEN YOU NEED it.

- 24 x 7 Service Desk Management
- Fully Scalable (per incident)
- Nationwide Field Support Coverage
- Technology and industry agnostic
- SLA Based; L1 Answer calls w/in 5 rings, L2 accomplish fix w/in 6 hours

1st and only in the Philippines

WHY CuroTek?
Saves money and time as we deploy the nearest IT engineer to our client's location
With security policies in place to maintain a high level of service
With monthly reports to provide analytics on where your tickets are mostly consumed

Want to know more?
832-CURO or email us at: marketing@curoteknika.com

Having the right tool for the right people needs the right kind of support in an expanded scenario

Tasks to prepare the Teachers and the Students

- ✓ Account Creation
- ✓ Account Updating
- ✓ Functionality and performance Assessment
- ✓ Fault Isolation
- ✓ Install ●Move ●Add ●Change IMAC
- ✓ Deployment an d Implementation
- ✓ Reformat
- ✓ Image Creation and Preloading
- ✓ Security Implementation (Commercial Antivirus)
- ✓ Installation and Configuration (company standards dependent)
- ✓ Data File backup and Reloading
- ✓ Upgrade
- ✓ Ticket Management
- ✓ Vendor Escalation

it on demand

Reaching the unconnected
Broadcasting Classroom Lessons via TV and radio stations
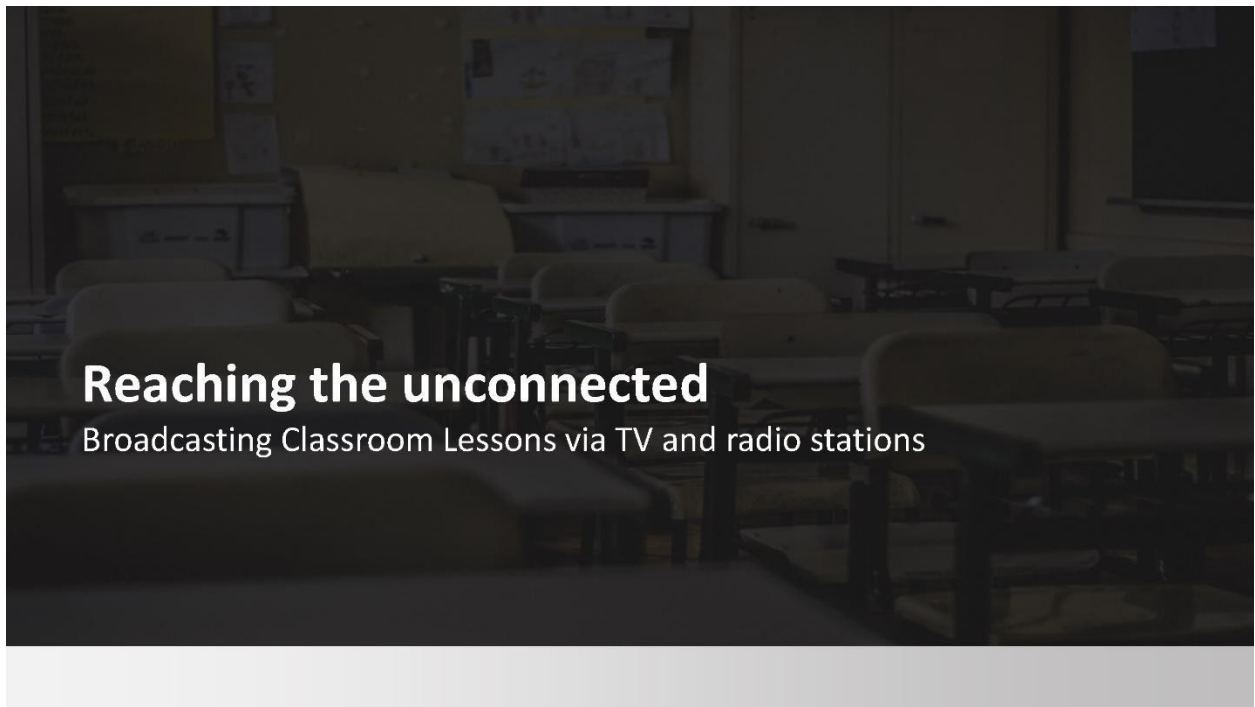
NO ONE WILL BE LEFT BEHIND

DepEd is considering to broadcast class lessons or educational programs on both public radio and television TO REACH THOSE STUDENTS WITHOUT INTERNET ACCESS

Exploring for DepEd a possible arrangement with TV5 and Cignal TV

8. Work-From-Home Solutions

Organizational Benefits of Telecommuting
Factors that may influence remote working implementation

BUSINESS CONTINUITY

Mitigate impact of extreme events to operations such as pandemics, disasters, weather disturbances, chronic traffic situations

REDUCED UNSAFE COMMUTES

Employees who take the nightshift are always confronted with increased security risks

IMPROVED BEHAVIOR

Increased productive time from less commute stress and more flexible work environment

OVERHEAD REDUCTIONS

Immediate office rental and maintenance savings are realized

IMPROVED RETENTION AND ATTRACTION

Employees tend to prefer these work arrangements and seek out similar opportunities

Source: Paul C. Boyd, Ph.D., https://www.research-advisors.com/articles/ttorgbens.html

Use Case: Work from Home Option

For any company providing alternative working arrangement for employees

Requires access to enterprise applications e.g. e-mail, productivity, cloud apps, and engage in remote meetings, secure conferencing and collaboration

Seeks to ensure business continuity and productivity amidst unforeseen circumstances

Use Case: Work from Home Option

Communicate Seamlessly

The best in class mobile package with all-net concessions.

Stay Connected

Business-grade connectivity for your alternative office or business continuity site, via Smart's LTE technology

How far can you go with 8GB?

Smart

4 hours of light daily web browsing
+
300 daily emails without attachments
+
6 hours daily light instant messaging
+
100 light photos daily
+
3 hours of daily voice calling
+
3 hours of daily video calling

Data	Allocation Service
1 MB	1 webpage
20 KB	1 email (text only)
350 KB	1 social media post (with photo)

Compute your monthly average data consumption:
https://smart.com.ph/Corporate/data-calculator

Above usage is based on conservative estimates only.

Data usage varies by device, figures are estimates only.
Actual amount of data used may differ.

Smart Bro Offers
Choose the connection available to your employee and your budget

Smart

Smart Bro Plans	Plan 499 5GB Data with Anti Bill Shock of up to P1,500				Plan 799 8GB Data with Anti Bill Shock of up to P1,500				Plan 999 13GB Data with Anti Bill Shock of up to P1,500				Plan 1899 Non Stop Surf			
	12 months	6 months	3 months	No Contract	12 months	6 months	3 months	No Contract	12 months	6 months	3 months	No Contract	12 months	6 months	3 months	No Contract
SIM Only	Applicable for All Plans												Not Availble in this Plan			
BIZ LTE SOHO (New: Evoluzn ID4 CAT6) Available in April, date to be announced	+P300/mo	+P700/mo	+P4,500 OTC	+P4,700 OTC	+P200/mo	+P600/mo	+P4,400 OTC	+P4,600 OTC	FREE	+P500/mo	+P4,300 OTC	+P4,500 OTC	FREE	+P400/mo	+P4,200 OTC	+P4,500 OTC
Samsung Tab A 8" Available	+P1,200/mo	+P2,500/mo	+P5,200/mo	+P15,000 OTC	+P1,100/mo	+P2,400/mo	+P5,100/mo	+P15,000 OTC	+P1,000/mo	+P2,300/mo	+P5,000/mo	+P15,000 OTC	Not Availble in this Plan			
IPad 32GB (6th Gen) Available	+P1,600/mo	+P3,300/mo	+P6,900/mo	+P20,000 OTC	+P1,500/mo	+P3,200/mo	+P6,800/mo	+P20,000 OTC	+P1,400/mo	+P3,200/mo	+P6,700/mo	+P20,000 OTC	Not Availble in this Plan			
Pocket Wifi Available in April, date to be announced BIZ LTE (Vectras E1610)	Currently unavailable. Please stand by for further announcements.															

Notes:
• Pocket Wifi – can connect up to 5 devices
• BIZ LTE SOHO
  • can connect up to 10 devices
  • 3 LAN Ports, 1 WAN Port
  • includes One (1) 1.5m LAN cable

ANNEX D - EDMODO USER MANUALS

EDMODO USER MANUAL

(For Teachers)

1

Table of Contents

3

EDMODO USER MANUAL

What is Edmodo?

Edmodo is a free social learning platform or application that provides a safe and easy way for teachers to communicate and engage with students, parents and other teachers. With this application, teachers and students can exchange ideas, share resources and information and access assignments and quizzes. Parents can also track their children's academic progress.

Why use Edmodo?

- Teachers and students can collaborate in a secure, closed environment.
- A message board allows secure and open communication that can be monitored and controlled by the teacher.
- It is easy to monitor student interaction.
- Teachers can post assignments and assessments that are electronically submitted and can be automatically graded.
- Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.
- Teachers and students can store and share documents and files in different formats.
- Teachers can maintain a personal content library and share content with members.
- Students can instantly access the files uploaded by teachers in Edmodo library 24/7.
- Folder-sharing allows teachers to share selected contents or resources for a particular class or groups.
- Parents can create a parent account to connect with their child's class.
- It has a user-friendly interface.
- Edmodo is free – and free of ads.

EDMODO GUIDE FOR TEACHERS (For Desktop and Laptop Users)

Teacher Sign Up

1. Before signing up, make sure you have an email account already. If you do not have one yet, go to https://www.google.com/gmail/about/ and create an account. Follow the on-screen instructions.

4
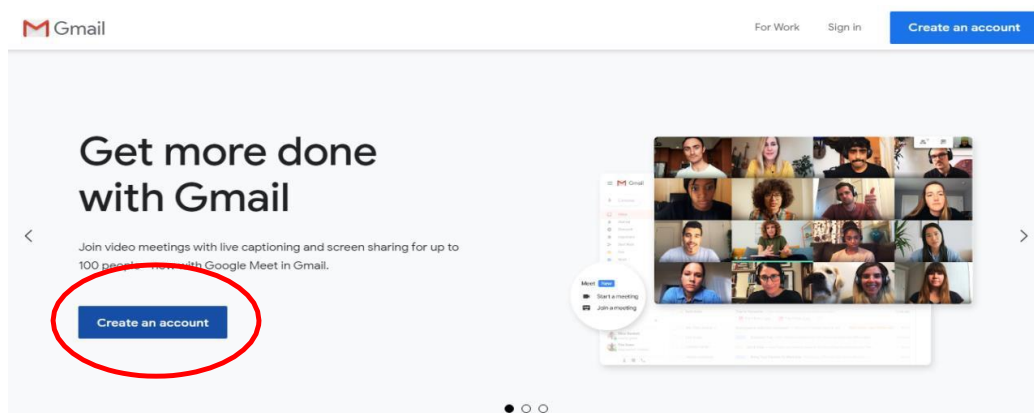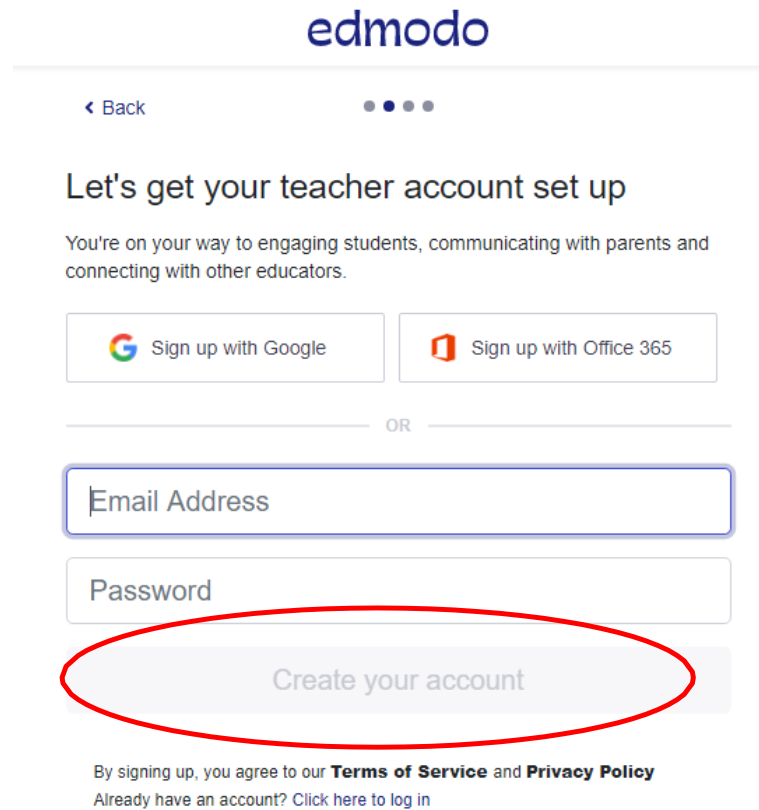
2. Go to https://new.edmodo.com/ and "Sign Up" if you do not have an Edmodo account yet, otherwise you may "Log In".
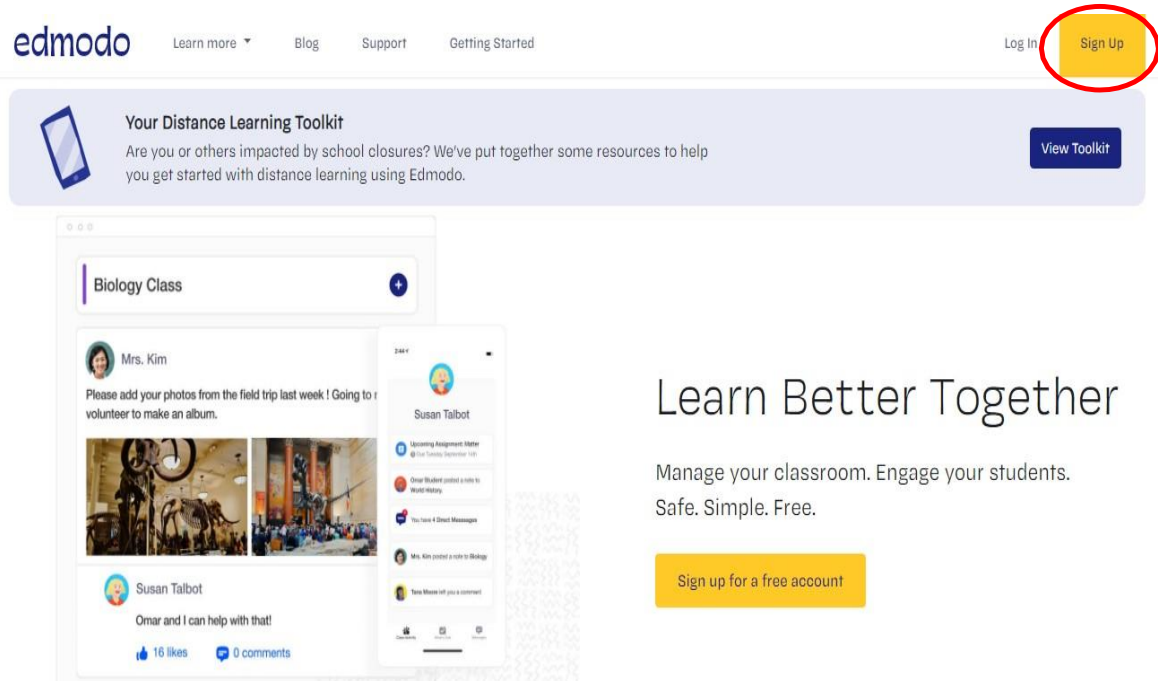
3. Select "Teacher Account".

5
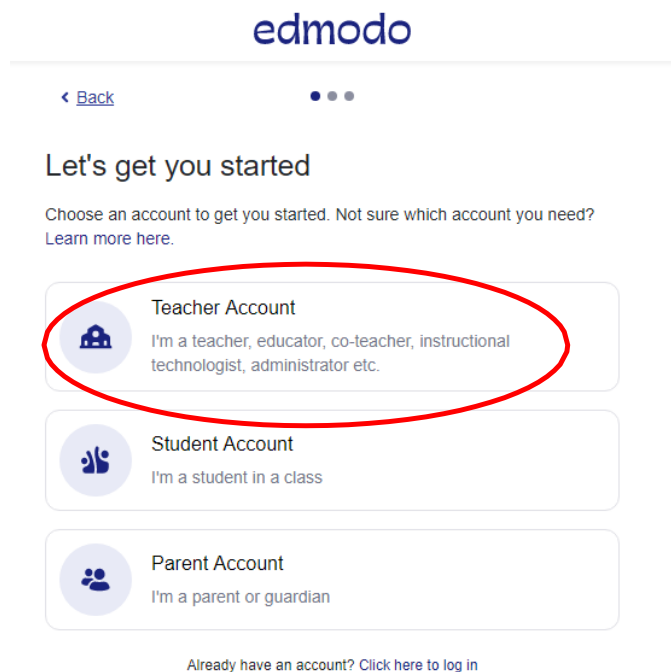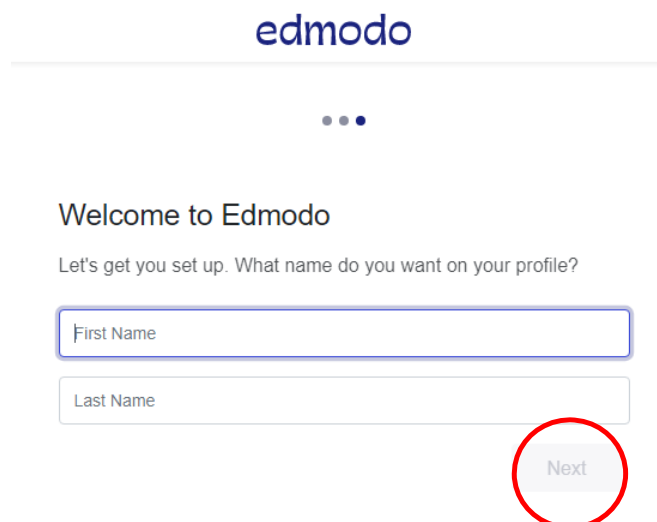
4. Enter your email address and password. Click the "Create your Account" button.

5. Enter your First Name and Last Name then click the "Next" button.

6

6. Don't forget to "verify your email address" on your email account.

7

Edit Your Profile

1. Click the profile icon 👤 on the top-right of your top toolbar. A drop-down menu will appear.
2. Select "Profile".
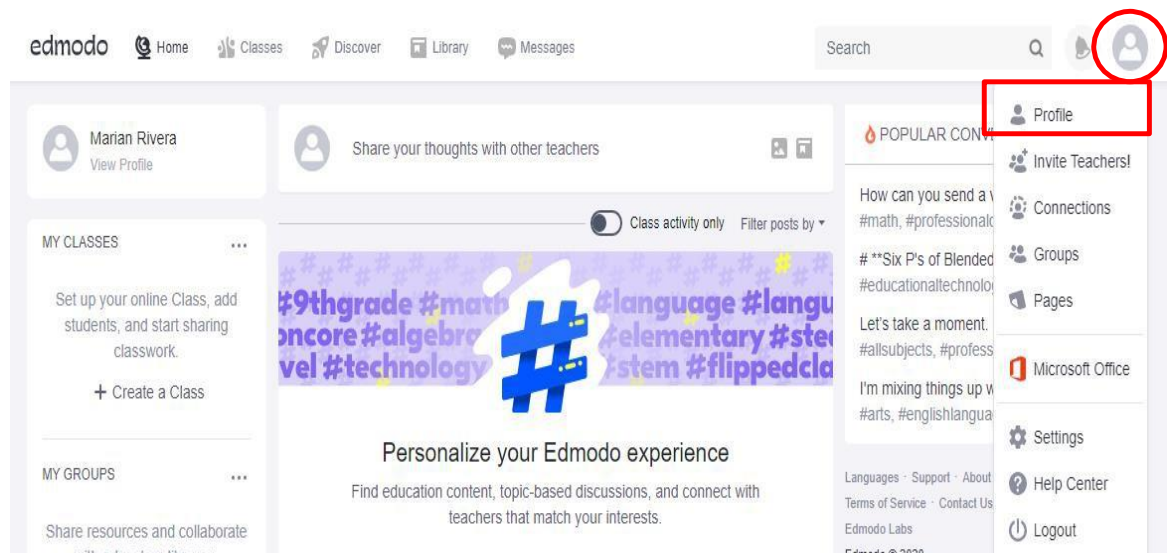
3. You can edit your "About" information (you may wish to write a short bio about yourself). Please add Mabalacat City College as your school to connect your account to MCC's official Edmodo account.

8

Update Account Settings

1. Click the profile icon [profile icon] on the top-right of your top toolbar. A drop-down menu will appear.
2. Select "Settings".
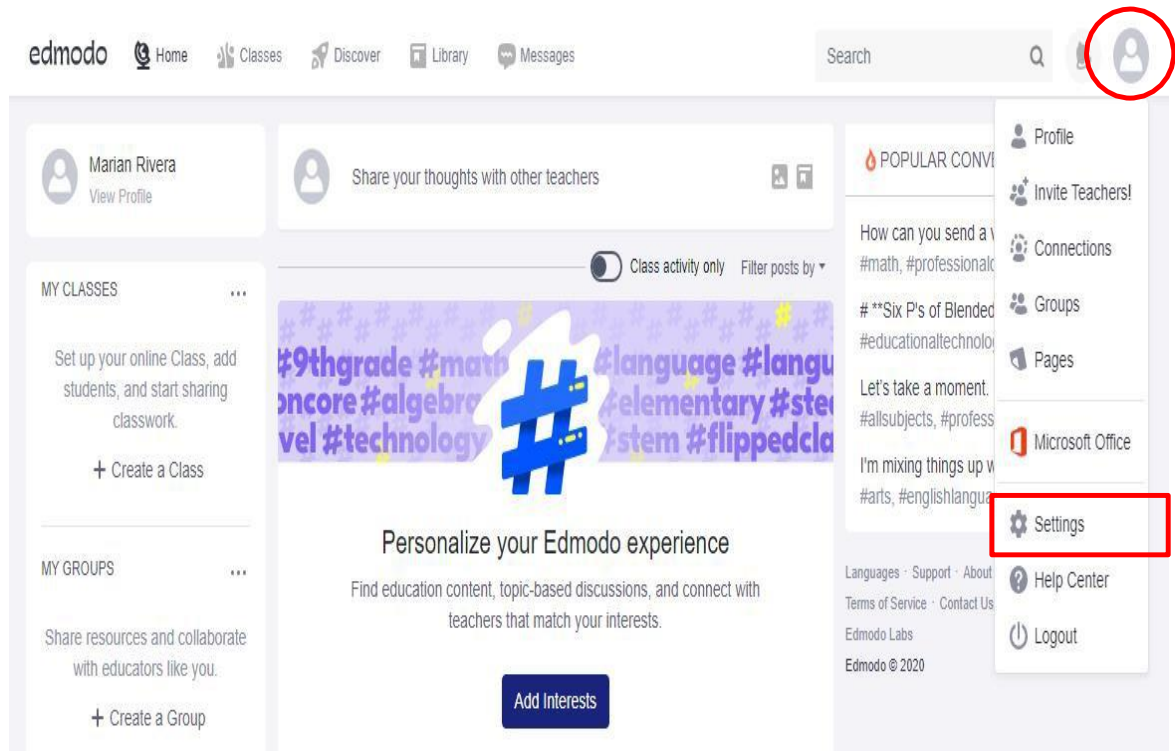
3. You have an option to add a secondary email address.
4. You can edit your "Personal Information".
5. You can set notifications (choose e-mail or Push). Click "Notifications" to choose from e-mail or Push (text notifications). E-mail notifications will be sent to the e-mail address associated with your Edmodo account. Then choose the type of notifications you would like to receive from the available selection.
6. You can change/update your password. Click "password".
7. Teachers may choose to block connection requests or only make their profile visible to their connections by checking the appropriate box under "Privacy".

10

Create a Class

Classes on Edmodo are a great way to get your classroom connected and increase sharing, participation, and self-expression—all in a private, closed setting.

1. Click "Create a Class" in the Classes column on the left-hand side of your Edmodo Home page. A box will pop-up and you need to enter the required information then click the "Create" button.
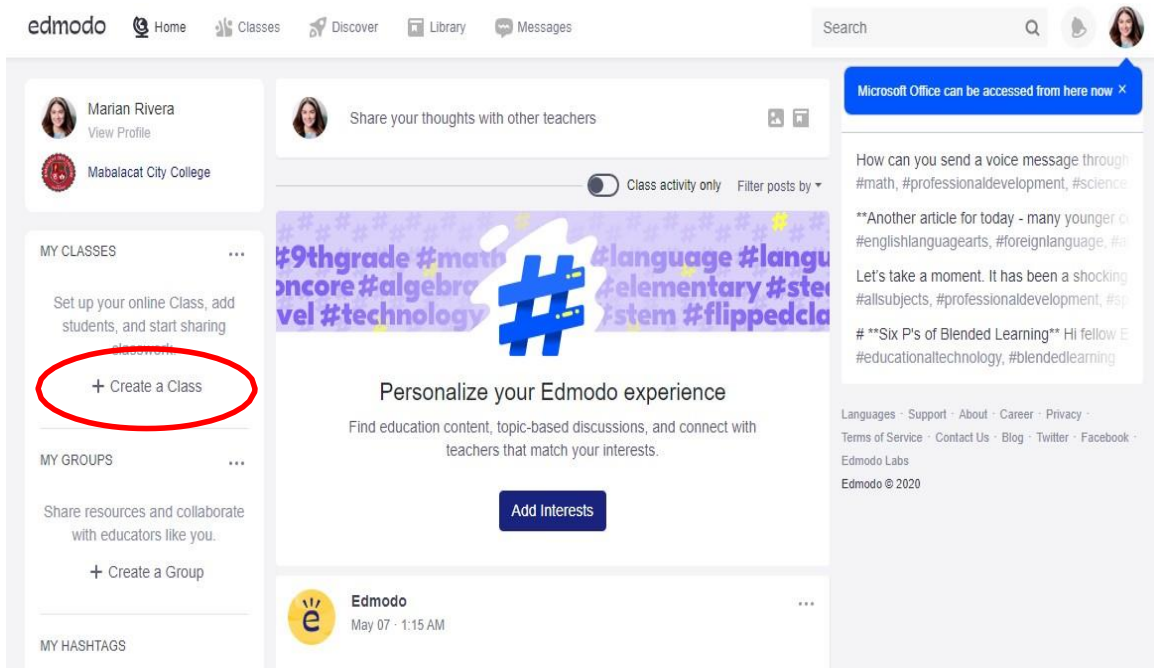
11

2. Alternatively, you can go to the "Classes" tab located on the upper part of the page and create a new class from there.

---
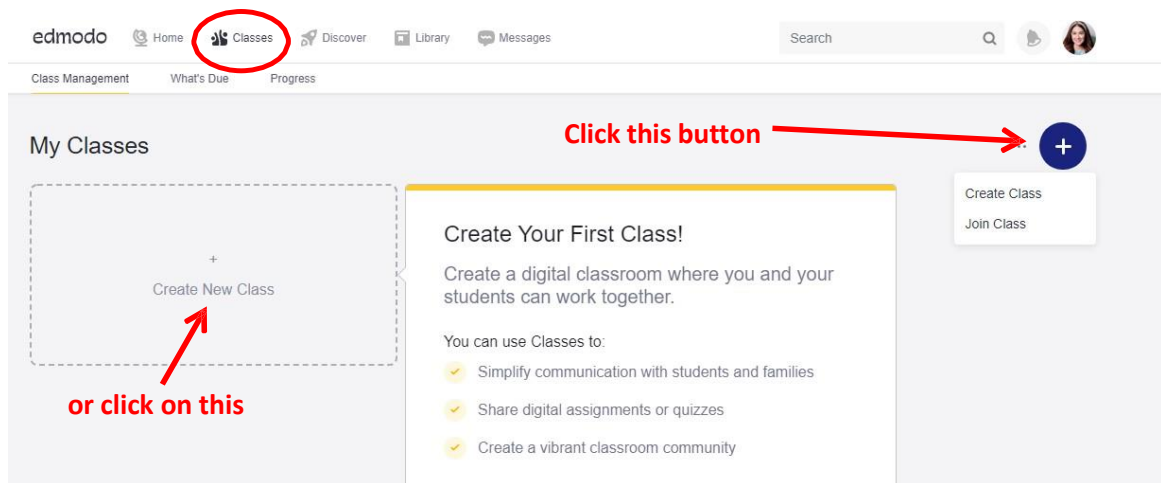
3. Post a friendly welcome post to your Class. Students will see the post when they join the Class.
4. Repeat for all your Classes. Using Edmodo for all your Classes makes communicating with students easy.
5. To view your classes, click <u>Classes.</u> Then select the class you want to manage.
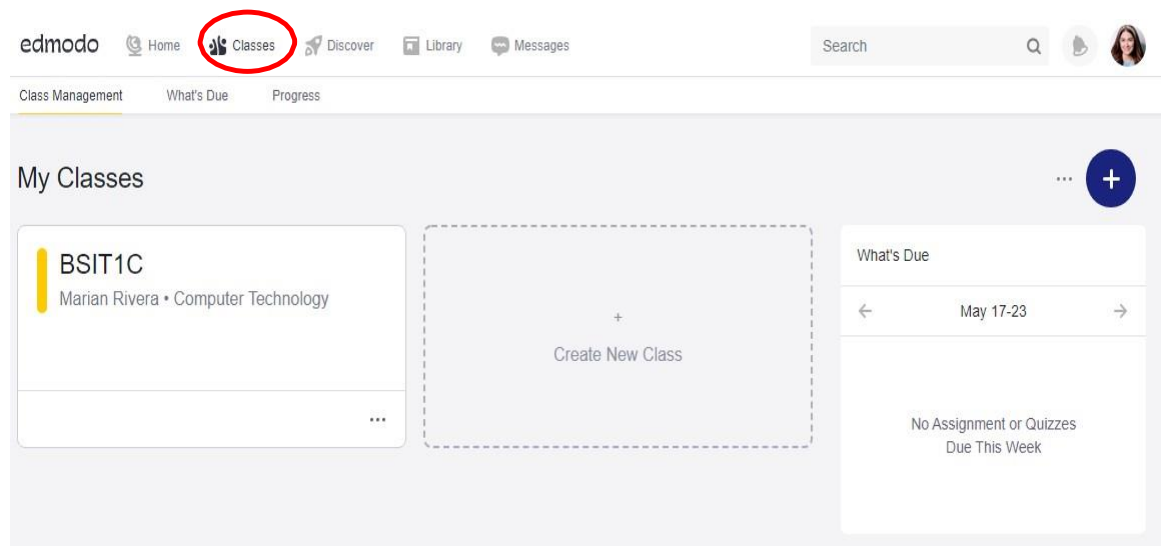
6. When the Class is created, the system will generate a Class Code– this is what you will issue to students to join your class.
7. Once your students join your Edmodo Class, you can lock the class code so that no other students can join. Click on the Class Code and select the lock option. Your class code can easily be unlocked if needed
8. You can also reset a class code by clicking ··· located at the right side of "Lock Code". A new 6-digit code will immediately be generated. Members who have already joined do not need to rejoin, but any new members will need the new code to become part of the class.

13

14

9. You can edit the class settings by clicking the ⋯ button and going to "Advanced Settings".
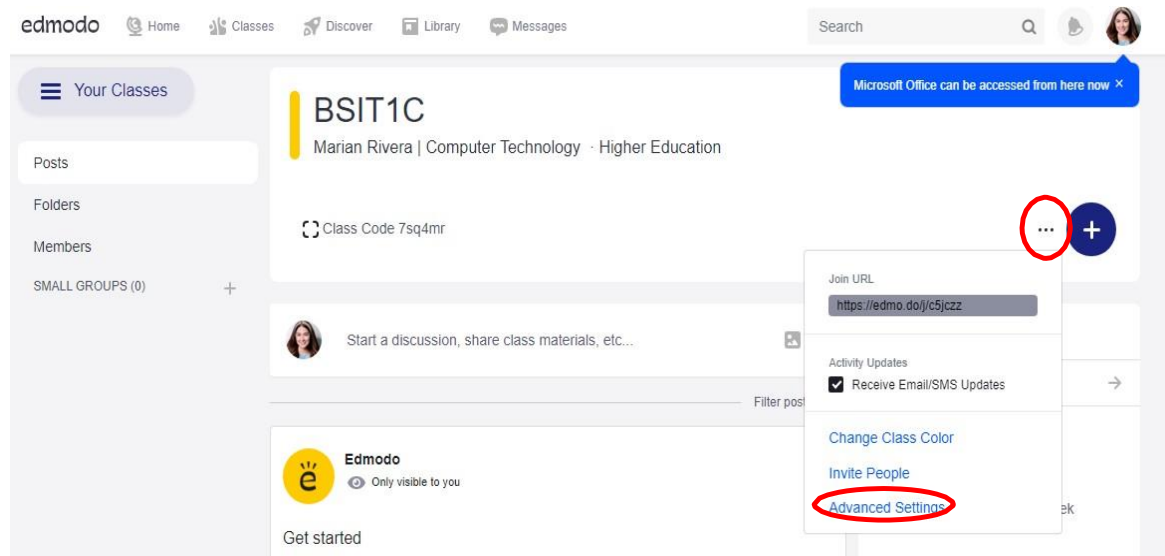
15

Tips on setting up your classes

We recommend creating a set of Classes that supports your teaching schedule. There are plenty of ways teachers set up their schedule on Edmodo:

1. By period: Set up an individual Class for each period you teach. This works best for teachers who want a separate Class for each group of students they see throughout the day. (Example: P1 - Biology, P2 - Honors Biology, P3 - Physiology, etc.)
2. By subject: Set up a Class for each subject/prep you teach. This works best if you teach multiple periods of the same subject, but want to communicate with all your students at once. (Example: 7th Grade English, Journalism, etc.)
3. Main Class with Small Groups: Set up a Class for your students, then use Small Groups to differentiate as needed. This works best if you want to have a central place for all your students, but want to set up table groups, chapters and units, or other learning differentiation. (Example: Main Class - Mr. Roosevelt's Class, Small Groups - Table A, B, C, D, E, etc.)
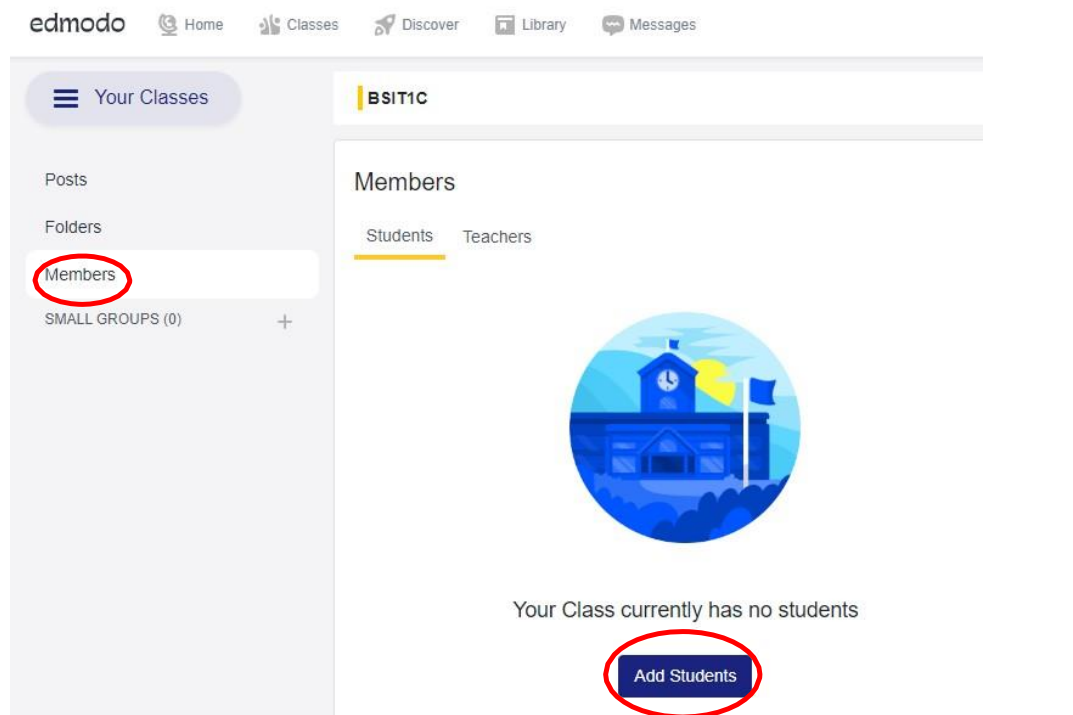
Invite Students and Parents to Join Your Classes

1. Join in class: If you would like your students to join while they are in your classroom, share your Class Code and have each student use the code when creating their account. They can create at an account either at www.edmodo.com or by downloading the app on their mobile device.
2. Join at home: If you prefer to have your students join outside of your classroom, you can print a PDF handout that shows students how to join your Edmodo Class. Select the class you want your students to join. Click "Class Code" and when a pop-up window appeared, select the "Share a PDF" tab. Click the "View PDF Instructions" button.

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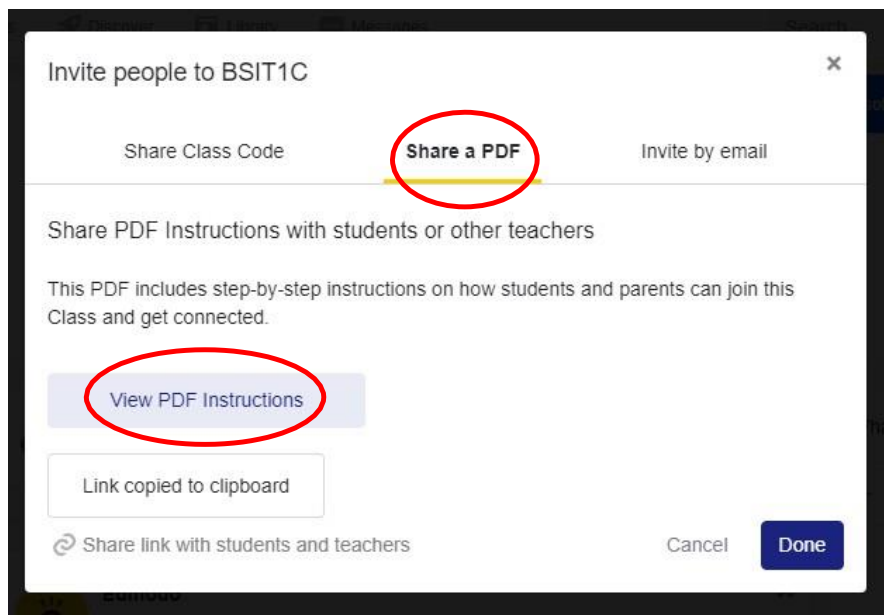
3. You can also send out an email invitation if you have your students' email addresses available. Click "Members". Then click the "Add Students" button. Enter your students' names and email addresses.

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NOTE: Other teachers can join your class as long as they have your class code through the "Join Class" feature. They can do everything you can do on your class. They will have an access to everything in your class. They can edit the assignments and quizzes you have created. They can also access your class list. Make sure to check every new member that joins. You must make sure that each student will join as a student and not as a teacher. If another teacher joins, you can set what they are allowed to do (see screenshot).

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The co-teacher has the same abilities as the owner except the following:
1. Archive or delete a Class/Group.
2. Upgrade another teacher to co-teacher status.
3. Remove the creator from the Class/Group.
4. Install an Edmodo app to the Class/Group.

Start a Conversation

Now that your Classes are set up and your students have joined, you can start conversations on Edmodo! Here are some ways you can get started:

1. Welcome Note: Before students join your Class, post an introductory Note welcoming them to their digital classroom. You can pin the post to keep it at the top of your Class page for your students' first few days on Edmodo, and encourage them to reply once they've joined.
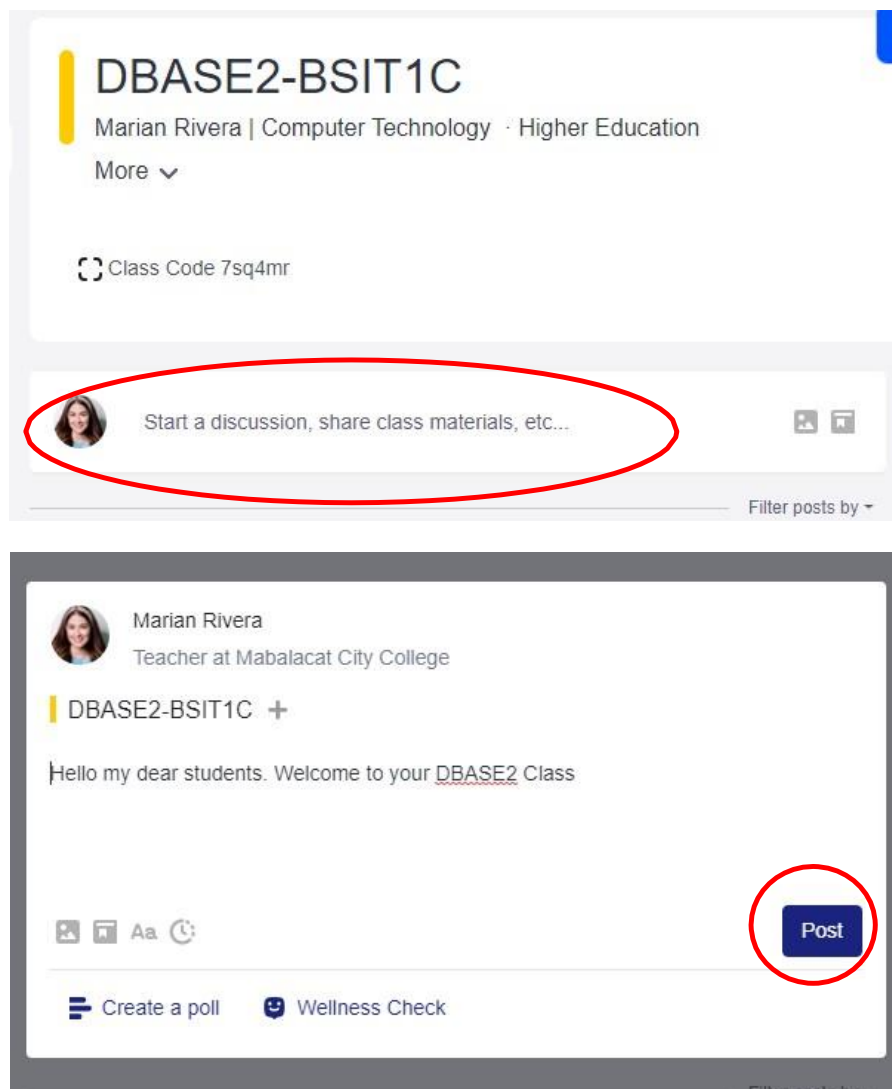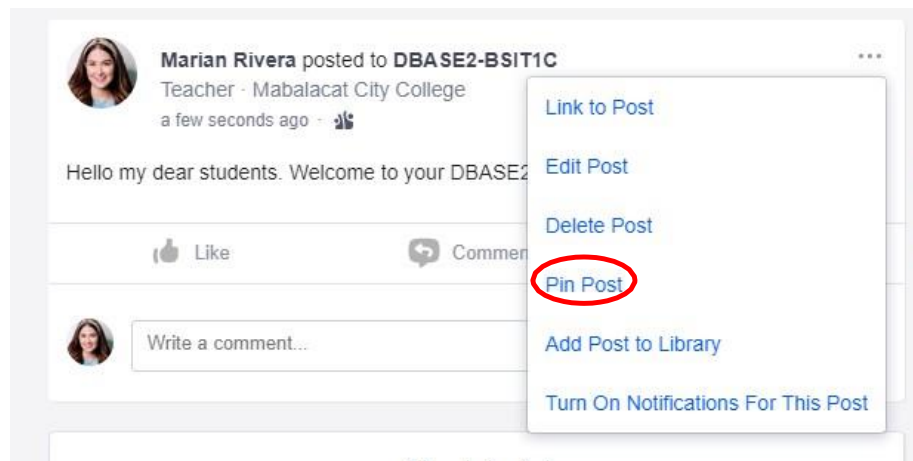
2. Poll your students: Create a Poll and get your students engaged right away. You can use a Poll as an icebreaker or an informal assessment for your lesson. Polls are anonymous and students won't be able to see the Poll results until they submit their own response.
3. Post updates, activities and resources: Once you're ready to use Edmodo for your daily classroom needs, try using a variety of post types and attachments to complement your lessons. Post a picture of your daily agenda, create Assignments for your homework, send a Quiz as an exit slip or bell ringer, use Polls to check for understanding in the middle of a lesson, and more.

Create Assignment

Assignment Posts will show up in the Class/Group members' Group or Class Stream and will automatically be added to the members' Planners. The Class/Group members can easily turn in the assignment right in Edmodo.

To post a new assignment to one or more of your classes or groups, follow these instructions:

1. Select the add button ➕ located in class information panel of your group's page
2. Click "Create Assignment" from the dropdown menu
3. Fill out "Assignment Title" and "Instructions" for the assignment
4. Click the "File", "Link" or "Library" icons to attach any items to the Assignment.
5. Click "Assign" to open a pop-up menu to complete the following details before assigning the assignment:
    - Assign to (type in the names of more groups or individual students to whom you would like to assign the assignment to directly)
        - Please note that if you send an Assignment to individual student recipients rather than a class or a small group, only you will be able to access that assignment. Co-teachers of your class won't be able to see or access this assignment or student submissions.
    - Due on (set by clicking on the respective date and time boxes)
6. Check the "Lock after due date" box to restrict students from turning in the assignment after it is due.
7. Check the "Add to Gradebook" box to include the students' scores in the class/group Progress Book.
8. Click "Schedule for later" which will automatically send the post at the chosen time. Make sure the time zone listed in your account settings is the same for all teachers and students.

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After you select the date and time to schedule the assignment, hit <u>Assign</u> to add it to your scheduled posts queue located below the class composer.

9. Click "Assign" to post immediately (posts will appear on the Post Stream in the order they were sent)

Note: If you send an "Assignment" to individual students instead of to a whole class/group, it won't show up automatically in the "Progress Book".

Note: Attaching an image to the assignment may lower the image resolution.
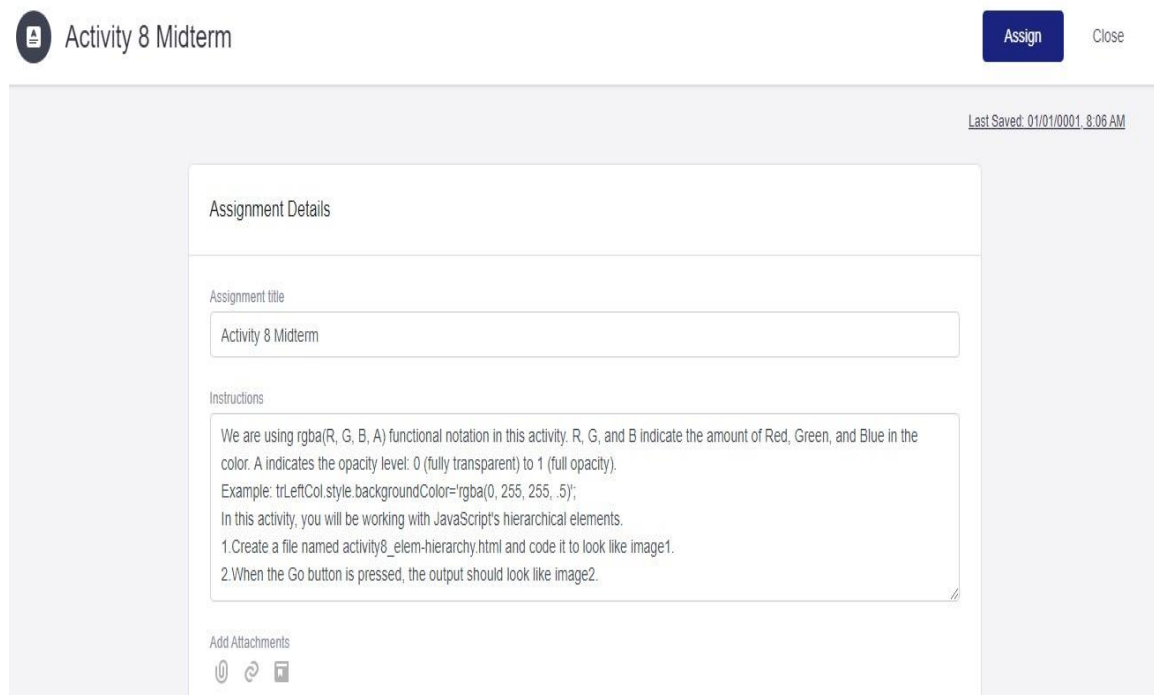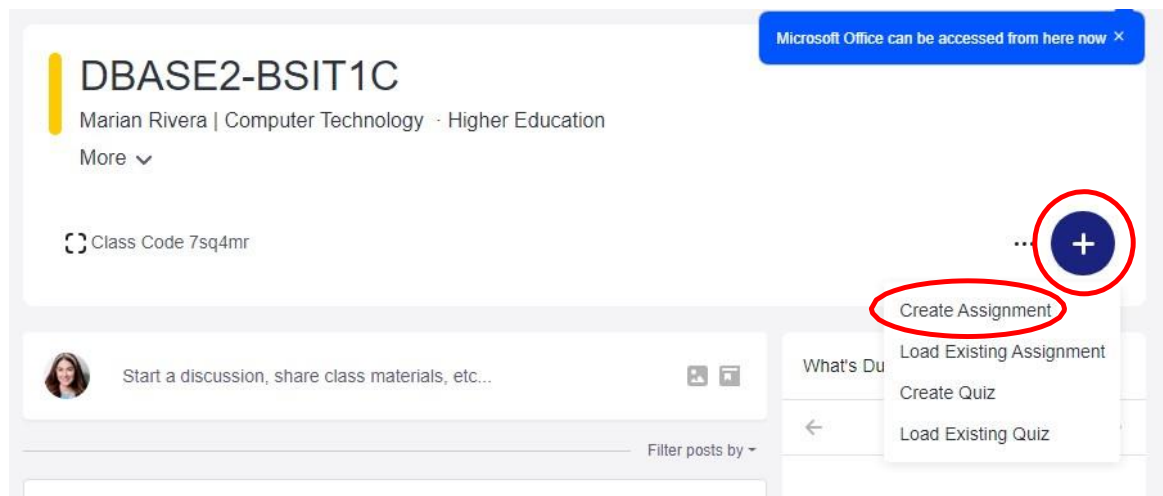
Assignment Grading

After your students have turned in an Assignment, you can access their submissions from the Assignment's Grading Overview page.

Accessing an Assignment's Grading Overview:

1. View the assignment post in your Class stream or from the Assignments tab in your top navigation bar (see screenshot).

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2. To access the Assignment's Grading Overview page, click the "<u>Turned In</u>" button located on the Assignment post or click the Assignment itself from the Assignments tab. You can also click on a notification any time a student turns in the Assignment.
3. The Grading Overview will automatically sort your students' submissions by what's "Ready to Grade", "Not Turned In", and "Graded", or you can view "All Students".

Read Receipts: Underneath each student's name, you will see if they have viewed the Assignment from their account. The indicator will be read as "Viewed" or "Not Viewed", depending on whether or not the student has opened the assignment.

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Grading an Assignment:
1. Click a particular student's row from the "Turned In" tab to open their submission (or click the "Enter Grade" link if you already know their score.
2. Grade the assignment by doing the following:
   - Numerical Grade: type the student's grade in the boxes labeled "Score" and "Total" (you can also change the grade in the Progress book). If you prefer non numerical grades you can enter them here as well. The numerator and denominator can be filled with numbers and letters, including "Pass", "Late", or "Incomplete".
   - Provide Feedback (optional): type your Comments in the text box to the right of your Student's submission and attach a file, link, or library document if necessary. Then click the "Add Comment" button.
3. Select "Save" to submit the grade. Grades will remain editable.
4. When a student's submission gets graded, you can access it from the "Graded" or "All students" tab since it will no longer appear in the "Ready to Grade" tab.

Note: When comments and/or grades are provided, students will receive a notification. You can also update students' numerical grades directly from within the Progress Book. Assignments that are only assigned to individual students (not to entire groups) will not appear in the Progress Book. As a workaround, you can grade them using the steps above, and then manually add them to the Progress Book.

Changing/Clearing a Grade:
1. Click a particular student's grade from the "Graded" or "All students" tab on the right side of their row to enable editing of their grade.
2. Change their previous grade and click "Save" to submit the grade. Grades will remain editable.
3. If you delete the grade for both the numerator and denominator, their grade will be cleared.
4. When a Student's grade gets cleared, you can access it from the "Ready to Grade" or "All students" tab, since it will no longer appear in the "Graded" tab.

Requesting a Resubmission:
1. Click a particular student's row to open their submission.
2. Click the "Request Resubmission" link underneath their grade.
3. (Optional) Type any instructions or requests for your student in the provided text box.
4. Click "Submit Request" to send a resubmission request to your student.
5. When a resubmission request is sent, the previous grade for the student is cleared.

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Grading Multiple Students at Once:
1. First select the students you would like to give the same grade:
   a. To select the whole Class at once, select the top checkbox above the first Student in your list.
   b. To select a few students within the Class, select the check box to the left of each Student name.
2. Click the blue "Grade" button underneath the "Ready to Grade" tab.
3. Enter a grade and a total then click "Submit Grades".

Requesting Multiple Resubmissions at Once:
1. First select the students from whom you would like to request a resubmission from:
   a. To select the whole Class at once, select the top checkbox above the first Student in your list.
   b. To select a few students within the Class, select the check box to the left of each Student name.
2. Click the white "Request Resubmission" button underneath the "Ready to Grade" tab.
3. (Optional) Type any instructions or requests for your students in the provided text box.
4. Click "Submit Request" to send a resubmission request to your students.
5. When a resubmission request is sent, the previous grades for the students are cleared.

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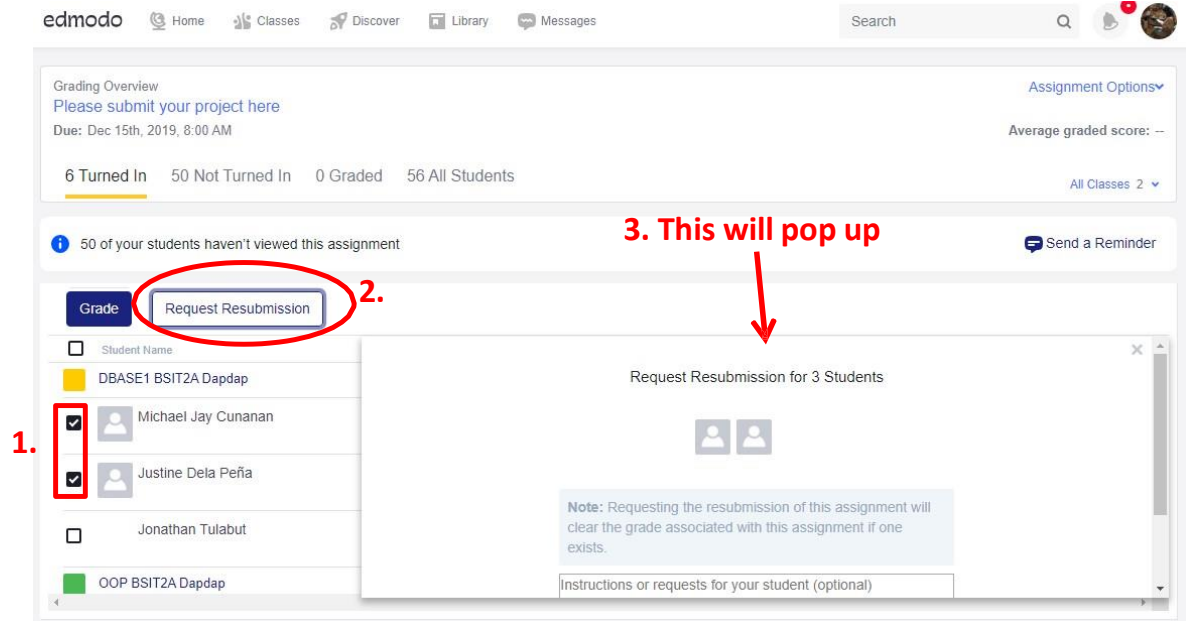
Create Quiz

Once you have created the Quiz, then you need to send the Quiz to your Class so they can complete the Quiz. To get started, do the following:

1. Select the add button ⊕ located at the top of your Edmodo Class page.
2. Click "Create Quiz" to create a new Quiz (you can also load a previously created Quiz).
3. Fill in the Quiz Details:
4. Click Quiz Questions on the left panel.
5. Create Quiz questions:
   - Select the question type from the dropdown menu. Choose from "Multiple Choice", "True/False", "Short Answer", "Fill in the Blank" or "Matching".
   - Use the buttons below the "Question Text" textbox to attach files or links from your device, your Edmodo "Library" or from an external website.
   - Add "Responses" - the response fields will vary depending on the question type.
      1. For multiple choice questions, you start with three responses by default. You can add additional responses, or move your mouse over a response that you want to remove and click on the ✕ icon that appears to the right of it.
      2. For fill in the blank questions, use '_' (underscores) to specify where you would like a blank to appear in the question.
   - Change the "points field if you would like (the question is automatically set to 1 point, but you can set it to a higher number to give it more weight. You cannot make a question be worth less than 1 point.)
   - Select + Add Question at the bottom to add a new question. To insert a question between two existing questions, hover your mouse over the line between two questions and click on the add button ⊕.
6. You can go back and edit questions by scrolling up. Click the "Duplicate Question" or "Delete Question" buttons to copy or remove a question.

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7. To reorder questions, use the 6 dots icon on the left of each question to drag and drop the question into the desired order.
8. Select Preview at the top to preview the Quiz just as a student would see it.
9. Select Save & Close at the top to close the Quiz editor. You can assign this Quiz from your Class page or from the Library at a future time.
10. Select the "Assign" button to send the Quiz to your Class immediately.
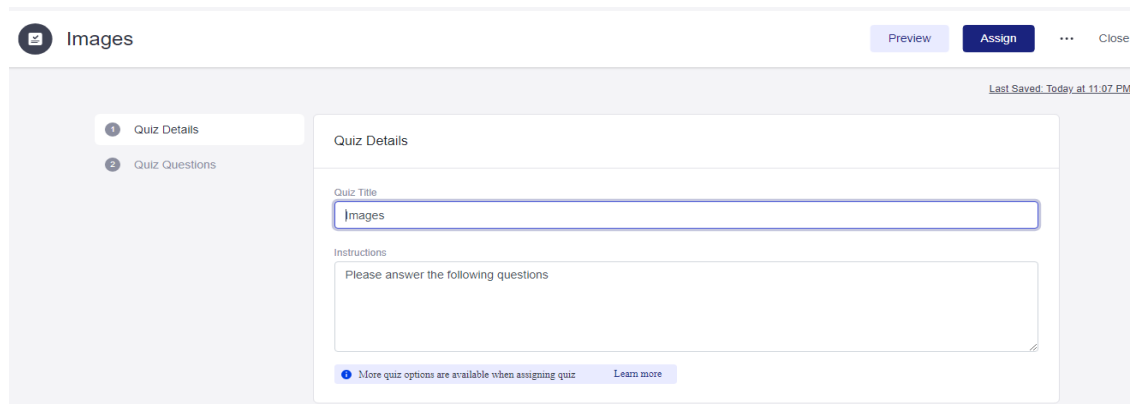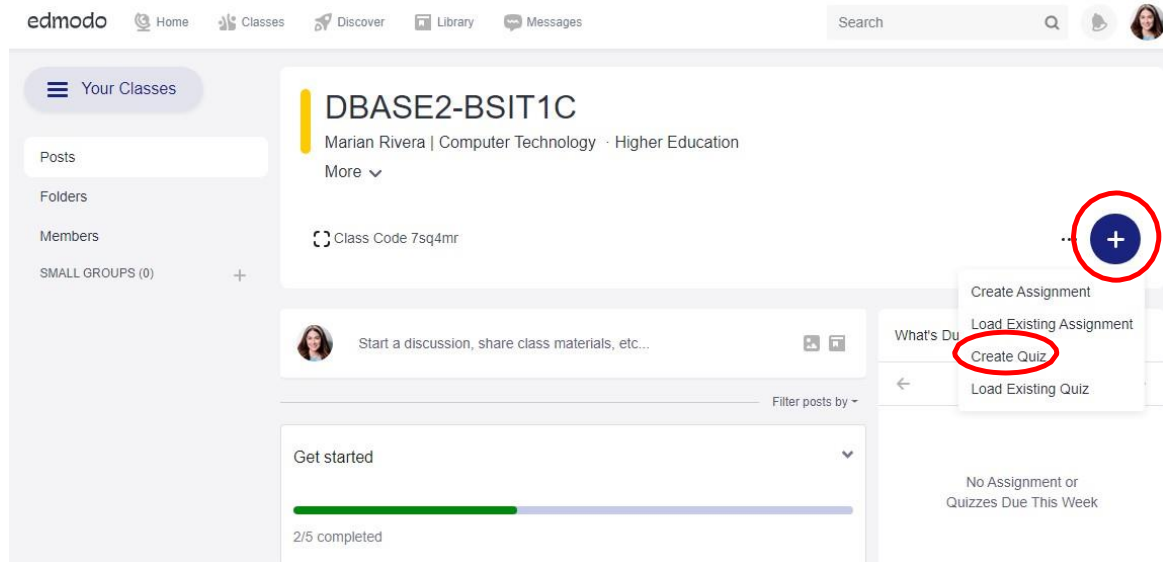
Follow these steps to send the Quiz to your Class:
1. Fill out the following details for sending your Quiz:
    *   Assign to – if you created this Quiz from a Class page, the class will automatically be added as a recipient. You can search for and add additional Classes or individual students to receive this Quiz.
    *   Due on – choose a due date and time for your Quiz

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- Show results to students upon completion – check this box to allow students to see which questions they answered correctly, as well as the correct answer for each question, after submitting the Quiz.
- Lock after due date – check this box to prevent students from taking the Quiz after the due date.
- Randomize Questions – check this box to randomize the order of questions for each student taking the Quiz.
- Add to Gradebook – check this box to automatically add the Quiz and your students' scores to your Class's Progress Book. If you forget this step you can add it later.
- Schedule for later – check this box to select a future date and time when this Quiz will be sent out to your recipients.

2. Click the "Assign" button to send the Quiz.

Note: If you send a Quiz to individual students, rather than the whole class, the results will not be added automatically to your Progress Book. You will have to find the Quiz results in your "What's Due" located in the Home page and then manually enter the scores into your Progress Book.

Grade a Quiz
Once your students have submitted a Quiz, you can view their results and grade any questions that still need grading.

1. View the Quiz post in your Group Post Stream. Click the "submissions" button
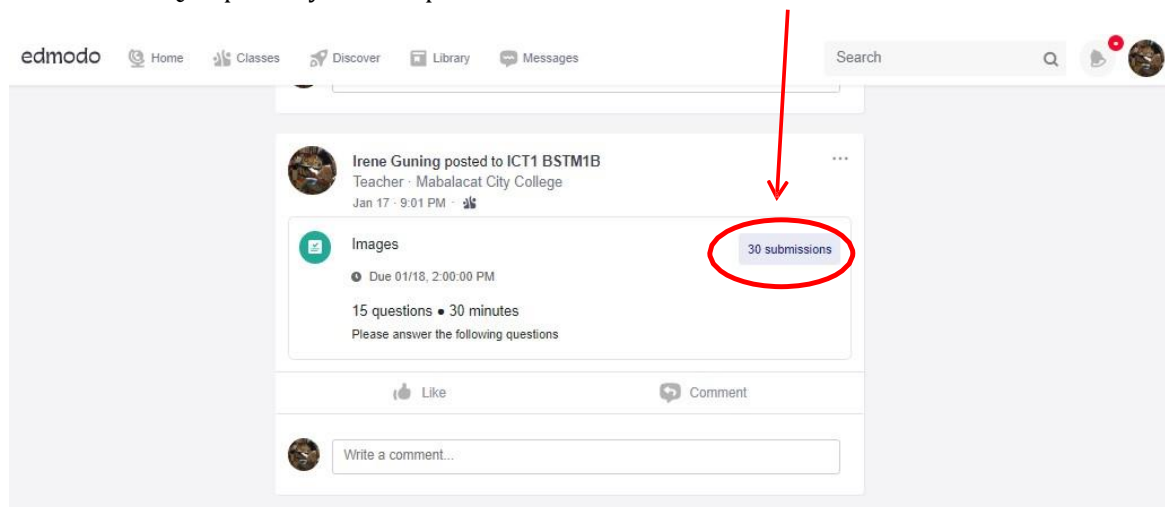
2. Click the "Turned In" button located within the Quiz post to be automatically taken to the Quiz Overview page, where you can see:
    a. The Quiz Overview: Shows score statistics, question breakdowns, and score distribution.
    b. Students: Students who have submitted the quiz and at what time along with their grades. If the Quiz requires you to mark it personally, you will see Grade in the Score column.

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3. Select a particular student's name from the left panel to review the responses on the Quiz. Grading the responses will differ based on the question/response type:
   a. Multiple choice, Fill in the Blank, True/False: the questions will already be marked correct/incorrect based on the response you have specified upon creating the Quiz
   b. Short Answer: you will need to read the response and mark the answer either correct or incorrect. You may also mark short answers partially correct. To do this, mark the question correct, and signify the number of points earned in the space provided.

4. You can leave a comment under the "Comments" field if you want. Anything you type in the field will be saved automatically; you do not have to click a button to save your comment (this is different than an Assignment Comment).

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Note: Your students' grades will automatically populate in your Progress Book. To view all students' grades on a Quiz, see here: View all Students' Grades on a Quiz. Quizzes that are assigned to individual students (not groups) will not appear in the Progress Book. As a workaround, you can view the results using the steps above then manually add the grade to the Progress Page.

Add Content to Your Library

Save anything to your Edmodo Library so you can access it from anywhere. No more carrying a flash drive between home and school! Your Library has unlimited storage space, however, no individual item can be greater than 100MB.

1. Click the **"Library"** icon 🔖 in the top toolbar.
2. Click **"New"** button on the top right.
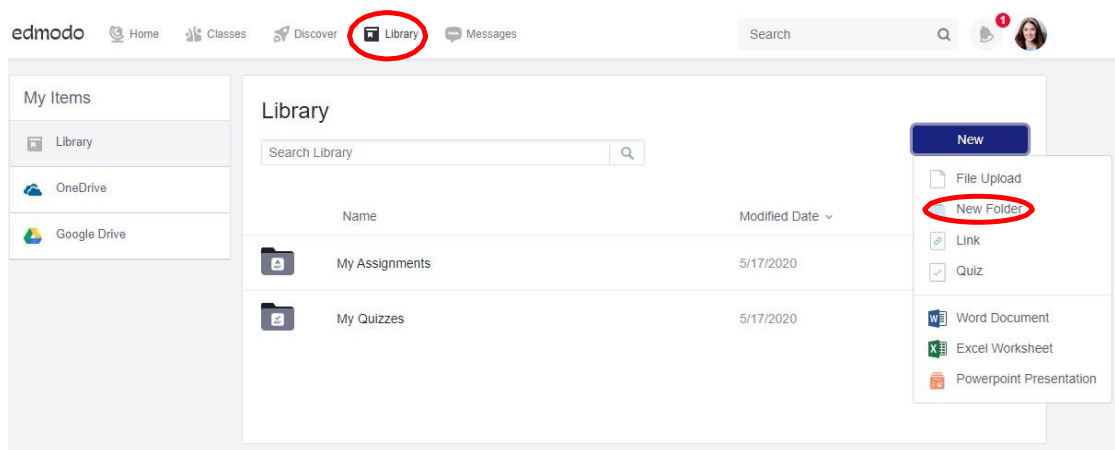
1. Select the type of item to add: "File Upload," "Folder," "Link," "Quiz," or create a new Office Online Word document, Excel Spreadsheet, or Powerpoint Presentation.
2. If uploading a File, click "Choose Files" then select the files from your computer. Wait for them to finish uploading. For Folders and Links, enter the appropriate info.
3. Click the blue **"Add"** button towards the bottom of the screen.
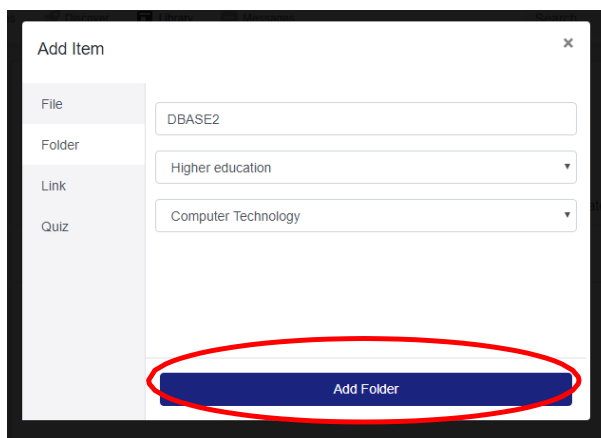
Note: Once you add items to your Library, they will show up at the top of your Library. From there, you can click the "down arrow" to the right of an item to move or copy it into a Folder.

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Using Messages

You can easily use Messages (direct messaging) to have individual conversations with your students, their parents or any of your Teacher Connections. You can also create group conversations with multiple members as well.

To start a conversation:

1. Select the Messages 💬 from the top toolbar.
2. Select the blue pencil icon composer ✏️ in the top left corner.
3. Type the name of the student(s) and/or connection(s) in the "To:" field.
4. Type your message in the text field at the bottom of the main panel.
5. Click "Send".
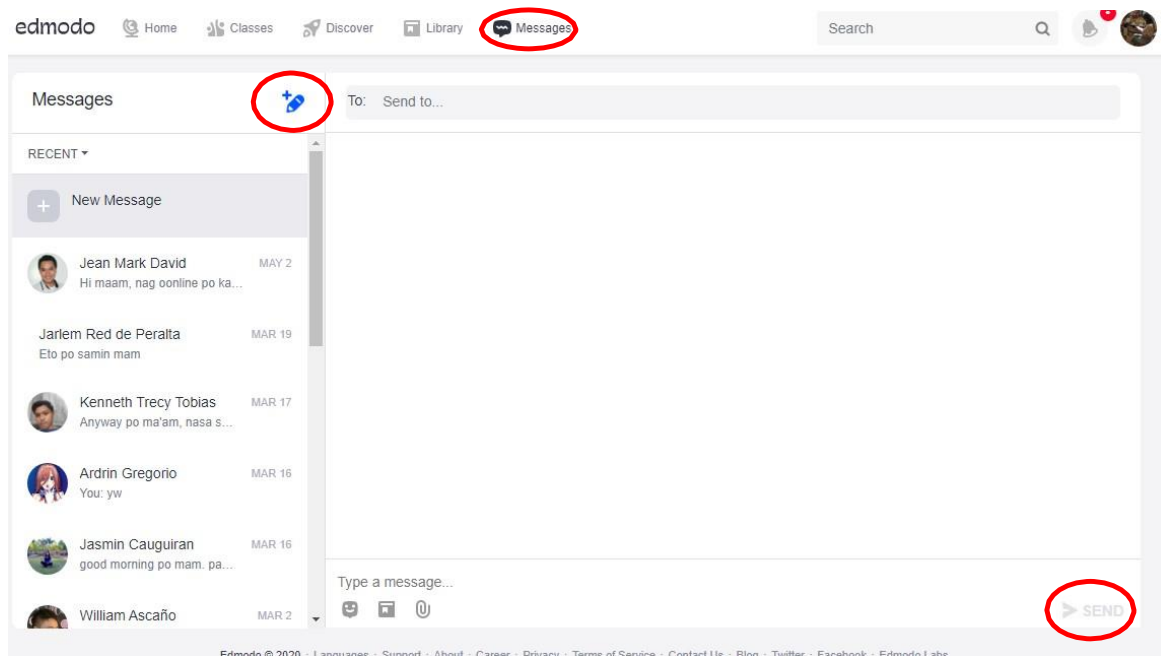
To delete an individual message within a conversation:

1. Hover the mouse over the message bubble you want to delete > More icon ⋯ (next to the message) > Delete
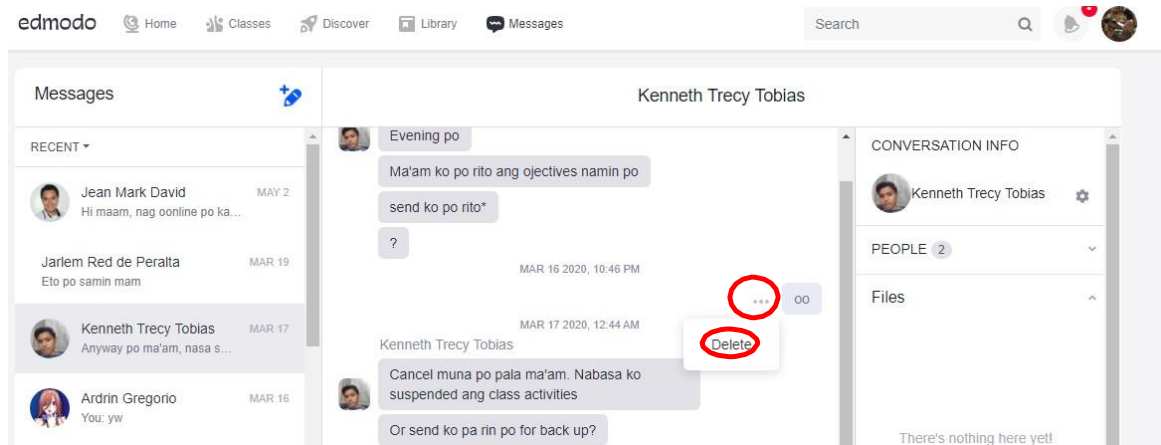
To hide an entire conversation:

1. Click the gear icon ⚙ at the top of your conversation list
2. Click hide.
   - Hide: Keeps the conversation active, but moves it out of your view of recent conversations and moves it into the hidden view.

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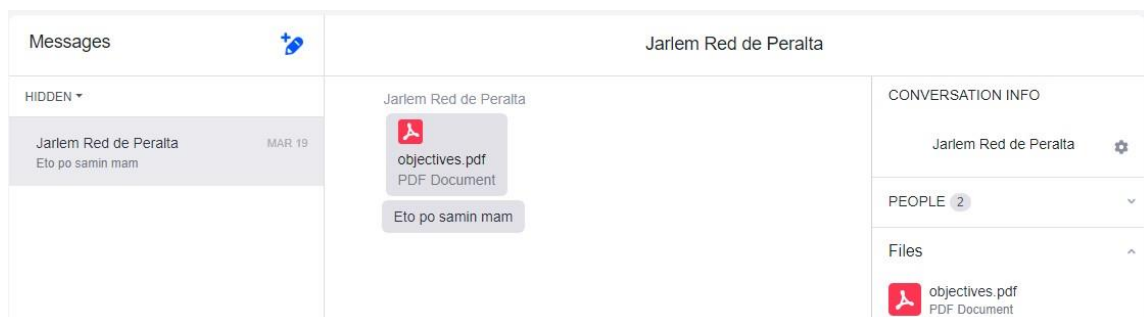
Note: You can unhide conversations in the hidden view by selecting HIDDEN MESSAGES in the filter at the top of your conversation list and clicking the gear icon and selecting Unhide.

Messaging Permissions:
Teachers can send a message to:
- Students in their Classes/Groups
- Parents who are connected to students in their Classes/Groups
- Teachers in their Classes/Groups
- Teachers who are a Teacher Connection

Students can send a message to:
- Their teachers (teachers and co-teachers in their Class/Group)
- Their parents (parents who are connected to their account)

Parents can send a message to:
- Their children's teachers
- Their children

Conversation Info Panel:
In the information panel on the right side of each conversation, you can access the following:
1. Settings - Hide (any conversation) or Archive, Delete or Rename (group conversations only) options can be found by clicking the gear icon 🔧 .
2. People - Lists all the participants of a conversation including their account type. Clicking on a Student/Teacher account views their profile.
3. Files - Displays a link to any file attachments sent in the conversation from any participant. Clicking on the file will open it. Clicking on ⋯ button lets you add the file to your Library.

Moderate Posts and Replies

You may want to turn moderation on for Class or Group members. This means that members will not be able to post until you confirm their post or turn moderation off. Members can turn in Assignments and Quizzes, but not post directly while moderation is on:

1. Click on the Class/Group on the left panel of your Edmodo Homepage.
2. Click the Settings ⋯ icon to the right of your tabs.
3. Click "Advanced Settings."
4. Check the box next to "Moderate All Posts and Replies."
5. Click the "Save Settings" button.
6. When a member makes a post, a pending post will show up in both your Notifications and at the top of the Class/Group Post Stream for you to Approve or Decline the Post.

Note: You can also restrict a student's ability to post by setting them to Read-Only.
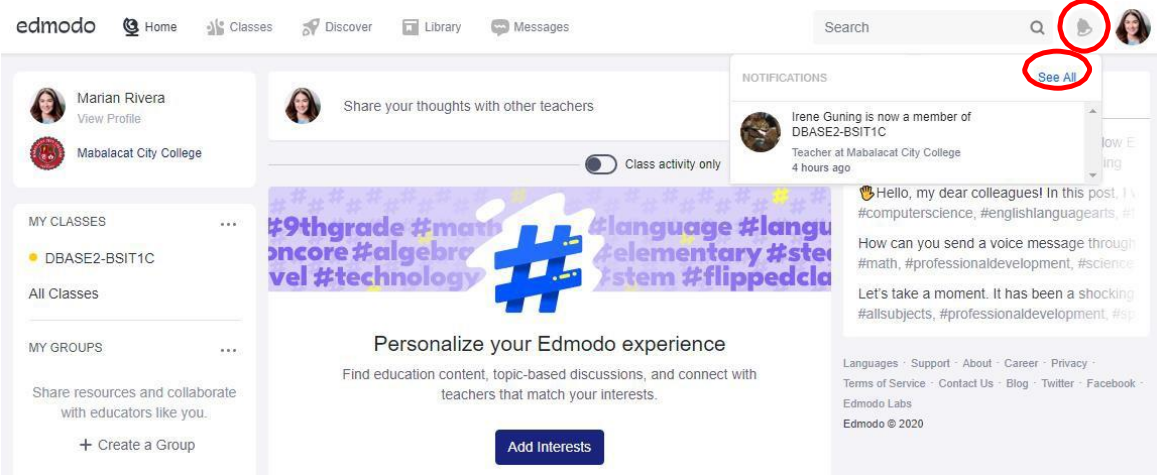
In addition to appearing in your Notifications, pending moderated Posts appear in your Class/Group moderation queue, which can be found on the Class/Group page. In the moderation queue you can see all pending moderated Post for a Class/Group and quickly Approve or Decline then. When there is a new Post to moderate, a "pending posts" button will appear at the top of the Class/Group page that displays the number of moderated Posts ready to review.

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1. Click the "pending posts" button.
2. The moderation queue displays all moderated Posts in full, including attachments. Click "Approve" or "Decline" to accept or reject individual Posts. Clicking "Decline" will prevent it from Posting to the Class/Group. The member will not be notified.
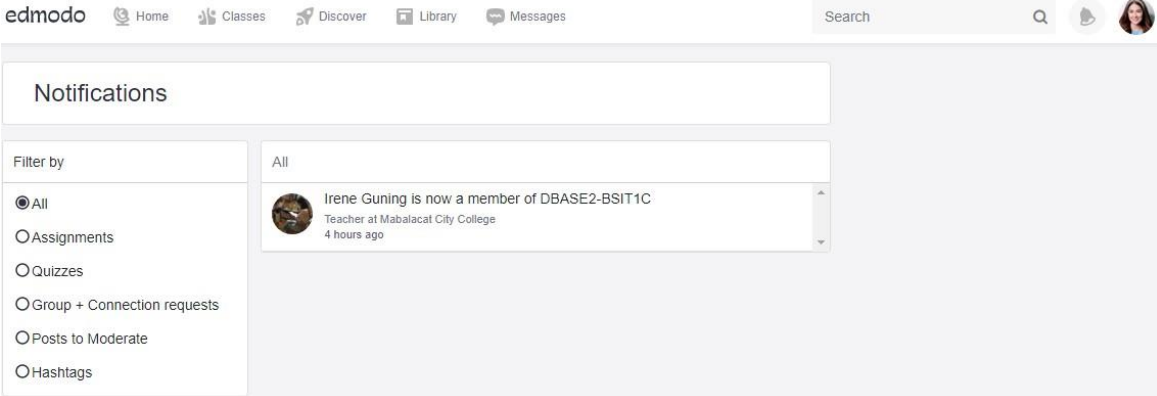
You will also get a Notification when there is a new Post to approve. To approve Posts from your Notification menu:
1. Click on the Bell Notification icon.
2. Click the Post to open the moderation queue.
3. Click "Approve" to allow the message to Post to the Class/Group. Clicking "Decline" will prevent it from Posting to the Group. The member will not be notified.

In addition, you can click "See all" and it will take you to the Notifications Page. Click on "Posts to Moderate", and you can view each message. Click "Approve" to allow the message into the Class/Group, or "Decline" to prevent it from posting in the group. The member will not be notified.

Set an Individual Member to Read-Only

If you have specific students who have not yet mastered their digital citizenship skills, you can easily monitor them while ensuring they are still able to participate in the class activities. To set a specific member to read-only status, just follow these steps.

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1. Select the Class the student is a member of from the left Sidebar.
2. From the Class page, click the "Members" tab.

3. Select the ⋯ icon to the right of the student's name and set the user to "Read Only" in the "Access" section of the dropdown menu.

Note: You can turn off Read only when they are ready by selecting "Student" from the "Manage" dropdown menu.
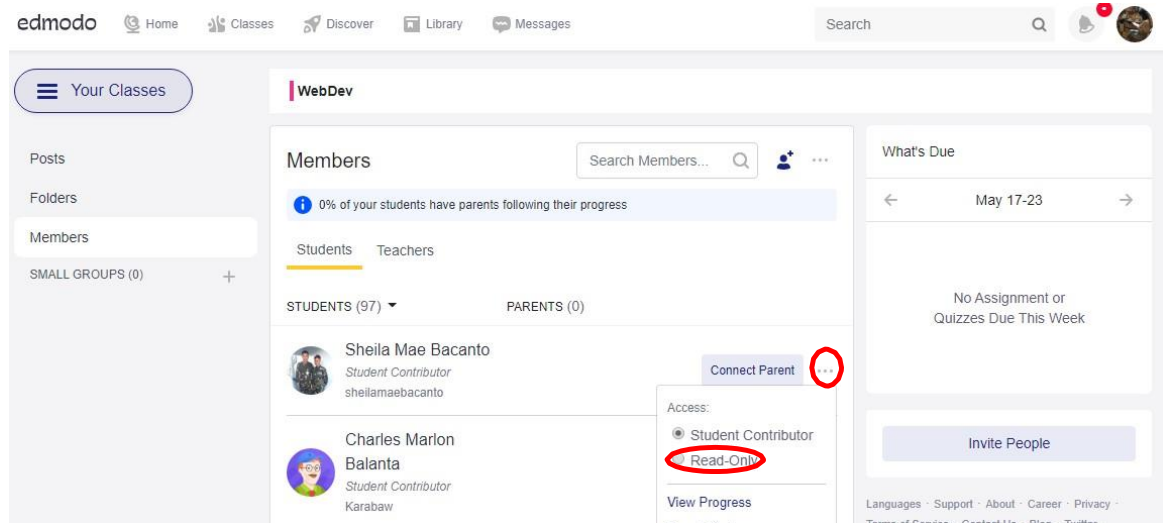
Set All Members to Read-Only

Many teachers choose to set their entire class to read-only status if their students are still learning about digital citizenship. Once a Class is set to read-only, students can see everything their teacher posts to the Class, but they cannot post directly themselves; they can only send direct messages to the teacher, submit assignments and quizzes, and respond to polls.

To change an entire Class to read only, follow these steps:

1. Select the Group/Class from the left panel.
2. From the Group/Class page, click the "Members" tab.

3. At the top of the member list page, click the ⋯ icon .
4. Select "Read-Only" from the dropdown menu.
5. Click the blue "Yes" button to confirm.
6. You can take all members off Read-Only at any time by clicking on "Member Options" and selecting "Contributor."

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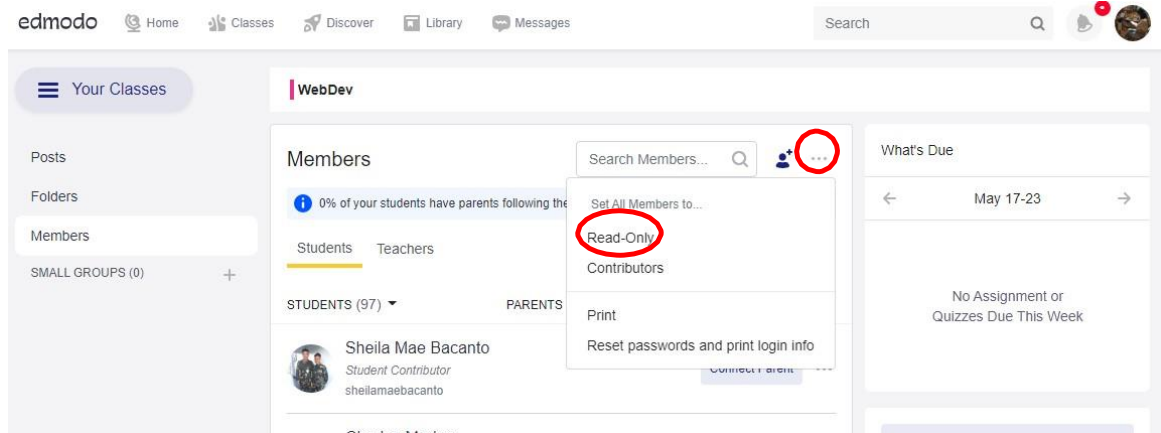
Set All New Members to Read Only

You may want to set any new members in your class/group to read-only status without affecting the current status of any current members. This means that any student who joins your class/group after you enable this setting will not be able to post or reply until you enable that ability. To set all new members to Read Only:

1. Click on the Group/Class on the left panel of your Edmodo Homepage.
2. Click the ⋯ icon in the upper left corner of the page.
3. Click "Advanced Settings."
4. Check the box next to "Default all new members to read-only."
5. Click the "Save Settings" button.

Note: You can turn individual students off of read-only, giving them the ability to post and reply, by going to the Members tab > clicking on the ⋯ icon next to the student's name and select the option "Student Contributor".

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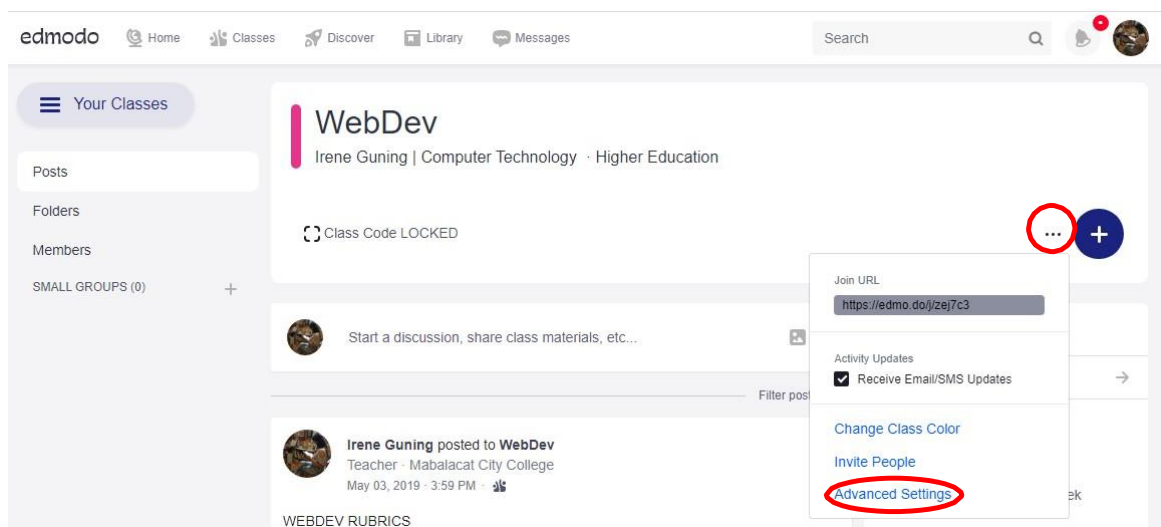
Turn off Read-Only for an Entire Class/Group

If you have multiple members in a class/group set to read-only status, you can turn off read-only for all of the members at once. This will make them all contributors who can post and reply. To turn off read-only for an entire Class or Group, just follow the steps below.
1. Select the Group/Class from the left panel of your homepage.
2. From the page, click the "Members" tab on the middle of the left panel.
3. At the top of the page, click the ⋯ icon in the right corner of the top panel.
4. Select "Contributors."

Once all the members are contributors, they will all be able to post and reply. If you would not like all members to be able to post and reply, you can set individual students to read-only from within the same Members page.

Turn off Read Only for an Individual Student

Removing read-only status from an individual student allows the student to Post and Reply within the Group/Class. To do so, follow these steps:
1. Select the Group/Class from the left panel.
2. Click the "Members" tab.
3. Click the ⋯ icon at the right of the student's panel.
4. Select "Student Contributor" under "Access."

Note: This will change the grey word underneath their name form "Read Only" to "Student Contributor."

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Manage and Remove Class Members

From the **Members page** in a Class, the Group owner can:
- Find students' **Usernames** and **Parent Codes.**
- Change students' **passwords.**
- **Remove members** from the Class.

To find the **"Members" page**:
1. Click on the **class** from the **left Class Sidebar**.
2. Click **"Members"** tab on the left side of the page.

You will see the **students' usernames** listed below their name (you can change their Password by

clicking ⋯ to the right of their name.) You will also see if they have an associated parent account.

3. Click the ⋯ icon to the right of the Group member name to:
- Change a student's password.
- Remove that member from the Group.
- Find the parent code.
- Set the student to read-only mode (if "student contributor" is selected that means they can Post in the Group.)
- View their progress made within their school.
- Remove the student's Profile Picture and reset it to the default.

Note: You can search for members in your Class by using the search field in the upper right corner of the Members tab. Removing a member from one of your Classes does not delete that member's Account, it just removes them from your Class.

4

EDMODO GUIDE FOR TEACHERS (For Mobile Phone and Tablet User)

Edmodo App Installation

1. Before using Edmodo, make sure you already installed the application. If you don't have the application yet, go to Google Play Store then search and install the application.

2. After the installation is finished, you may open the application and "Sign Up" for an Edmodo account or "Log In" if you have an existing account already.

4
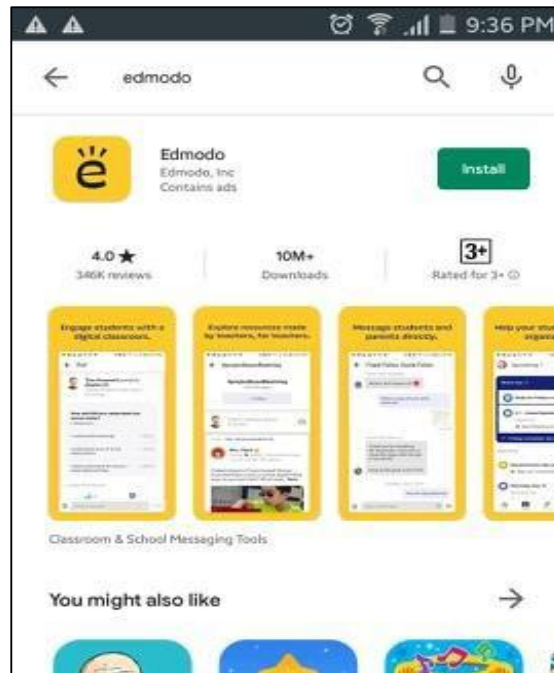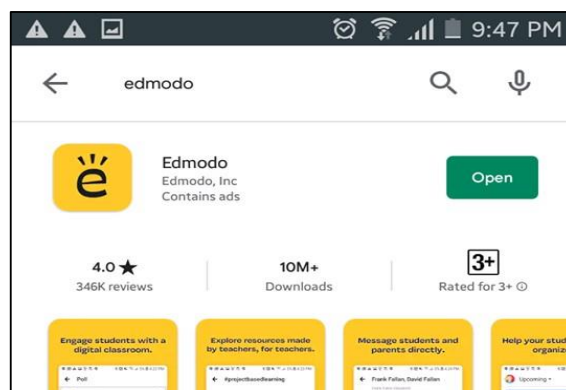
Teacher Sign Up (Android)
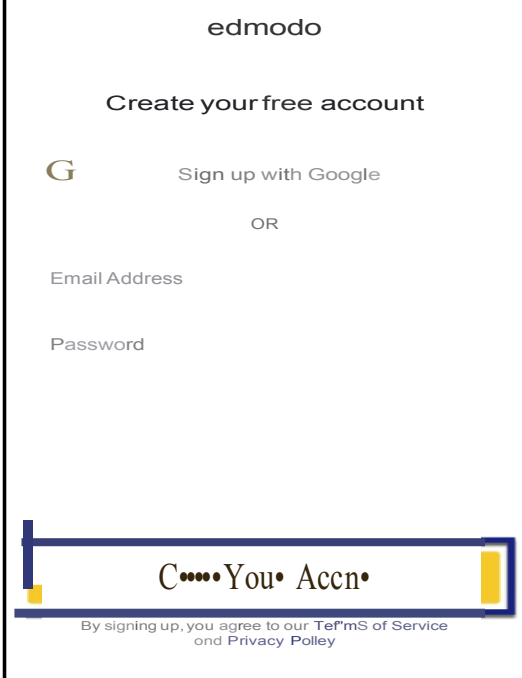
1. Launch the Edmodo App and tap "Create Free Account." If you have an existing Edmodo account, you can directly log in by tapping the "Click here to log in" link.

2. Tap "Teacher."

4
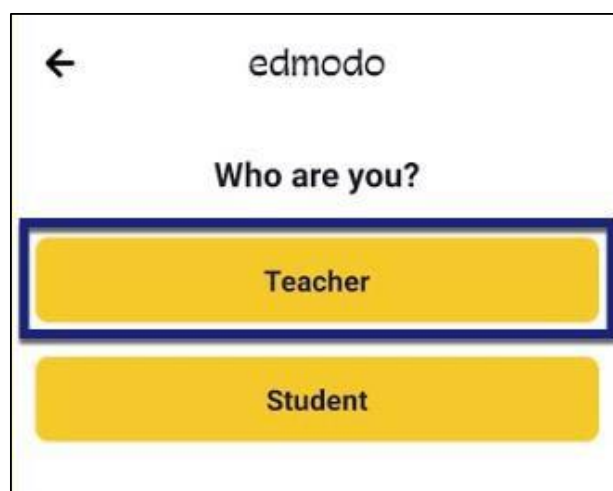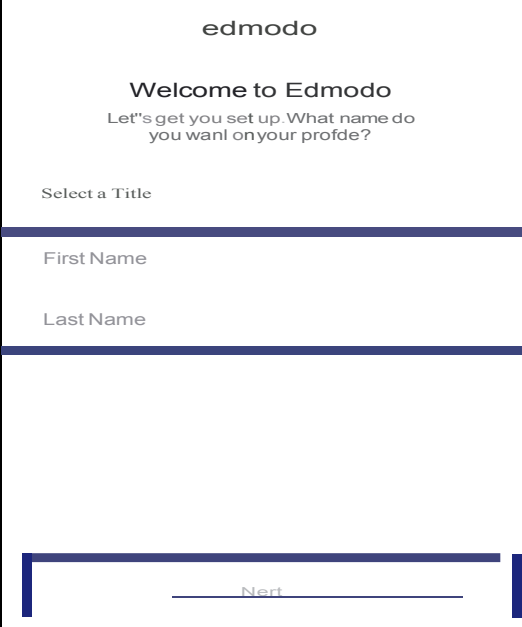
3. Either fill out the registration form with your email and password then tap "Create Your Account" or click "Sign Up with Google" to sign in to Edmodo using your Google Account.

edmodo

Create your free account

G   Sign up with Google

OR

Email Address

Password

C•••••You• Accn•

By signing up, you agree to our Tef'mS of Service ond Privacy Polley

4. Enter your first and last name then tap "Next".

edmodo

Welcome to Edmodo

Let"s get you set up. What name do you wanl on your profde?

Select a Title

First Name

Last Name

Nert

4

5. From here, you will be asked if you want to "Create a Class" or Join the Community. If you select "Create a Class", fill out your class's information then hit "Next".

edmodo

Let's Create Your First Class

Enter a few details about your class_ Choose a grade range If this class spans multiple grades.

Class Name

Subject Area   >

Gr-ade

Next

ACCOUNT SETTING AND NOTIFICATION

Edit Your Email, Text, and Push Notifications (Android and iOS)
 To be notified of Group activity on Edmodo, and to customize which actions you are notified about, visit the Notifications Settings on your mobile device. Here, you can control what notifications you receive from Edmodo, or even turn them off entirely. To access your email, SMS (text), and Push Notifications, follow the steps below:

1. From the "Notifications" tab, tap the "Settings" icon ⓪ in the upper right of the screen
2. From here, you can select to which Email, SMS (Text), and/or Push notifications are sent to you by toggling the individual notifications on or off
    - Email: Email Notifications will be sent to the email address associated with your Edmodo Account.
    - SMS (Text): SMS Notifications will be sent to the verified phone number on your Edmodo Account.
    - Push: Push Notifications will be sent to your mobile device when you are logged into the Edmodo mobile app.
    - Bell: Bell Notifications alert you when there is a New Topic Post. You can adjust this be either a daily or a weekly notification.

4

m

Search Edmodo

Activity   Requests

teacher nice requested to join
Algebra
X   e l   st declmed

Moderated message:Can Iswing by
extra class to review the last test?

Accept   Decline

Moderated message:Iforgot to bring
a copy of my essay to class today.
Can Ipost it on Edmodo?

Accept   Decline

Aseng Chang requested to join World
History Teachers

Accept   Decline

Notifications

||| O   <
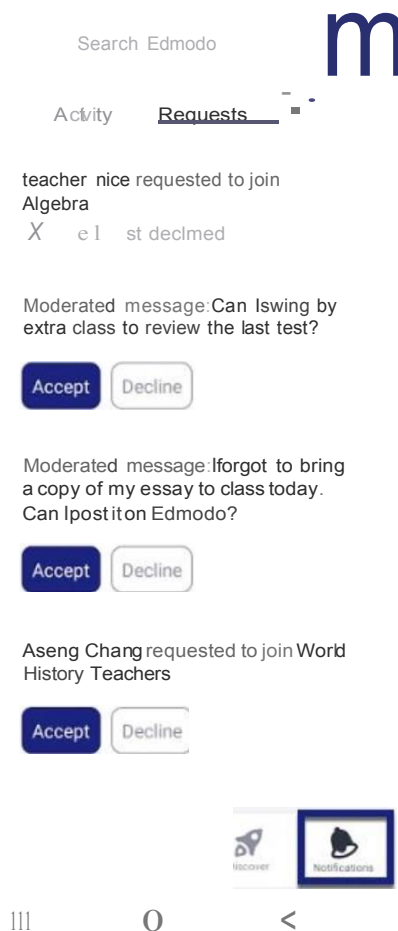
1. Select the type of notification you would like to adjust.
2. Select which factors you would like to receive notifications from.

+. Notification Settings

Notifications

1.

| Email | Push | SMS | Bell |

An email notification to
theo.roosevelt.modo@gmail.com will be sent when:

You have an upcoming event at school

New Topic Post   ⌐ Weekly ▾

Your student submits an assignment

Your student submits a quiz   **2.**   ⬤

There Is a note to your group or school   (j)

There 1s a noteb your school   (j)

There is an important note to your group   (j)

You have a direct message   (j)

||| O   <

4

Change Your Password (Android and iOS)

1. Click on your profile icon in the upper left corner to access the side panel.
2. Click on Edit Profile.
3. Click the ⋮ icon to edit account settings on Android, or the Gear icon ⚙ on an iOS device.
4. Select the "Change Password" tab to change your password. You'll need to type in your current one in order to proceed.

Android:
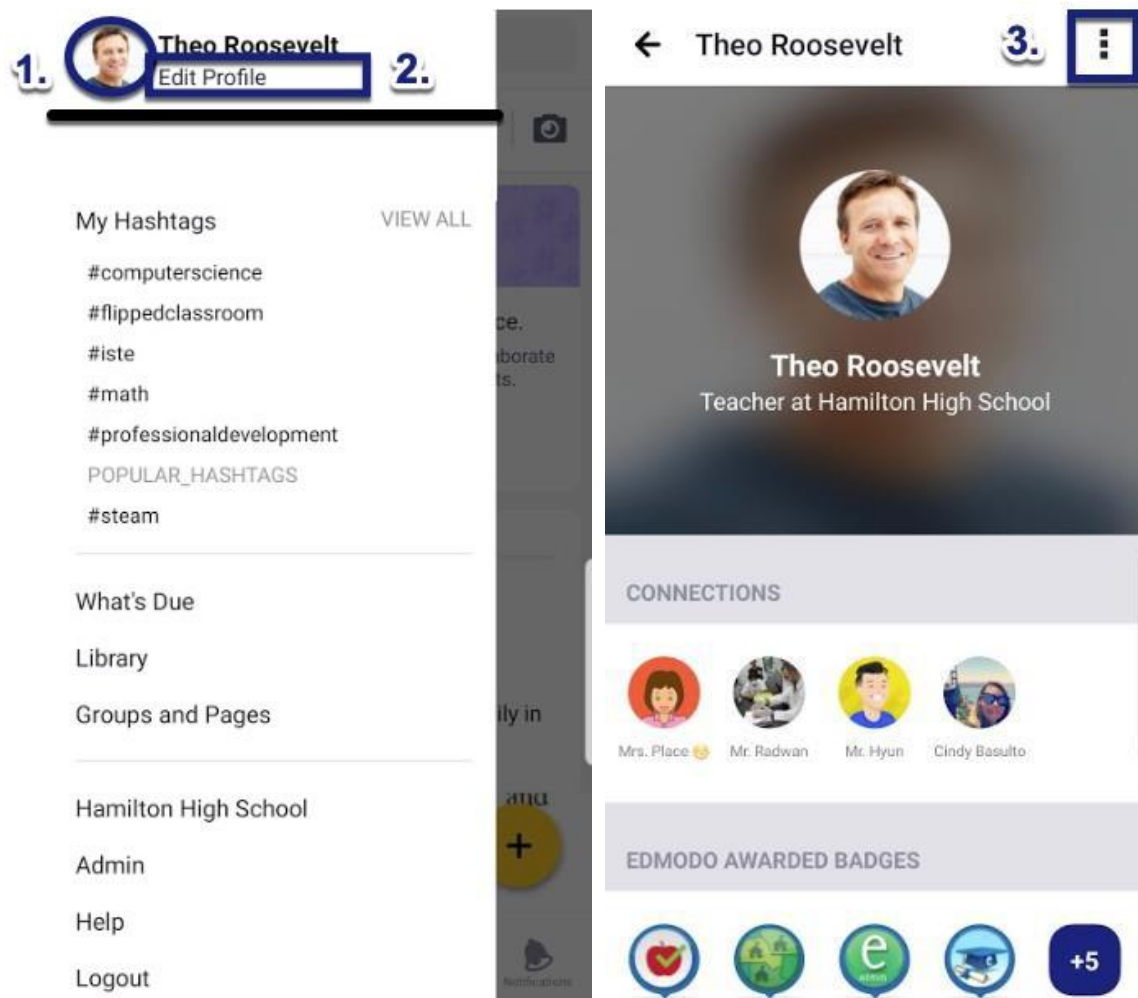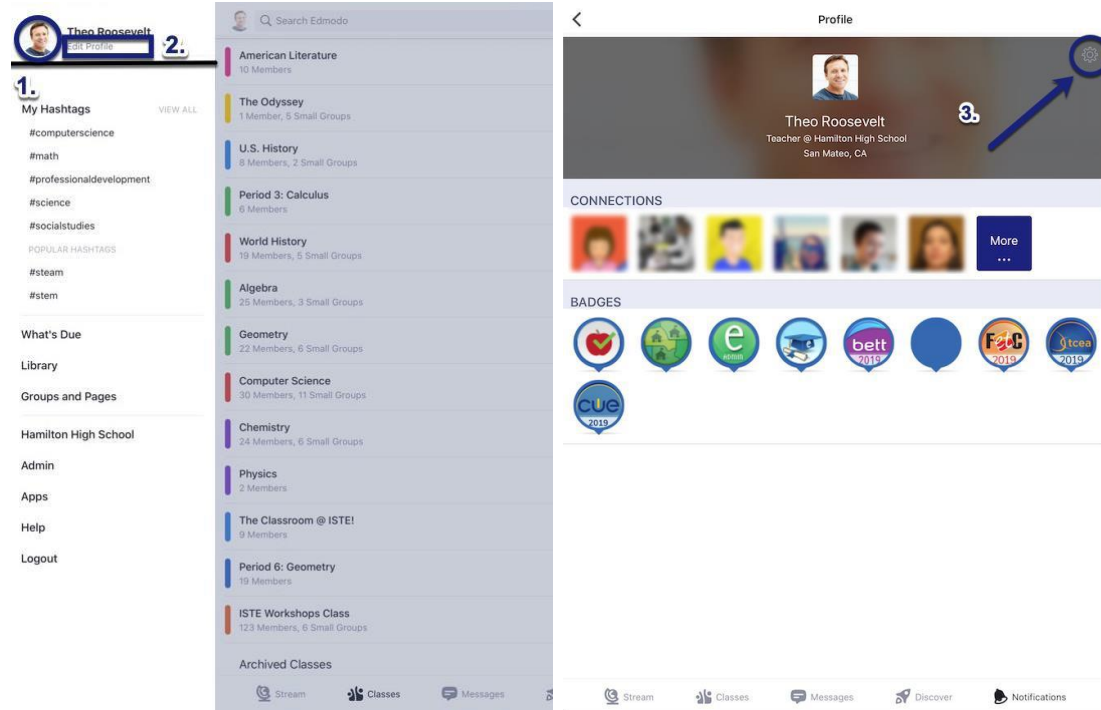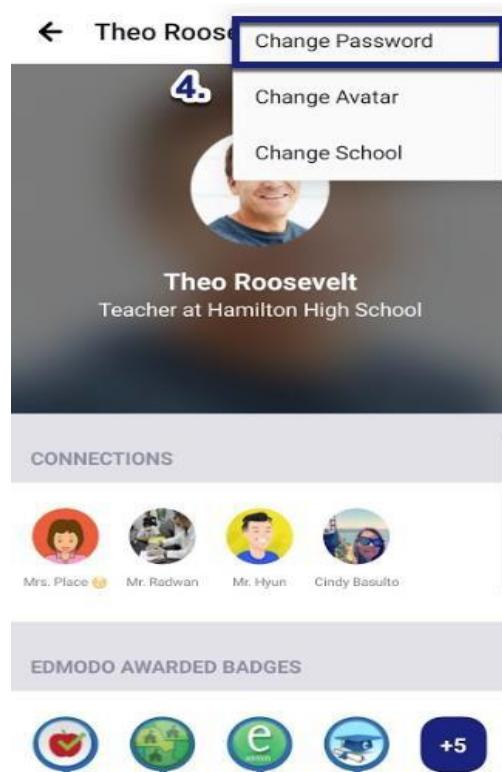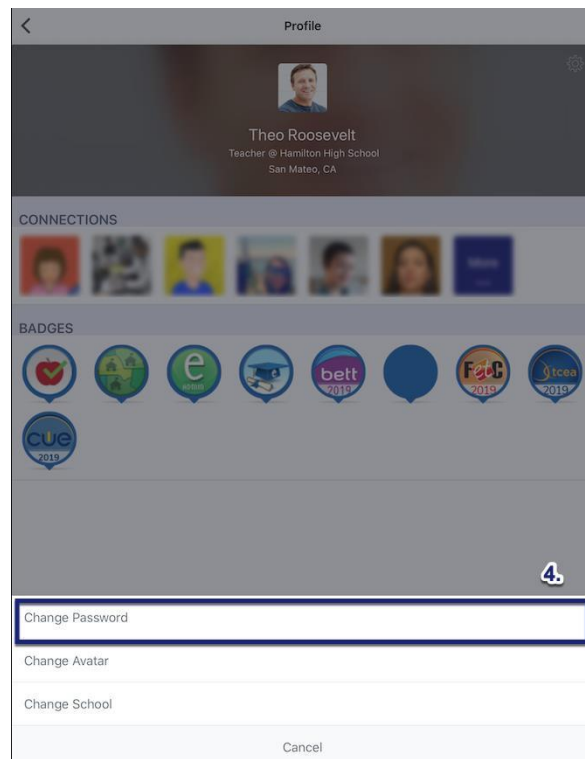
4

iOS:

Android: **IOS:**

4

Change Your Profile Picture (Android and iOS)

1. Click on your profile icon in the upper left corner to access the side pane 1.
2. Click on edit profile.
3. Click the _____ icon to edit account settings on Android, or the Gear icon on an iOS device.

My Hashtags   VIEW ALL

#computerscience
nippedclassroom
#iste
#math
profess1onald'evelopm ent
I01 ULP I KASn AuS
#steam

What's Due

Library

Groups and Pages

Hamilton High School

Admin

Help

Logout

Theo Roosevelt
Teacher at Hamilton High School

CONNECTIONS

EDMODO AWARDED BADGES

Profile

Theo Roosevelt
Teacher @ Hamilton High School
San Mateo, CA

CONNECTIONS

BADGES

SO
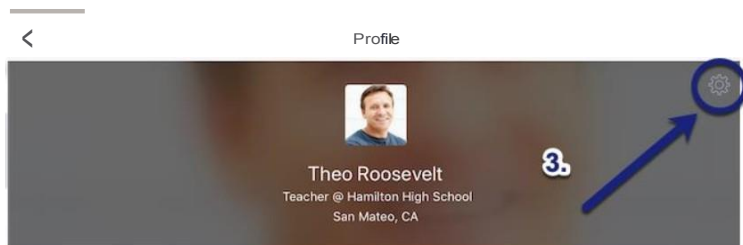
Viewing Notifications (Android and iOS)

You can view notifications in the app by pressing the "Bell icon" on the bottom navigation toolbar. This will take you to a notification page where you can tap on individual notifications to reply to Notes, grade Assignments, and more.

1. Tap here to see recent activity notifications.
2. Tap here to view requests to join classes and/or groups.
3. Tap here to access the Notification Settings.

Search Edmodo

3.

Activity   **Requests**   **2.**

1.

teacher nice requested to join AJgebra

A   st declined

Moderated message: Can Iswing by extra class to review the last test?

Oeclme

Moderated message: I forgot to bring a copy of *my* essay to dass today. Can I post it on Edmodo?

Decline

Aseng Chang requested to join World History Teachers

Accept   Decline

Discover   Notifications

51

Change the Language Settings (iOS)

The Edmodo iOS app for teachers and students is currently offered in US English, Hungarian, Italian, Japanese, Simplified Chinese and Spanish. The Parents app is currently offered in US English, Croatian, Hungarian, Italian, Japanese, Simplified and Traditional Chinese, and Spanish. The app automatically adjusts to your device's language settings, so to change the language on your Edmodo app; you must change the language settings on your device. To do so, simply follow the steps below:

1. Access your device's "Settings."
2. Click on "General"
3. Click on "Language & Region"
4. Click on "iPhone/iPad Language."
5. Choose your language.

Note: As long as you select a supported language, the Edmodo app will automatically adjust to your selected language**.**

Change the Language Settings (Android)

The Edmodo Android app for students and teachers is currently offered in US English, French, Hungarian, Indonesian, Italian, Japanese, Portuguese, Spanish, and Ukrainian. The Edmodo Android app for Parents is currently offered in US English, Hungarian, Indonesian, Italian, Japanese, Spanish, and Ukrainian. The app automatically adjusts to your device's language settings, so to change the language on your Edmodo app; you must change the language settings on your device. To do so, simply follow the steps below:

1. Access your device's "Settings."
2. Click on "Language & input."
3. Click on "Language."
4. Choose your language.

Access Your Teacher Profile (Android and iOS)

Your teacher profile highlights your connections and your badges:

1. Click on your profile icon in the upper left corner to access the side panel.
2. Click "Edit Profile". Click on the ⋮ icon to edit your account settings on Android or the gear ⚙ icon on an iOS device. From the account settings, you can change your password, avatar and also your school. Please change your school to Mabalacat City College to connect your

53

account to MCC's official Edmodo account. You will be prompted to "Search for Your School". Please search for Mabalacat City College and select it once it appeared on the results.

1. **Theo Roosevelt**
Edit Profile

My Hashtags   VIEW ALL

#computerscience

#flippedclassroom

#iste

#math

professionaldevelopment

f'u ULP R liASH AuS

#steam

What's Due

Library

Groups and Pages

Hamilton High School

Admin

Help

Logout
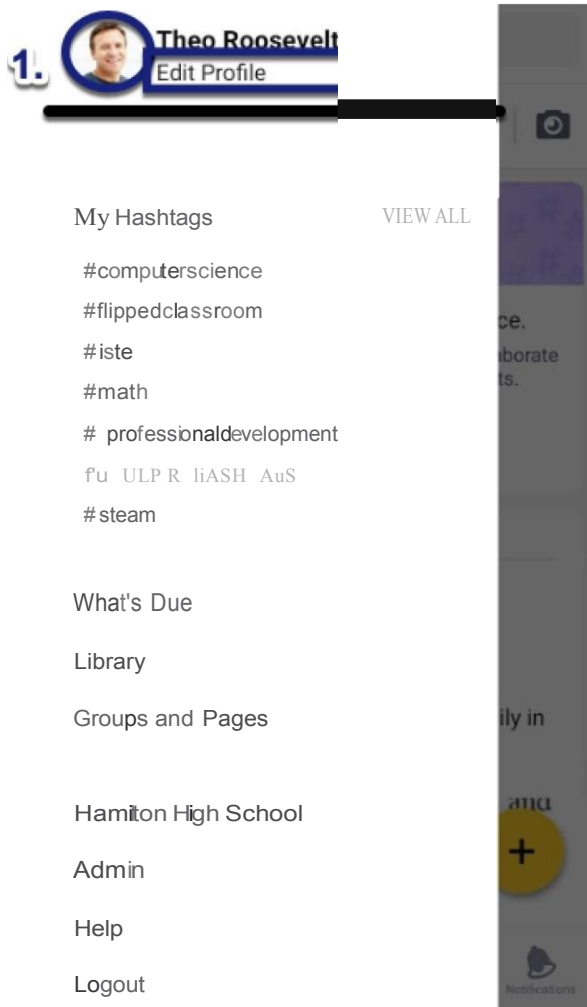
3. On the "Edit Profile Page", tap the connections panel to view your connections.

Theo Roosevelt   ⋮

Theo Roosevelt
Teacher at Hamilton High School

CONNECTIONS   **.3.**

Mrs. Place   Wr   an   M Hyur   Co d-   D

EDMODO AWARDED BADGES

II
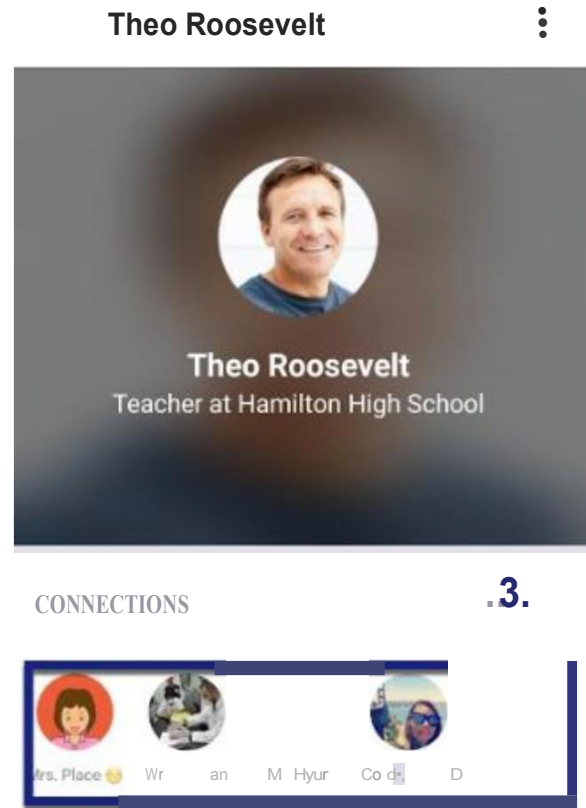
6 Connections

4. Swipe down to scroll down and view all of your connections.

Mrs. Place
>

Mr. Radwan
.., г
>

Mr. Hyun
dı.. er
>

Cindy Basulto
T•
>

Ms. Adams
>

Mrs.Turner
-г г
>

Theo Roosevelt ⋮

Theo Roosevelt
Teacher at Hamilton High School
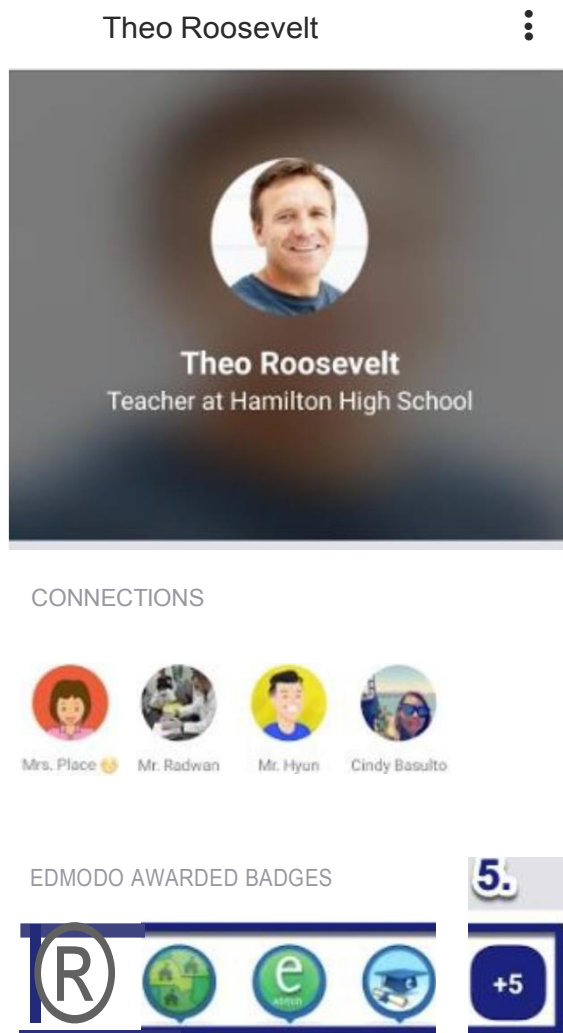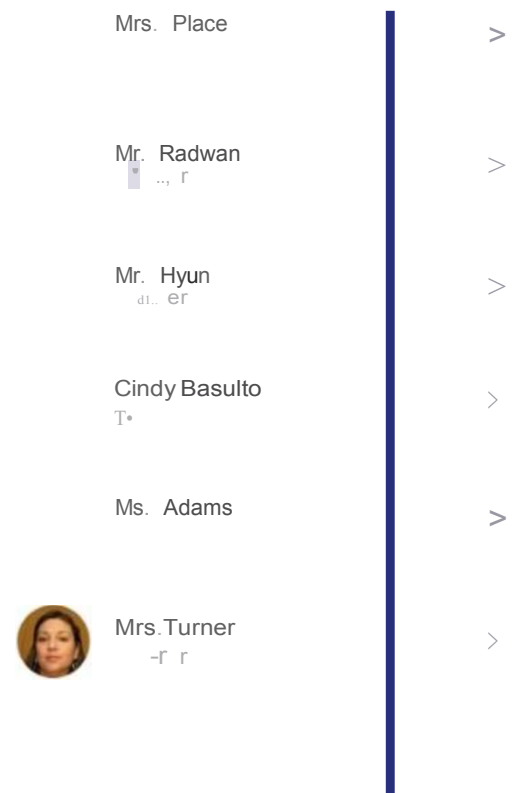
5. Back on the "Edit Profile Page", tap the "Badges" panel to view your badges.

6. Swipe down to scroll down, and view all of your badges.

CONNECTIONS

Mrs. Place 😊   Mr. Radwan   Mr. Hyun   Cindy Basulto

EDMODO AWARDED BADGES

5.

® +5

55

GROUPS AND CLASSES

Create a Group (Android and iOS)

You can create new groups for your teacher, colleagues, and network to join on the Android and iOS apps. Create some groups and invite other teachers to join:

1. Tap on your profile icon on your home page to access the left side bar.
2. Select the "Groups and Pages" button.
3. Tap the yellow plus symbol ✛ on the right side.
4. Select "Create Group".
5. Add a "Group Name", "Grade Level", and "Subject Area" to create a new group.
6. Tap the "Create Group" button to add a new group.

Next Steps: Pass the "Group Code" to your group members and have them join your group.

Note: Students will not have the option to create classes or group. Only teacher accounts can create classes and groups for others to join.

Search Edmodo

1. Harley Benton
s Jn   t Ha r l   High School
1 e.c.u J c.. u -

Has anyone seen my copy of The Great Gatsby? I can't find It in my backpack.

ToJJIC   #professo onal development   +2 more

Ana Cristina Pratas
f.an   (I T
7 hou s

Do you ever include monsters and myths in your lessons?
.. More

56

Android

iOS

58

59

Create a Class (Android and iOS)

You can create new classes for your students to join on the Android and iOS apps. Create some classes and invite your students to join:

1. Tap "Classes" on the bottom navigation toolbar.
2. Tap the Plus symbol (+) on the right side (Android) or at the upper right corner of the page (iOS).
3. Select "Create Class" (Android) or "Create New Class" (iOS).
4. Add a Class Name, Grade Level and Subject Area to create a new class.
5. Tap the "Create Class" (Android) or "Done" (iOS) button to add a new class.

Next Steps: Pass out the class code to your students and have them join your class.

Note: Students will not have the option to create classes. Only teacher accounts can create classes for students to join.

Android:
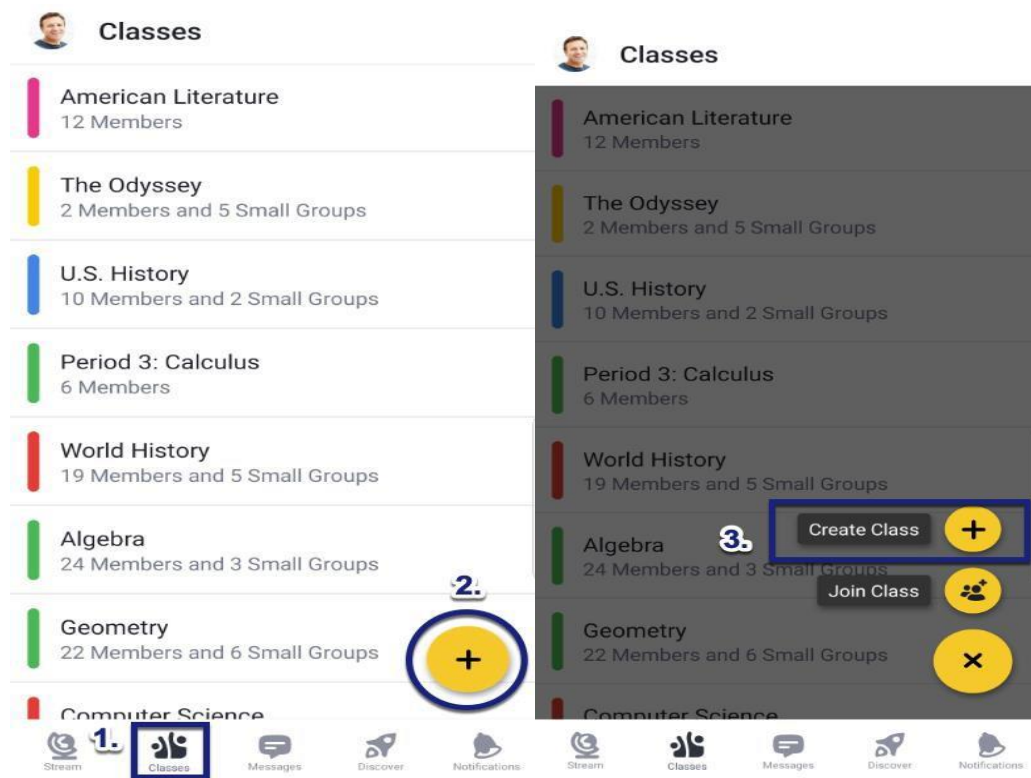
iOS

61
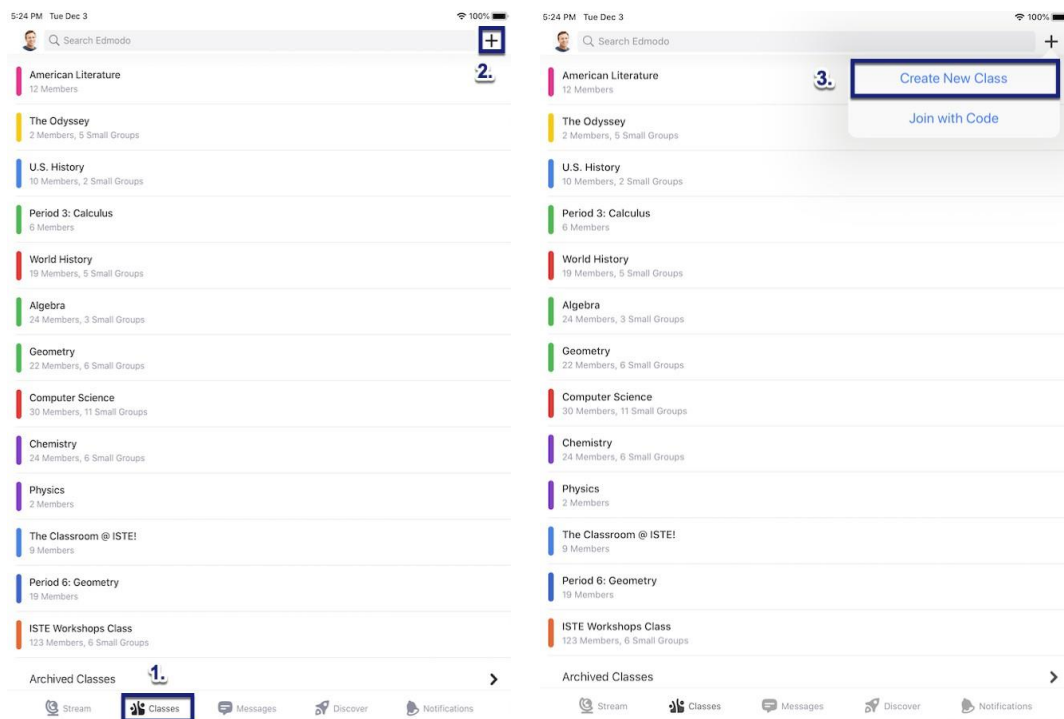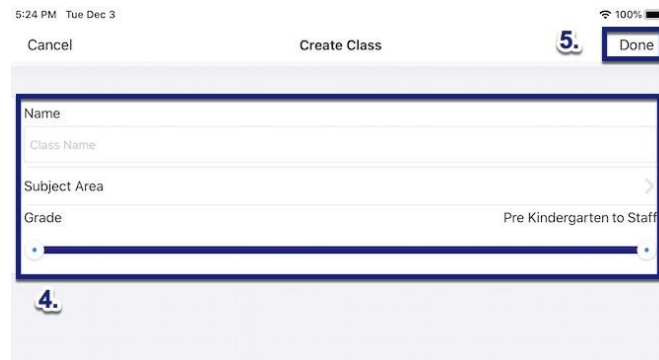
Join a Class as a Teacher (Android and iOS)

Teachers who already have an account can add or join additional Classes:
1. Tap "Classes" on the bottom navigation toolbar.
2. Tap the Plus symbol (+) on the right side.
3. Select "Join Class" or "Join with Code."
4. Enter the "Class Code" in the center panel that pops-up.
5. Tap "Join" or "OK."

Android:

62

iOS

63
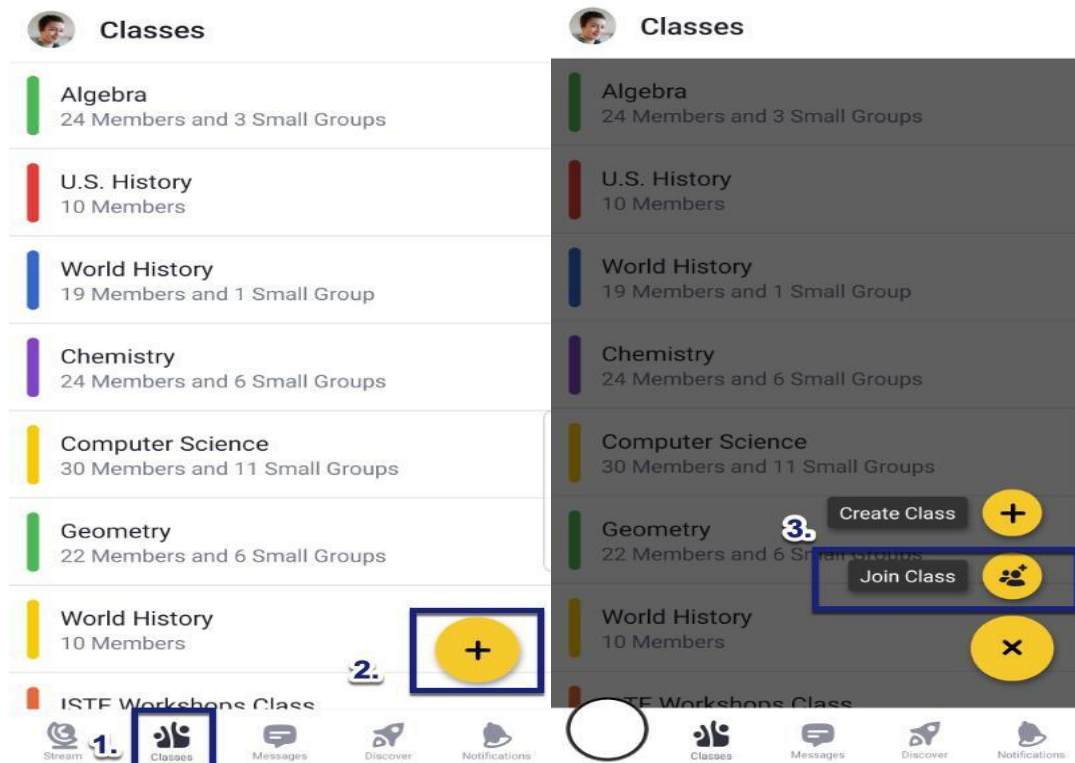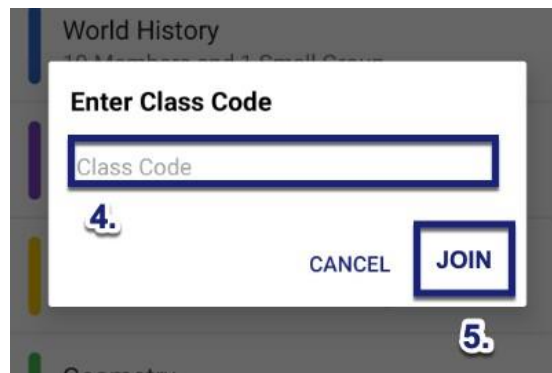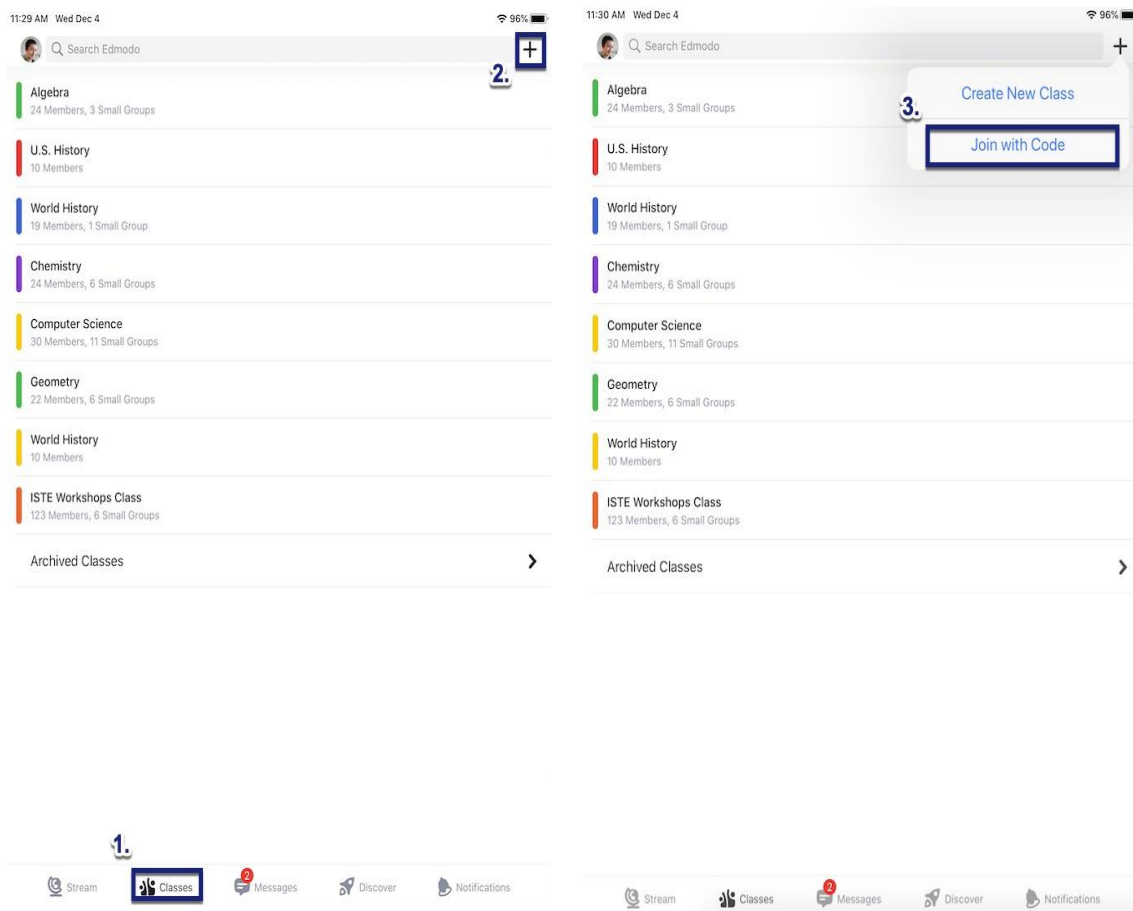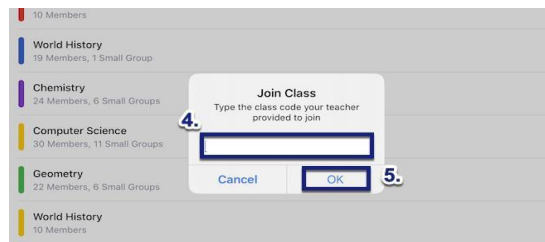
View and Manage Class or Group Members (Android and iOS)

From a class or group page, you can view all the members. If you are the owner of a class or group, then you can also set members to "Read-Only." To view the members of a class or group, simply:

1. Tap "Classes" on the bottom navigation toolbar or "Groups" from the "More" menu.
2. Select the class or group you'd like to view.
3. Tap the Members text below the class/group's name to view all the members.

If you are the class/group owner:

4. Tap a student's name to view the student's profile.
5. Tap the "Invite Parent" link below the student's name to send the student's "Parent Code" by email or copy and paste it to share however you would like.
6. Tap the "Remove Student from Class" button (Android) or the "Remove from Class" button (iOS) to remove the student from your class.

Android

64

iOS

65
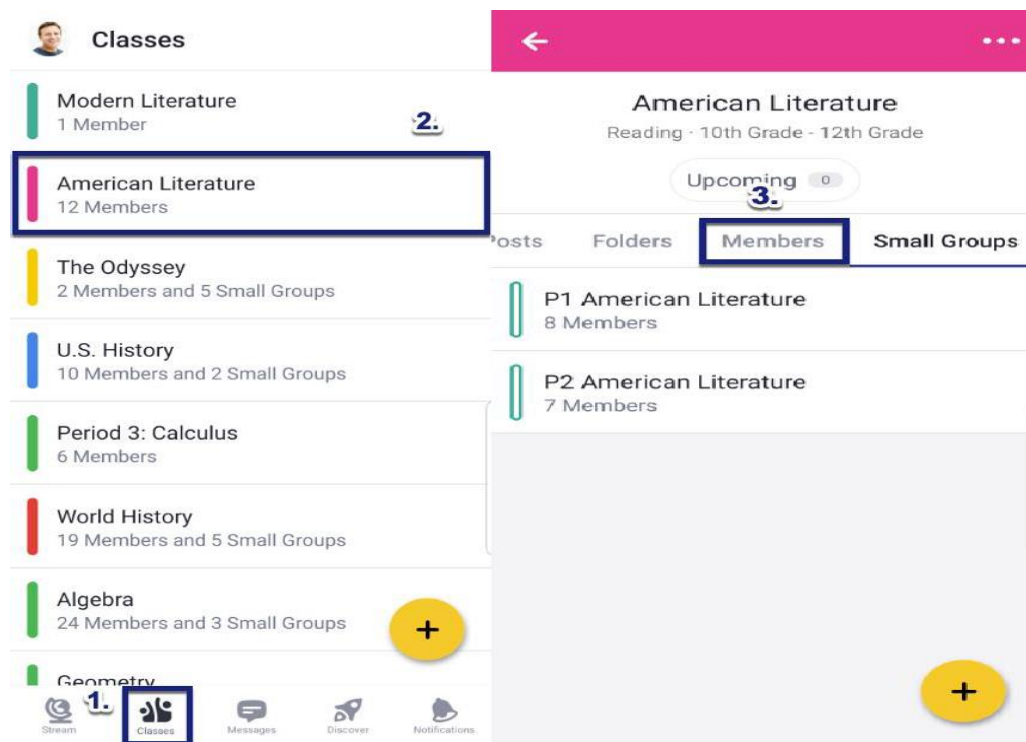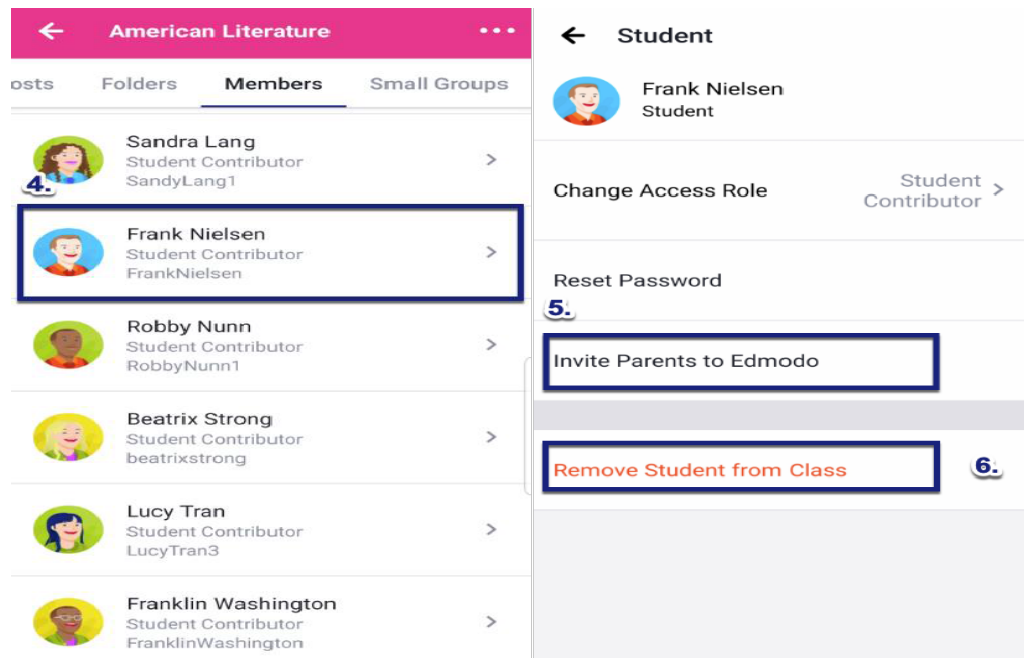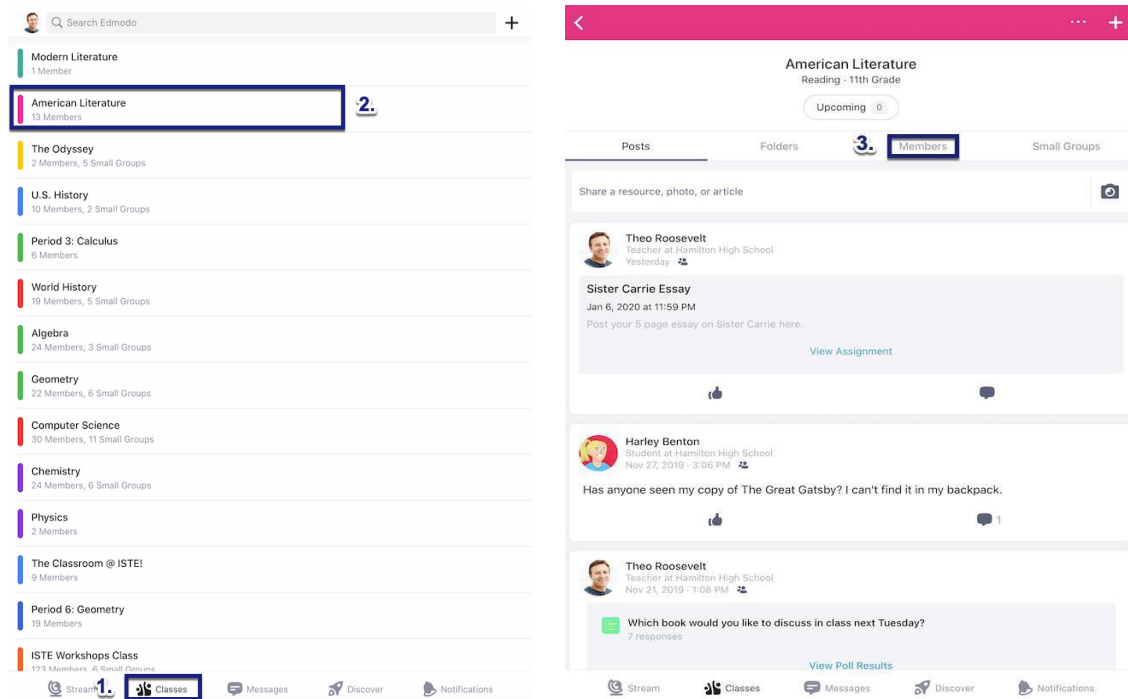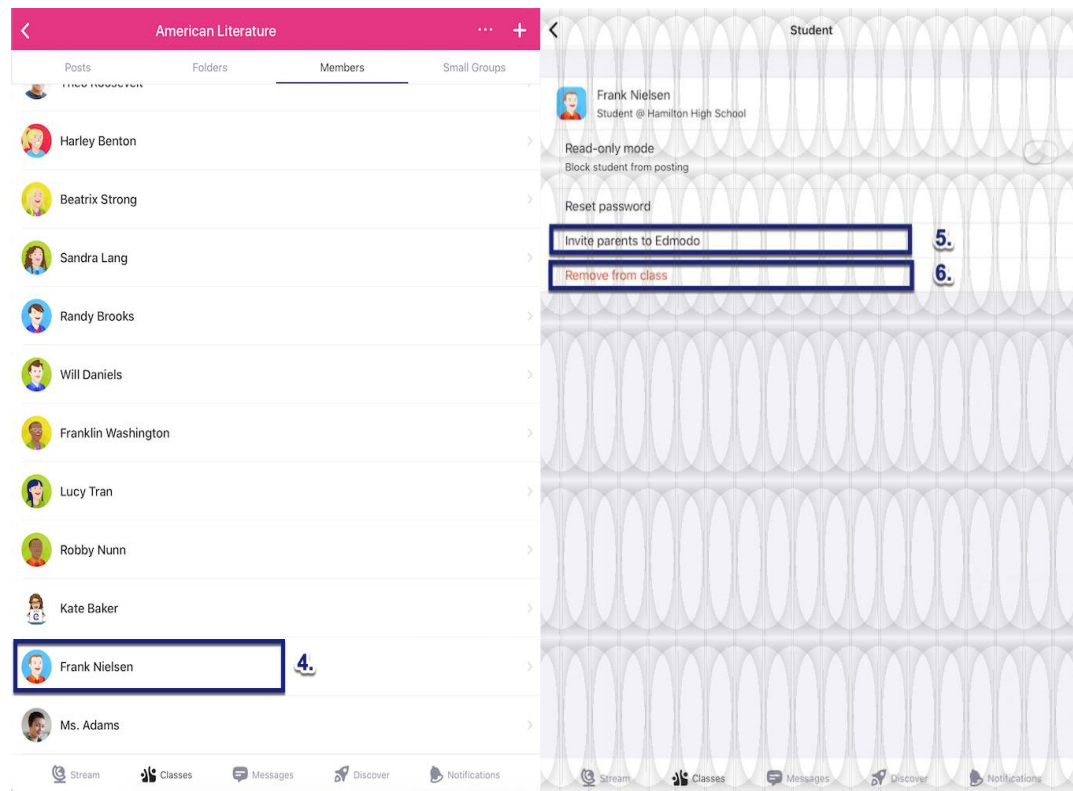
Manage Class and Group Settings (Android and iOS)

You can change Class and Group Settings on the Android and iOS apps. You can set group members to read-only, turn on moderate posts and replies, lock Group Code and much more. To edit your Class or Group Settings:

1. Select "Classes" on the navigation bar or "My Groups" from the "More" menu. A list of classes or groups you own will show. You can also see a list of classes and groups you have joined and a list of your archived classes and groups.
2. Select a class or a group you own.
3. Tap on the "Group Settings" icon ⋯ at the top right corner of the page.
4. Tap the "Settings" button.

66

Android

iOS:

67
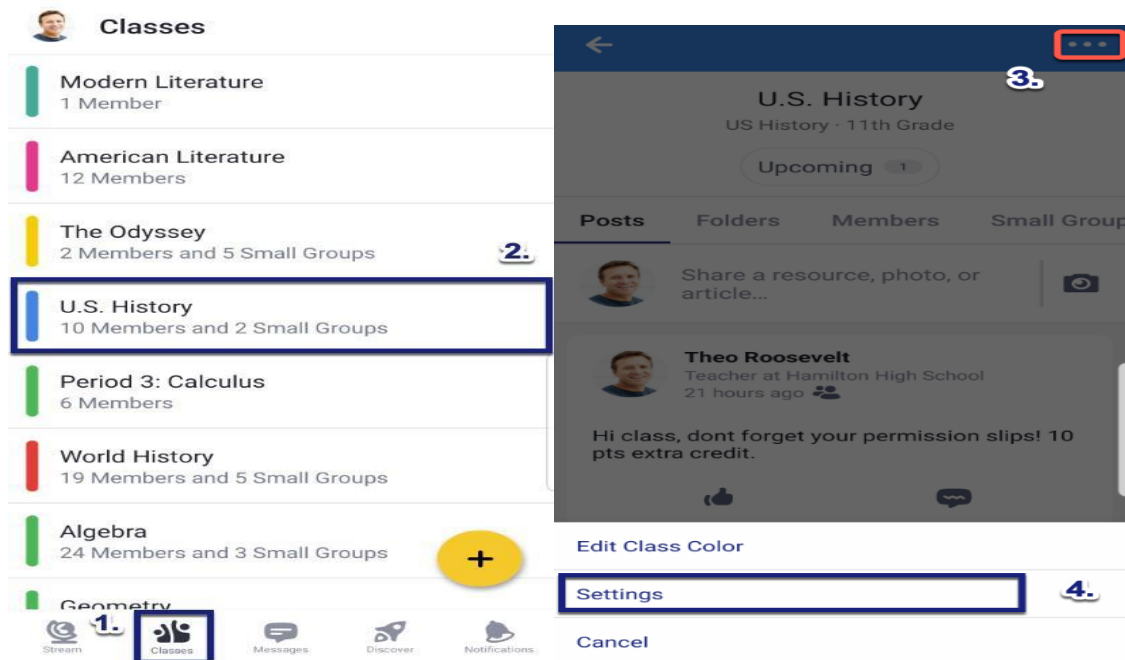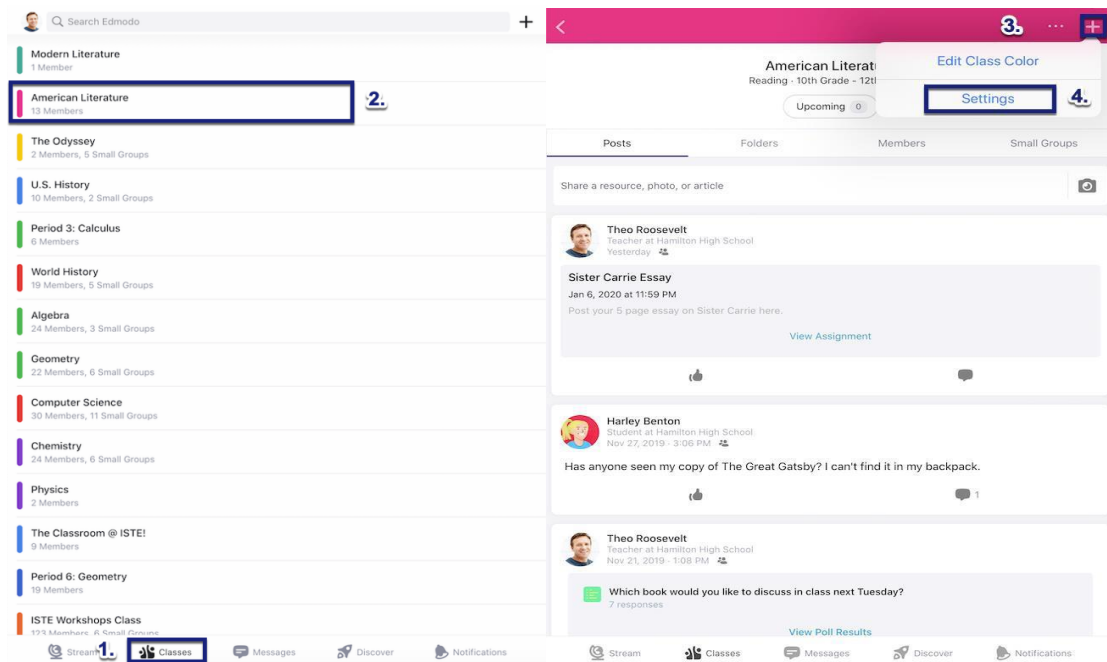
Lock/Unlock Your Group Code:
        The Class Code is the key for your students to access your Class or Group. To ensure the owner of a Class or Group has control over who joins; the Class Code automatically locks after two weeks. However, you can lock or unlock the code on your own at any time. To lock or unlock the Class Code, simply:

1. Click the "Lock/Unlock Class Code" link. If the Group Code was previously locked, a new Group Code will be generated.
2. If the Class Code was previously unlocked, it will now be locked.

Note: Unlocking a Class Code will randomly generate a brand new Class Code. If students use an unlocked Class Code, then they are added to your Class or Group right away. If a locked Class Code is used to join, users will be placed in an approval queue and the owner will have to approve or deny the request.

Android   **iOS**

68
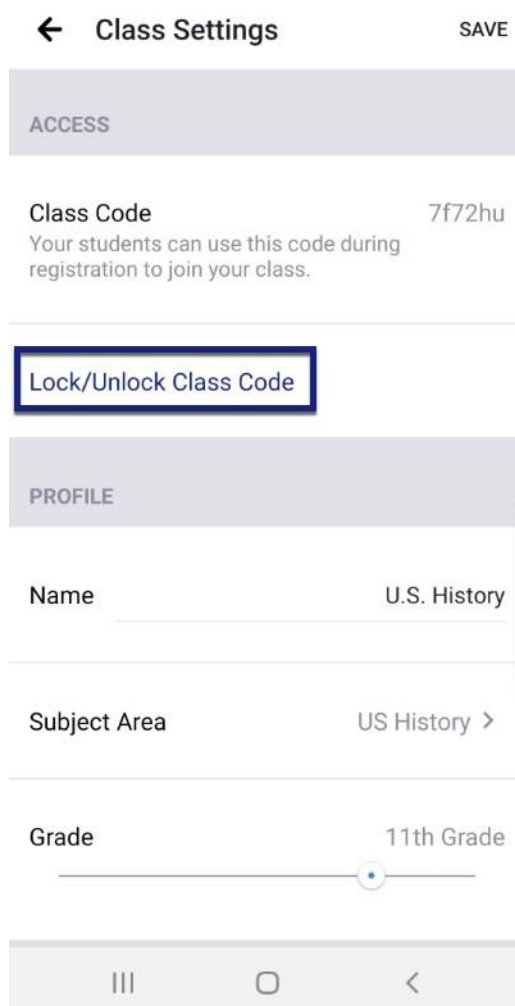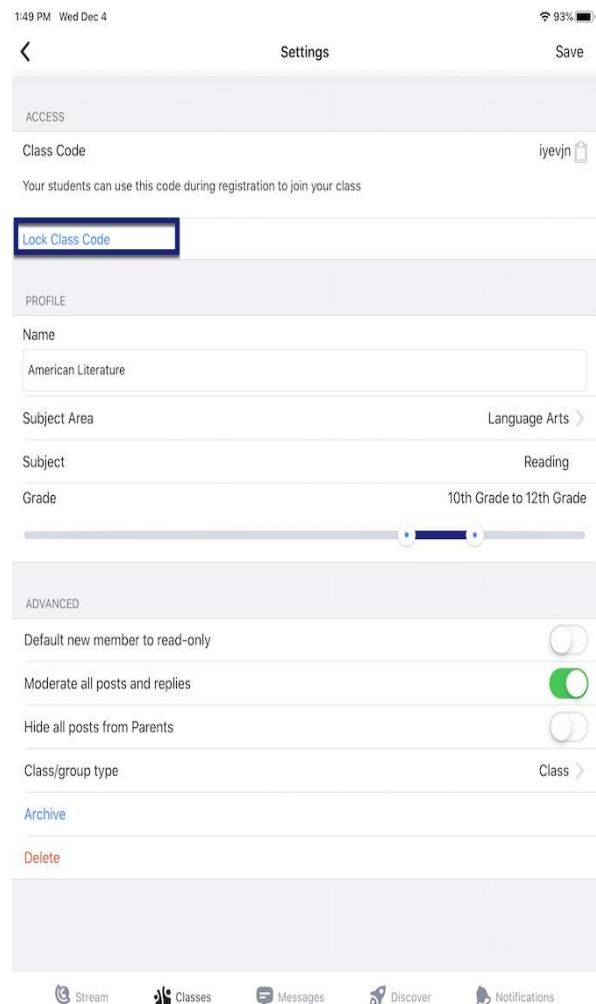
Archive or Delete a Class/Group:
You can archive or delete a Class or Group, but we strongly recommend archiving instead of deleting them. Archiving a Class or Group will remove it from your Class/Groups List and restrict students from posting, but you will still have access to its Posts, Assignments, Quizzes, and Folders so they can easily be used again in the future. Deleting a Class or Group will delete all of its data, including all student work and grades.
To delete or archive a Class or Group:
1. Tap the "Archive Class/Group" link to archive the Class or Group.
2. Tap the "Delete Class/Group" link to delete the Class or Group.
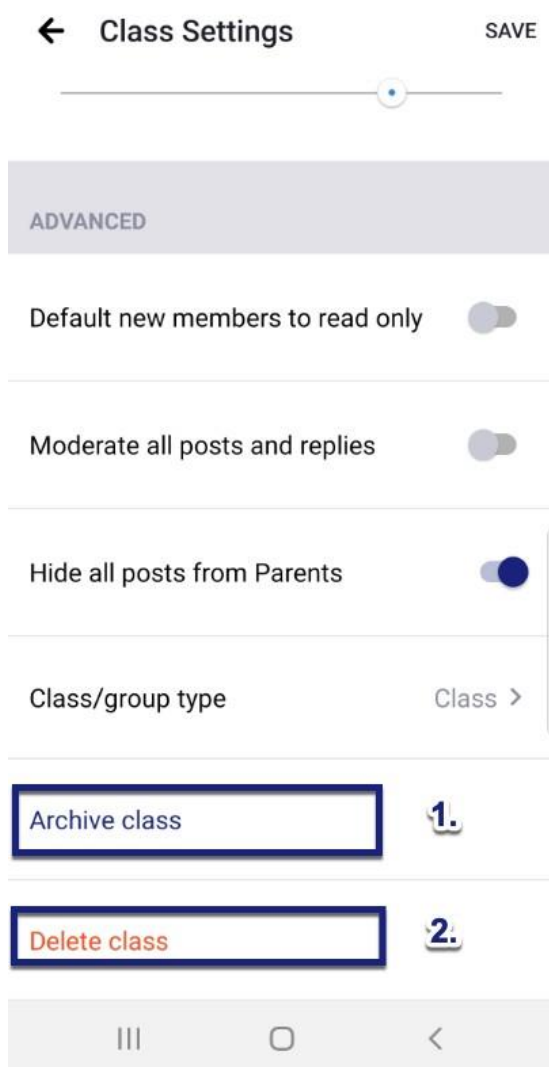
Android: **iOS:**
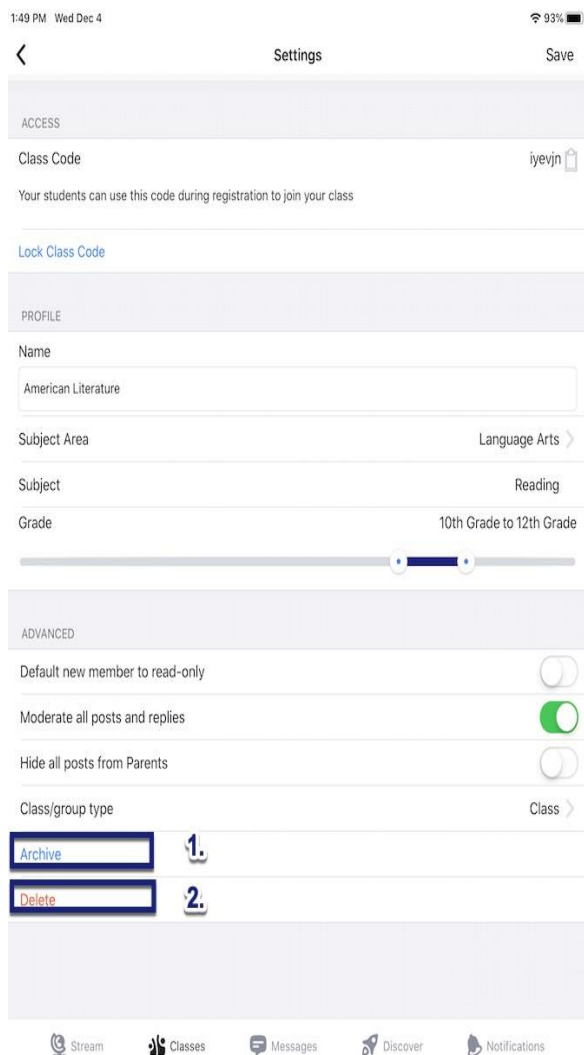
Manage Small Group Members and Settings (Android and iOS)

You can view the posts and members for all of your small groups, as well as manage the settings for your small groups on the Android and iOS apps. To view a small group's posts and members:

1. Select "Classes" on the navigation bar or "My Groups" from the "More" menu. A list of classes or groups you own will show. You can also see a list of classes and groups you have joined and a list of your archived classes and groups.
2. Select a class or a group for which you have created small groups.
3. Tap the "Small Groups" tab underneath the Group name. Select the small group you'd like to see.
4. Tap the "Posts" tab to view the posts.
5. Tap the "Folders" tab to view folders shared within the small group.
6. Tap the "Members" tab to view members. In the "Members" tab, you can view members' profiles, set teachers to co-teacher status, set individual members to read-only or contributor, invite students' parents to join Edmodo, reset students' passwords and remove members from the small group.

Note: At this time, you can only create and add members to small groups from the full web version.

Android:

---

iOS

71
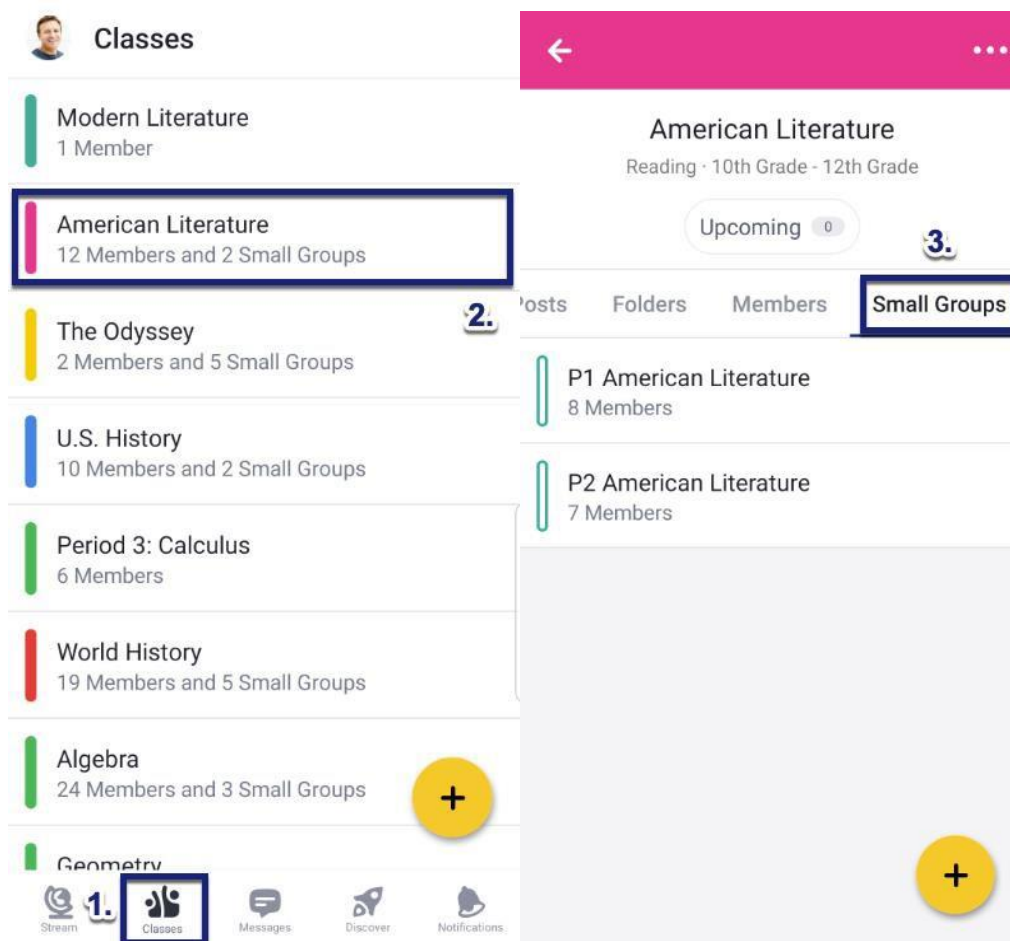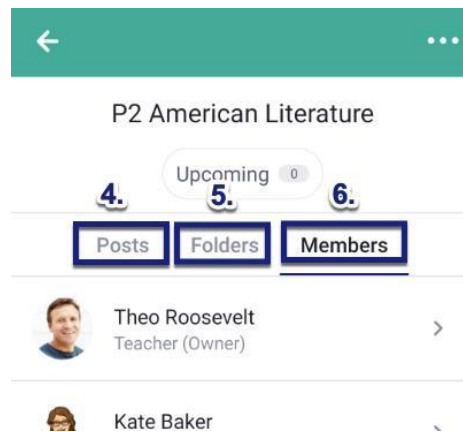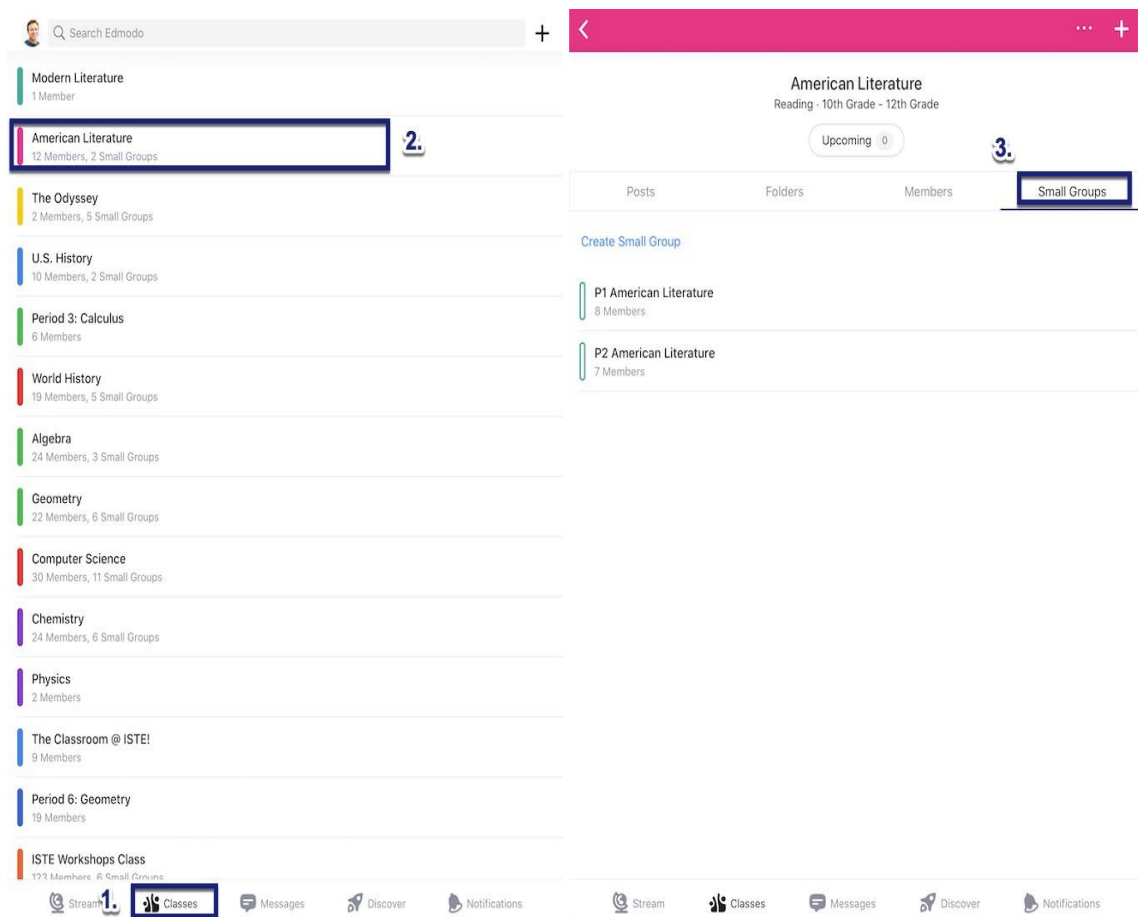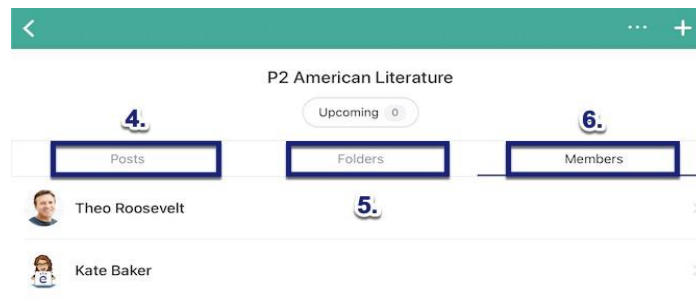
Managing Your Library (Android)

Whether you are looking for something specific, trying to keep your files organized, or adding resources for your lessons, you can do it all from your library on your Android device. To navigate to your library, tap on "Library" from the "More" tab! Once you are there, you can navigate to your Google Drive or One Drive, manage your items and folders, and add content to your library. To switch between your Edmodo Library and your connected Drives:

1. Tap on the "Edmodo" dropdown in the upper left.
2. Select between "Edmodo", "OneDrive", and "Google" to switch between your Edmodo Library and your OneDrive and Google Libraries.

72
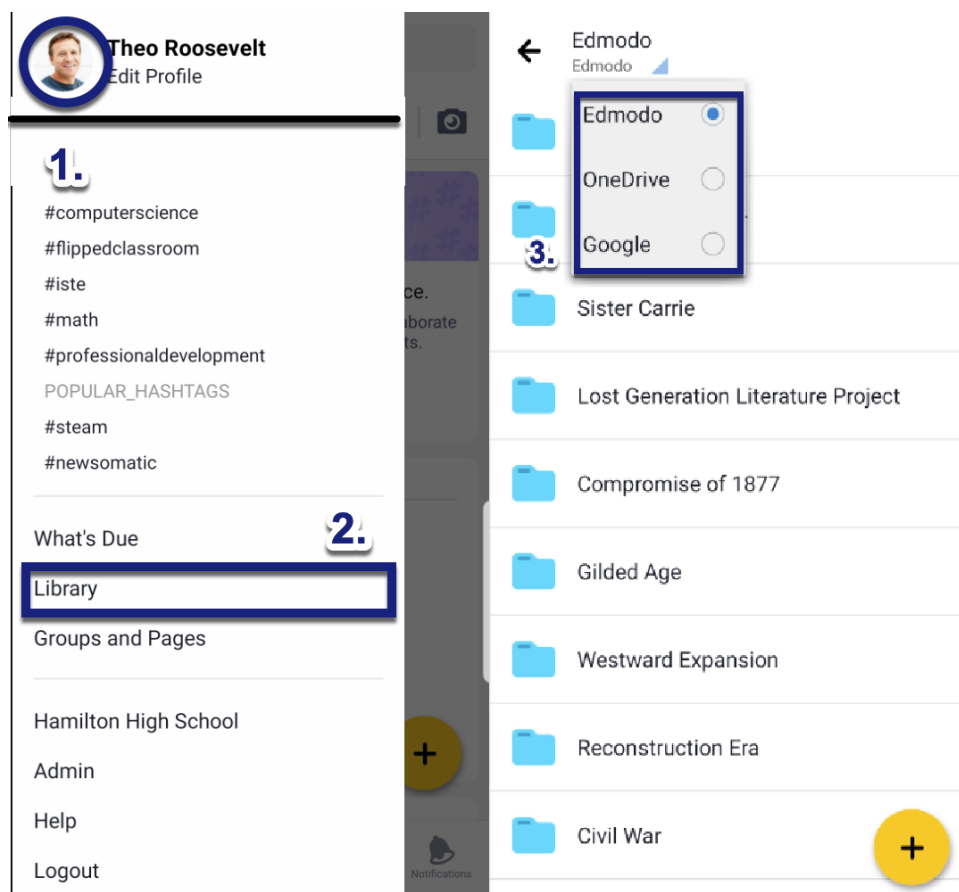
To manage your Library items and folders:
1. Long press any item in the Library (Hold your finger down on the item for 1 to 2 seconds).
2. Tap "Move" to move the item to another a folder or a different folder, or tap "Delete" to delete the item.
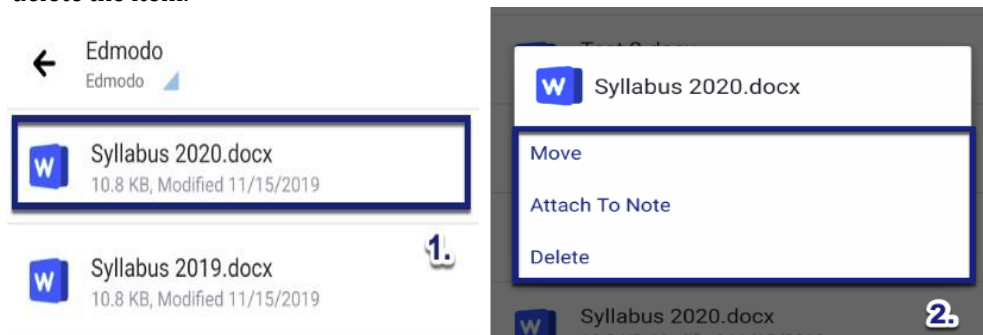
To add items to your Library:
1. Tap the yellow "plus icon" toward the bottom right of the screen.
2. From here you can choose to create a Folder, add a File, add a Link, add an image from your Gallery or add something directly using the Camera.

73
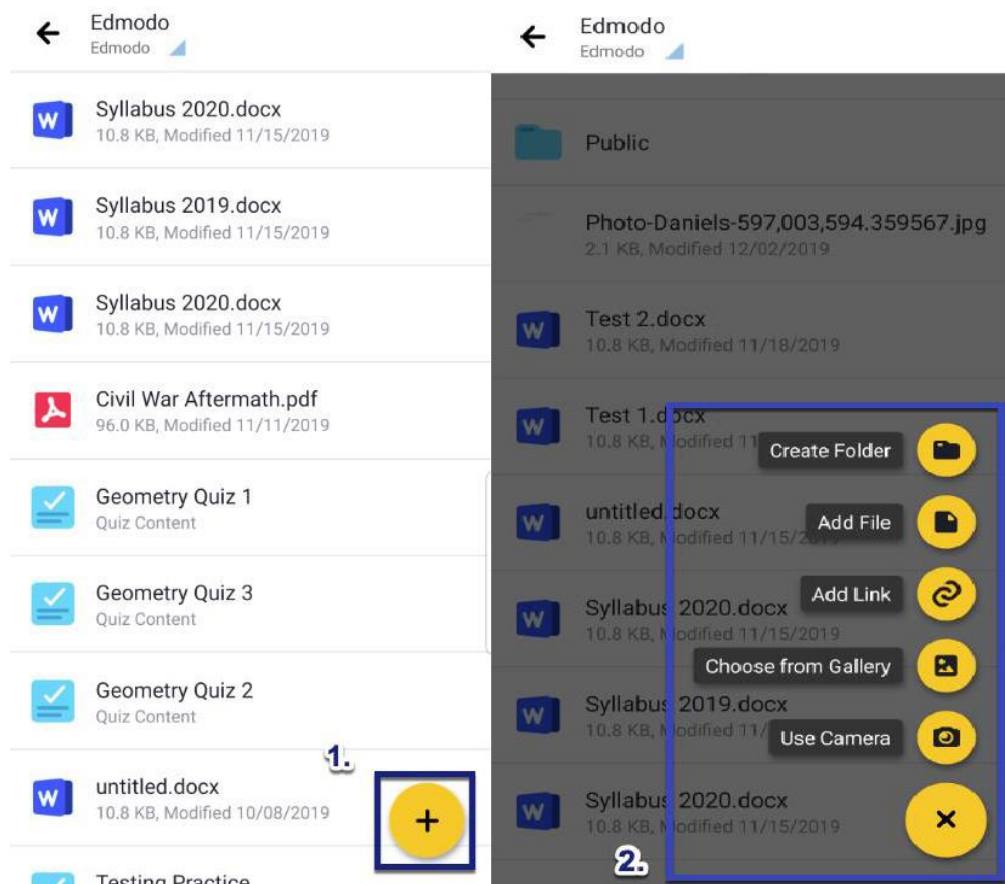
Managing Your Library (iOS)

Whether you are looking for something specific, trying to keep your files organized, or adding resources for your lessons, you can do it all from your Library on your iOS device! To navigate to your Library, simply tap on "Library" from the "More" tab. Once you are there, you can navigate to your Google Drive or One Drive, manage your items and folders, and add content to your Library.
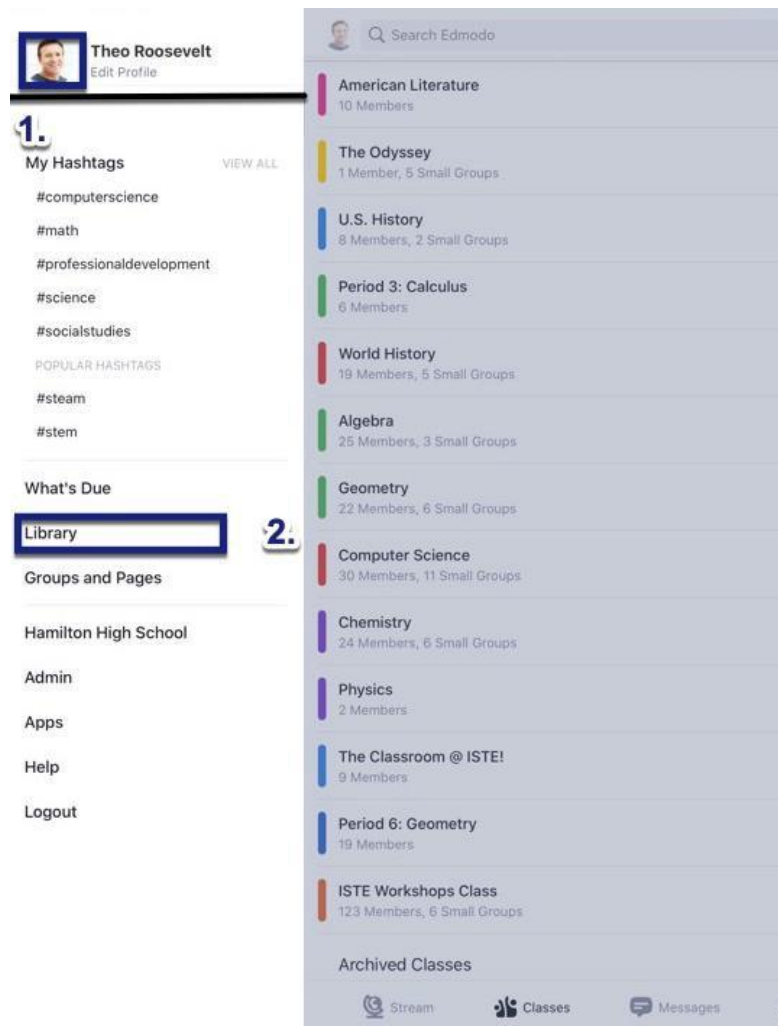
Note: Students can follow the same steps to manage their Backpacks.

To switch between your Edmodo Library and your connected Drives:

1. Tap on the "Library" dropdown at the top of the screen in the Middle.
2. Select "Library" at the top to view all of your Library Items.
3. Select "My Folders" middle panel to view all of the Folders in the Library.
4. Select "Google Drive" to connect with your Google Drive account.

74
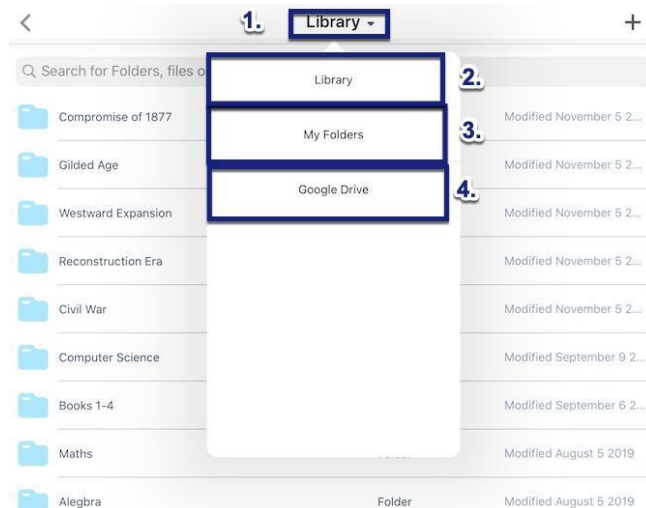
To Add items to your Library:
1. Tap the "plus icon" (+) toward the upper right of the screen.
2. From here you can choose to create a Folder, add a Link, add an image from your Camera Roll or add something directly using the Camera.

75
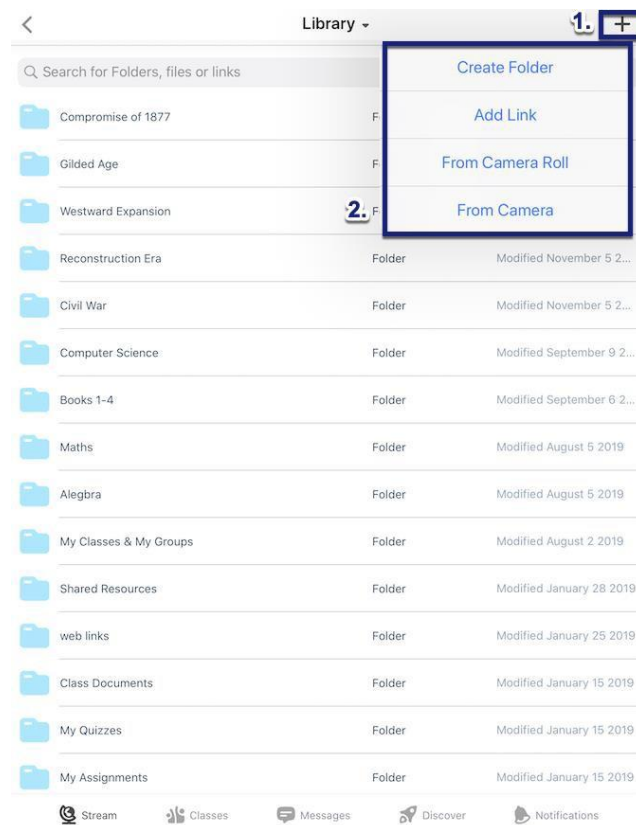
To manage your Library:

1. Tap any item in the Library to preview the item.

2. Tap the "Delete" icon 🗑 in the bottom left of the screen to delete the item.

3. Tap the "Folder" icon 📁 in the bottom right of the screen to move the item to another a folder or a different folder.

4. Tap the "Share" ⬆ icon in the upper right of the screen to open the item in Safari, share the item with another app or attach the item to an Edmodo Assignment.

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Link Google Drive to Your Library (Android and iOS)

Android
You can access your Google Drive directly from the Android and iOS apps! Simply follow these steps:
1. Tap your "Profile Icon" in the upper right corner of the screen.
2. Tap the "Library" tab.
3. In the library page, tap the Edmodo tab at the top.
4. Tap "Google" to access the Google Drive.

Note: If you are not signed in, you will need to provide your Google login credentials to connect your account.

Next Steps: You will then see all of your Google Drive documents in the Edmodo app! Simply tap on a document to access it. You can attach Google Drive documents to a Post by tapping "Library" then "Google Drive" when attaching something to a Post.

77
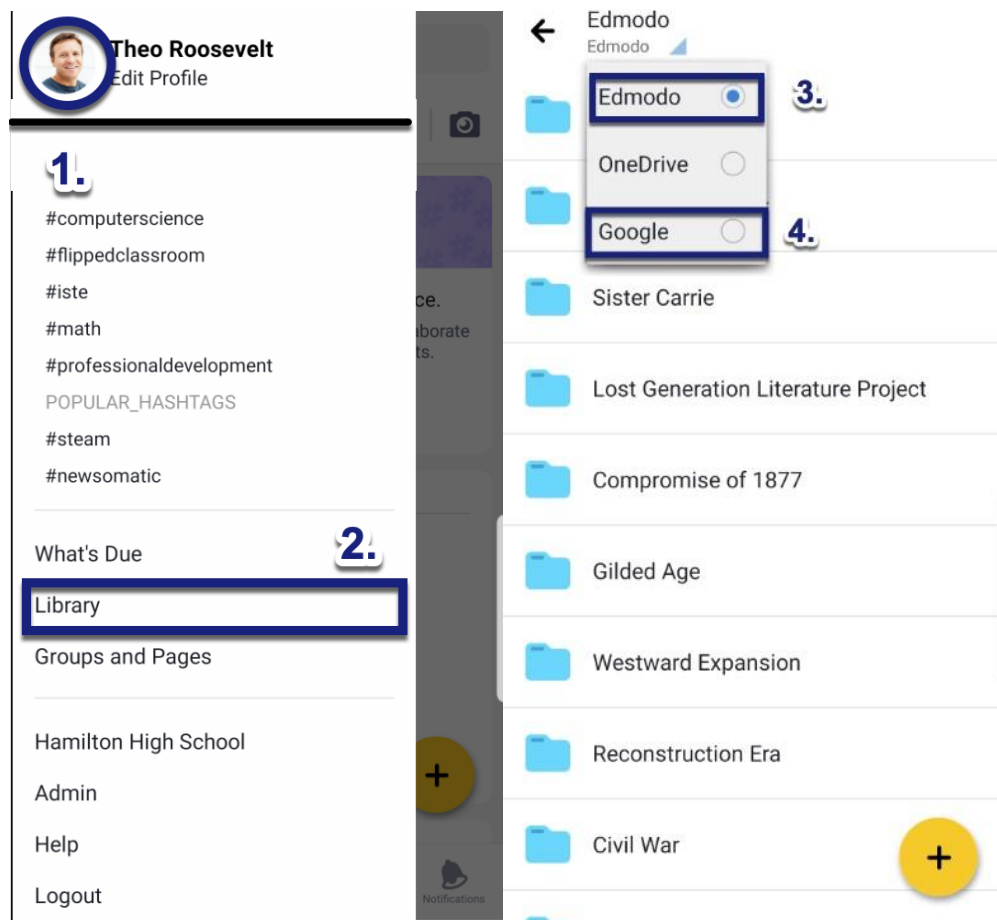
iOS:
1. Tap your Profile Icon in the upper right corner of the screen.
2. Tap the "Library" tab.
3. In the library page, tap the Library tab at the top.
4. Tap "Google Drive" to access the Google Drive.

Note: If you are not signed in, you will need to provide your Google login credentials to connect your account.

Next Steps: You will then see all of your Google Drive documents in the Edmodo app. Tap on a document to access it. You can attach Google Drive documents to a Post by tapping "Library" then "Google Drive" when attaching something to a Post.

Access Folders Shared with Your Groups (Android and iOS)

Teachers and students can view folders that are shared with their classes or groups from the Android and iOS mobile app. Once the group owner has created folders and shared them with a group, any members of the group can access those folders. To access folders shared with a group, simply:
1. Select "Classes" on the navigation bar or "My Groups" from the "More" menu. A list of classes or groups you are a member of will show.
2. Select the class or group that the folder is shared with.
3. Tap the "Folder" icon in the top navigation bar.

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4. Tap a "Folder" to view the resources inside.

Android

iOS:

79
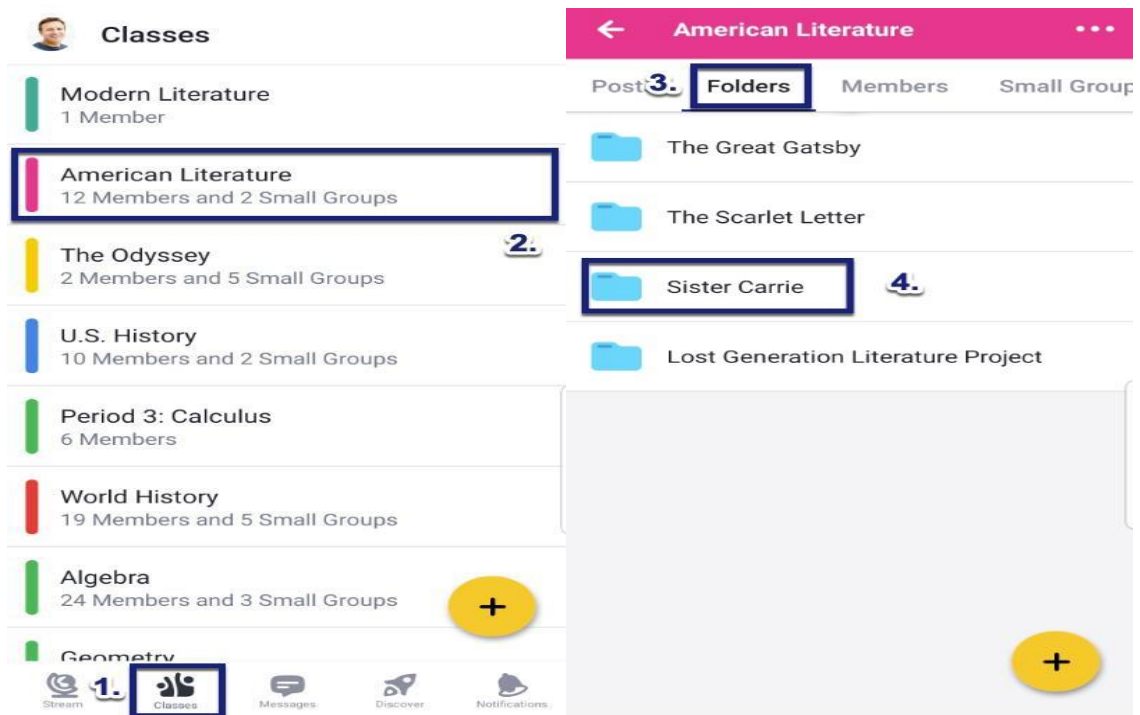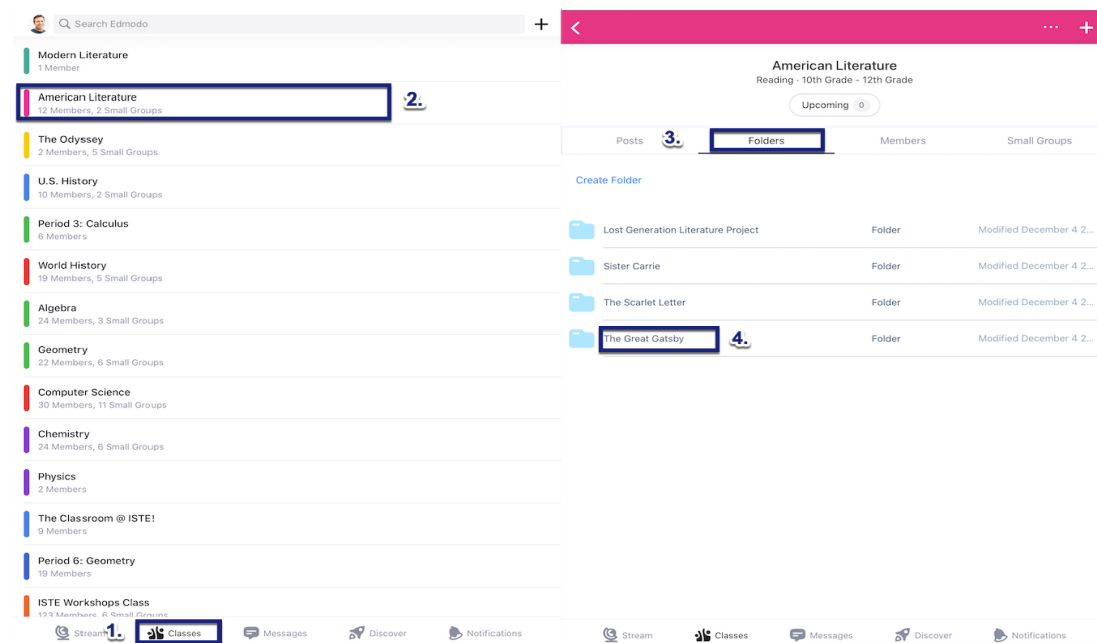
File Sharing (Android)

Are you trying to download and upload files on your Android Device? You can send a file directly from another app to Edmodo.

1. Open an outside app such as Microsoft Word and open a file. You can also open a picture from your gallery, an attachment from an email, or a PDF from a supported app!
2. Tap the ⋮ icon at the top right of the screen.
3. Tap the "Send File" tab in the panel that appears.
4. Select "Edmodo" from the list of apps (you may need to tap "See All" to show Edmodo in the list.)
5. Choose if you would like to attach the file to a Note, Assignment or simply add the file to your Library/Backpack.
6. The file will be sent to Edmodo!

File Sharing (iOS)

You can send a file directly from another app and attach it to a post or compose a new post and attach files from your camera roll or Library. To upload a file from another app, follow these steps:

1. Open the non Edmodo app and create a new document or open an existing document.
2. Tap the share icon 📤 in the upper right of the screen.
3. Locate and Tap the Edmodo icon. If you do not see the icon at first, select the "More" tab and enable Edmodo.
4. Choose if you would like to attach the file to a Note, Assignment or simply add the file to your Library/Backpack.
5. Proceed with sending the post to your contacts or groups!

Note: Each app will have its own steps for opening a file in Edmodo, and the exact steps above will not always apply depending on the app. As a rule of thumb, look for a "open in" or "share" icon in the app, then select "open in another app," then select Edmodo.

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Open a File in Another App (Android)

When you open files from your Library or stream, you can open the file in another Android app.

1. Tap the "More" tab in your navigation bar.
2. Tap "Library" to show the files and folders in your Library.
3. Tap any file in your Library and it will open up in the format it was intended for.
4. When the file opens, tap the three vertical dots in the upper right corner to access additional options.
5. Tap the "Open with..." tab in the panel that appears.
6. Select the app you would like to open the file.

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Open a File in Another App (iOS)

When you open files from your Library or stream, you can open the file in another iOS app.

1. Tap your profile icon at the upper right of the page.
2. Tap "Library" to show the files and folders in your Library.
3. Tap any file in your Library and it will open up in the format it was intended for.
4. Tap "Share" or "Open in another app" depending on where you are opening the document and select from a list of apps that pops up.
5. If you tap "Share", a list of options will pop-up.
6. Your file will open up in the app that you select.

Note: The Open in button will also allow you to open a file in Safari, send the file to your Library, and attach the file to a Note or Assignment among other things. Experiment with other apps to see how you can integrate them with Edmodo.

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Send a Post or Assignment to a Class or Group (Android)

To send a Post:
1. Tap the "Classes" on the bottom navigation toolbar or "My Groups" from the "More" menu.
   - You will see a list of all the Classes or Groups you have created or joined. You may need to click on "Show More Groups" for a full list.
2. Tap on a Class or a Group you own that you would like to send the Post to.
3. Tap on the yellow plus symbol on the right side.
4. Tap "New Message" or "New Assignment"
5. Tap the > icon at the upper right corner to send the post.
6. Click the poll icon at the center right of the bottom panel to post a poll.
7. Type in the poll question in the upper panel.
8. Fill in the potential answers in the Answer Panel below.
9. Click the black checkmark in the upper right corner of the screen to post the poll.
10. In the New Assignment Page, start by entering in the title of the assignment.
11. Choose which classes/groups you would like to assign it to.
12. Add an attachment by clicking the Add attachment button at the bottom of the screen.
13. Click the CREATE button at the upper right corner of the screen to post the assignment.

86

87
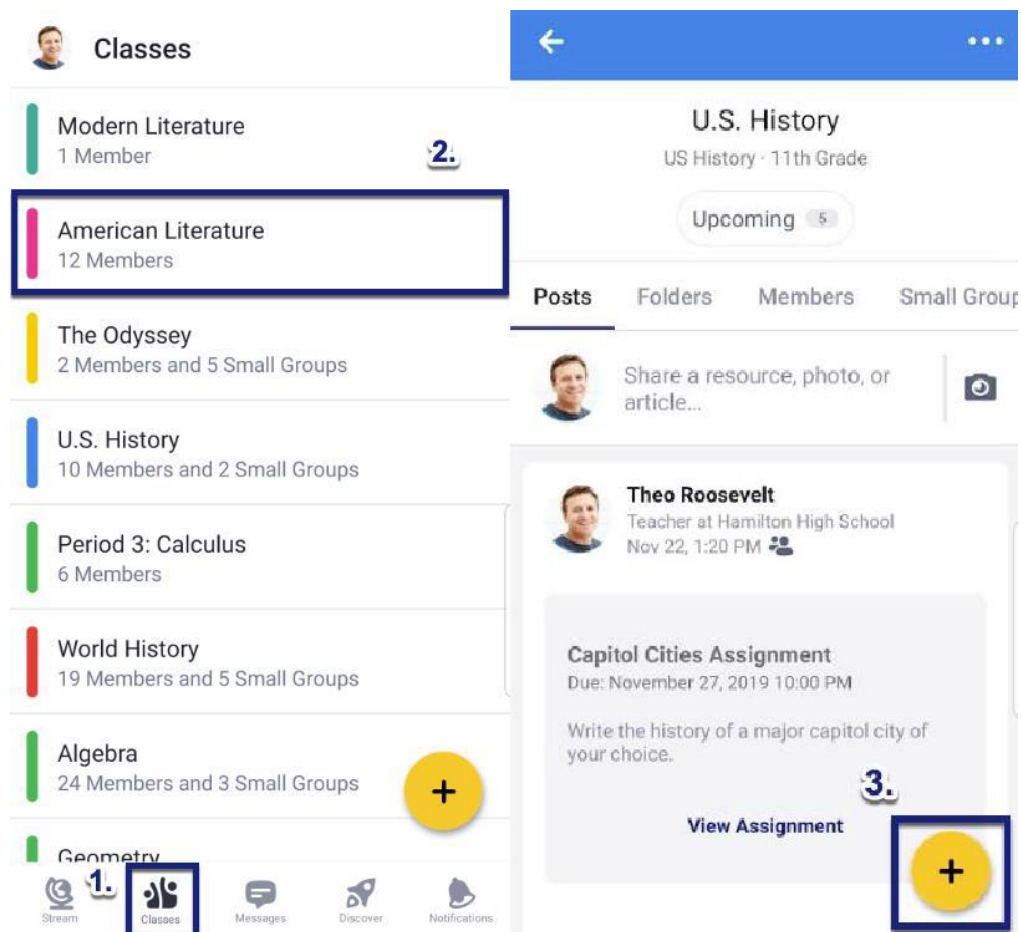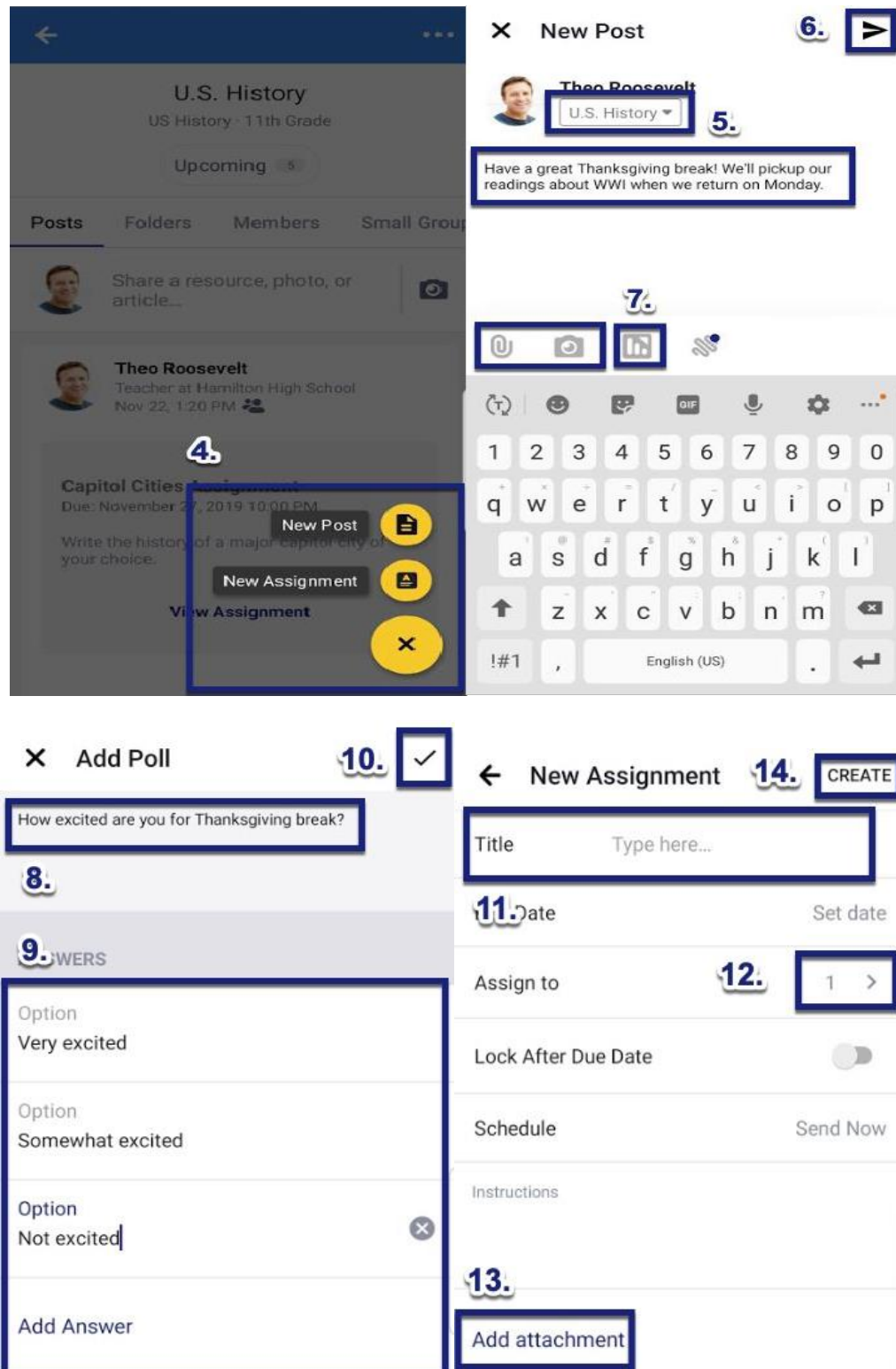
Send a Post or Assignment to a Class or Group (iOS)

1. Tap the "Classes" on the bottom navigation toolbar or "My Groups" from the "More" menu.
   - You will see a list of all the classes or groups you have created or joined. You may need to click on "Show More Groups" for a full list.
2. Tap on a class or a group you own that you would like to send the post to.

88
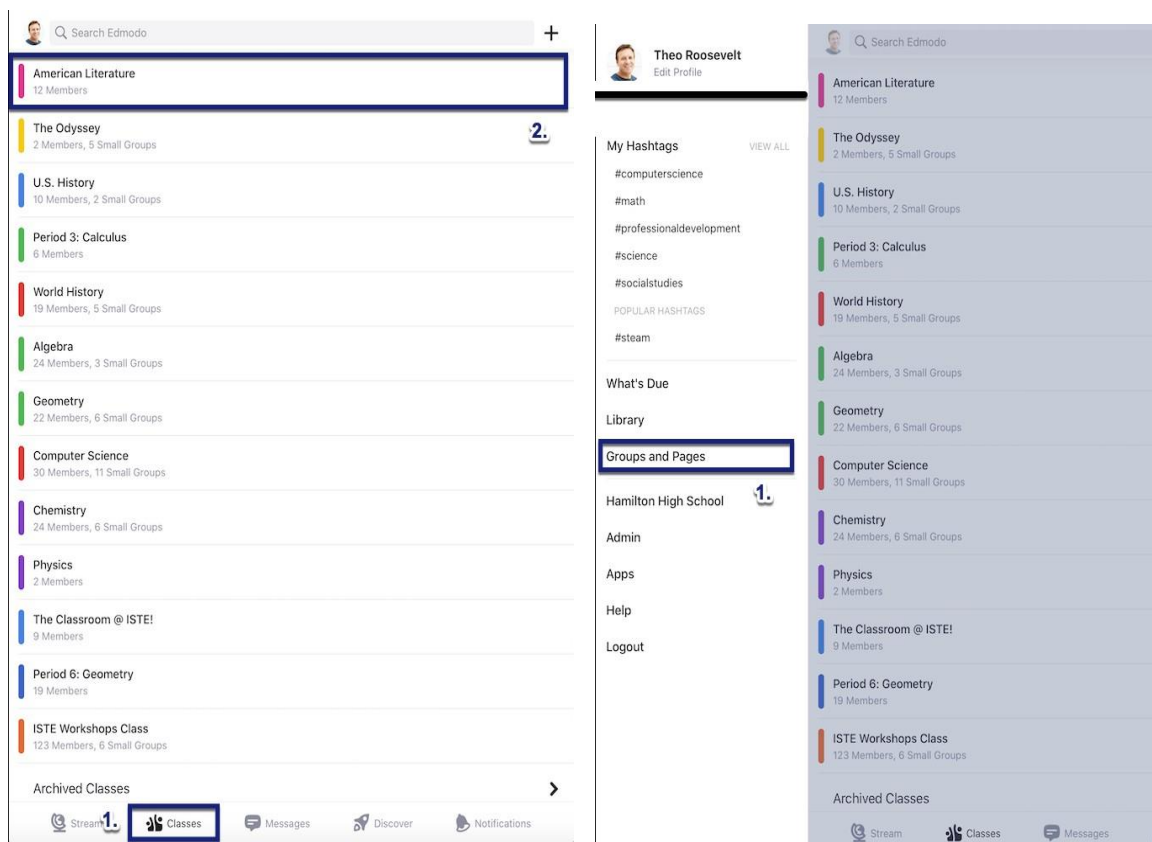
1. On the class/group page, tap the post panel in top part of the page to create a post.
2. Tap on the plus symbol at the upper right corner of the page.
3. Tap "Create Assignment" to create a new assignment.
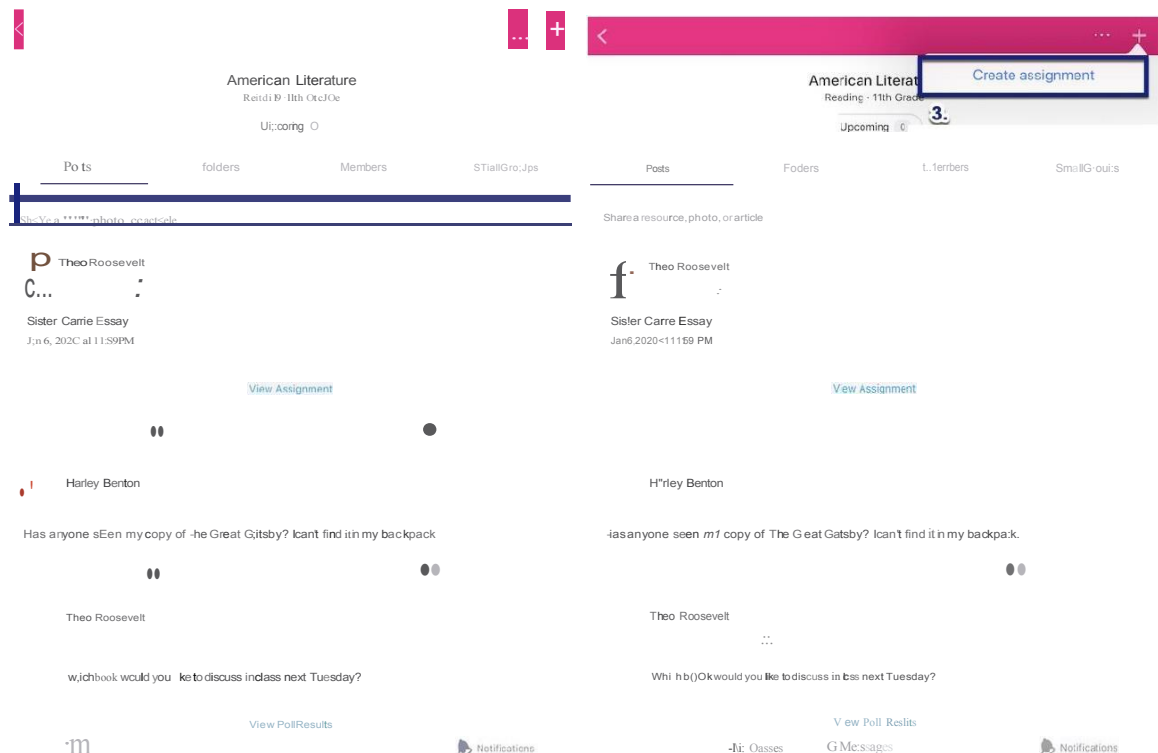
Posts

1. Tap the small panel underneath your name in order to select which class/group to send the post to.
2. Type in the post panel what you want to post to the group.
3. Tap the camera icon to post a photo. Tap the clip icon to post an attachment.
4. Click the poll icon at the center right of the bottom panel to post a poll.
5. Tap the "Post" tab at the upper right corner to send the post.
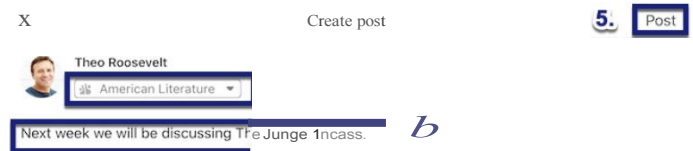
Polls

1. Type in the poll question in the upper panel.
2. Fill in the potential answers in the Answer Panel below.
3. Click the black checkmark in the upper right corner of the screen to post the poll.

Cancel   Add Poll   **3.** Save

How excited are you f or Thanksgiving break?

Very excited

Somewhat excited

Not excite

Add option

Assignments

1. In the New Assignment Page, start by entering in the title of the assignment.
2. In the 2nd row, select the due date of the assignment.
3. Choose which classes/groups you would like to assign it to.
4. Fill out the instructions for the assignment in the bottom panel.
5. Add an attachment by clicking the Add attachment button at the bottom of the screen.
6. Click the CREATE button at the upper right corner of the screen to post the assignment.

1:56PM Tue O.c3   978%

X **1.**   New Assignment   **6.** Create

1 itle

Due Date   *b*   Set date

Send to American Literature

Lock after due date

Schedule   Send now

hstructions

Add attachment   **5.**

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Select Recipients

If you tap the "Send to" button in the middle panel on the assignment page, it will send you to the "Select Recipient" page. Choose which classes or groups you would like to send the assignment to by tapping them.

<   Select   Recipients   Done

YOUR CLASSES

– U.S. History   O

   – Period 2 US History   O

   – Period 1 US History   O

   ● American Literature

GROUPS

   – 9th Grade Civics Teachers   O

   – STEM Teachers   O

   – Club Advisors   O

  – World History Teachers   O

   – World History Teachers   O

   – A.P. European History Teachers   O

   – Elective Teachers   O

  – U.S. History Teachers   O

   – AP US History   O

  – U.S. History Parents   O

Grading and Commenting on Assignments (Android and iOS)

1. Tap on your "Profile Icon" in the upper right corner of the page.
2. Click on the "What's Due" tab.
3. You can toggle between the "Review" tab (for assignments that still need to be graded) and the "Reviewed" (for ones that have been graded previously).
4. Tap on an individual assignment to see which of your students have turned in the assignment.
5. Tap on an individual student to see the Assignment Submission page.
6. From here, tap "Grade" and then enter the student's score on the top, and the total amount of points the Assignment is worth on the bottom. You will then need to tap the checkmark in the upper right to complete the grading.

Note: You can also leave Comments on your Grades by typing into the Comment tab at the top of the Assignment Submission page!

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View Grades (Android and iOS)

Teachers can view their students' grades on individual assignments using the mobile app:
1. Tap on your "Profile Icon".
2. Select the "What's Due" tab.
3. You can toggle between the "Review" tab (for Assignments that still need to be graded) and the "Reviewed" (for ones that have been graded previously).
4. Tap on an individual assignment.
5. Students who have already been graded will appear at the bottom of the list, and their grades will be on the right side.

Note: You can also edit an individual's grade by tapping on their name, and then tapping "Revise Grade".

VIEW A CLASS OR GROUP'S POSTS (ANDROID AND IOS)

If you would like to view Posts for only one specific Class or Group, you can easily do this in the Android and iOS apps. Follow these steps:

1. Tap the "Classes" on the bottom navigation toolbar or tap your profile icon to open up the left sidebar, and tap "Groups and Pages".
   - You will see a list of all the Classes or Groups you have created or joined. You may need to swipe down to scroll down the page and view more classes/groups.
2. Tap the Class or Group where you would like to view Posts.
3. Tap the "Posts" at the furthest left in the upper panel of the page.

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("∴\   Classes

Modern Literature
1 Member

2.

...,Posts ▌ Folders

American Literature
12 Members
The Odyssey
2 Members and 5 Small Groups

U.S. History
10 Members and 2 Small Groups

Period 3: Calculus
6 Members

World History
19 Members and 5 Small Groups

Algebra
24 Members and 3 Small Groups

Geometry

Stream   *1.*   Classes

4E-

•••

Amer ican Literature
Reading   11th Grade

Upcoming

Members   Small Groui:

Share a resource, photo, or
article.-

Harley Benton

uc   I 11   1gh School
1 mn'-ue

Has anyone seen my copy of The Great
Gatsby? I can't find it in my backpack.

Theo Roosevelt
11gh School
Nov 21, I08 F fl" ,:.

+

Not

+

Option B:
1. In order to reach the posts of the groups that are not classes, tap your profile icon in the upper left corner of the page.
2. In the left side menu that appears, tap "Groups and Pages".
3. Select the Group that you want to look at.
4. Tap the "Posts" at the furthest left in the upper panel of the page.

1. Theo Roosevelt
Edit Profile

M y   Hashtags   VIEW ALL

connputerscience
#fl ppedclassruorn
#lste
#moth
#profess1o noldevelopment
r ...,l ..J..J'> R   HASH r A...S
#steam

What's Due

Library

b, ▌ Groups and Pages   ▌

Harrlton High School

Admin

Help

Logout

9 4

Reference

Edmodo. (2020). Edmodo Help Center. Retrieved May 17, 2020, from
        https://support.edmodo.com/hc/en-us

EDMODO USER MANUAL

(For Parents)

1

Table of Contents

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EDMODO USER MANUAL

What is Edmodo?

Edmodo is a free social learning platform or application that provides a safe and easy way for teachers to communicate and engage with students, parents and other teachers. With this application, teachers and students can exchange ideas, share resources and information and access assignments and quizzes. Parents can also track their children's academic progress.

Why use Edmodo?

- Teachers and students can collaborate in a secure, closed environment.
- A message board allows secure and open communication that can be monitored and controlled by the teacher.
- It is easy to monitor student interaction.
- Teachers can post assignments and assessments that are electronically submitted and can be automatically graded.
- Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.
- Teachers and students can store and share documents and files in different formats.
- Teachers can maintain a personal content library and share content with members.
- Students can instantly access the files uploaded by teachers in Edmodo library 24/7.
- Folder-sharing allows teachers to share selected contents or resources for a particular class or groups.
- Parents can create a parent account to connect with their child's class.
- It has a user-friendly interface.
- Edmodo is free – and free of ads.

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EDMODO GUIDE FOR Parent (For Desktop and Laptop)

After your child has created a student account, you can create a parent account using your child's unique *parent code. You will not use a class/group code as parent accounts do not join classes/groups.* Once you create your parent account, you are automatically observing any class/group that your child is part of in their account.
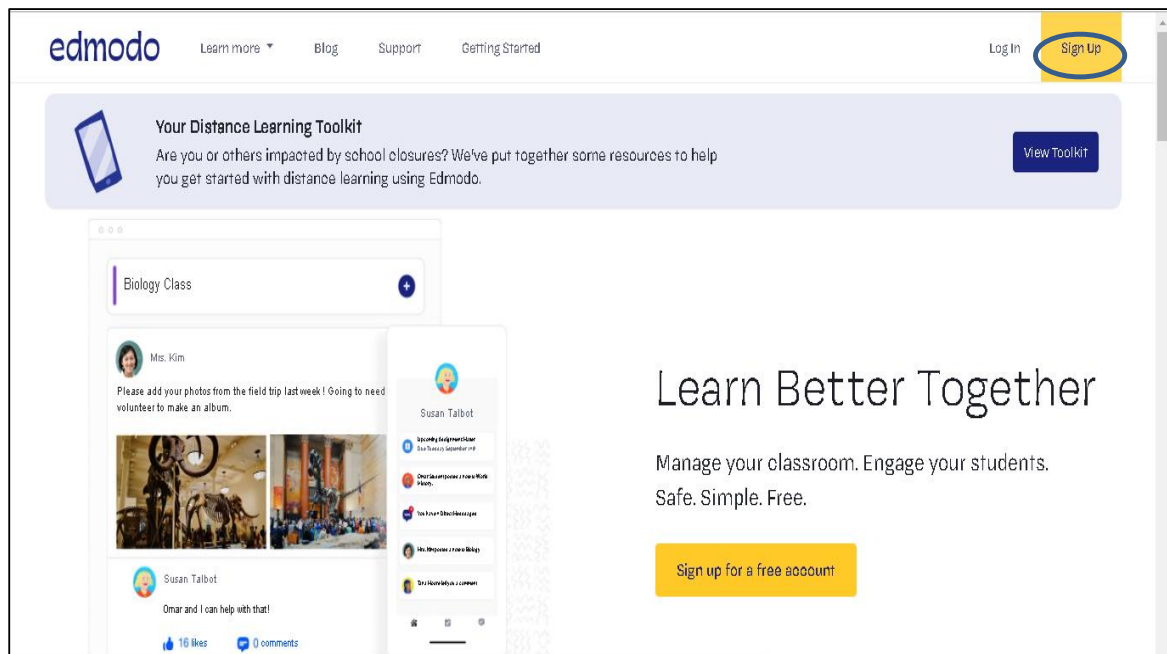
You will need an email address to sign up for your parent account. If your email address is in use on your child's student account, you can remove the email address from the student account so that you can use it for your parent account. Student accounts do not require an email address.

Sign Up as a Parent:
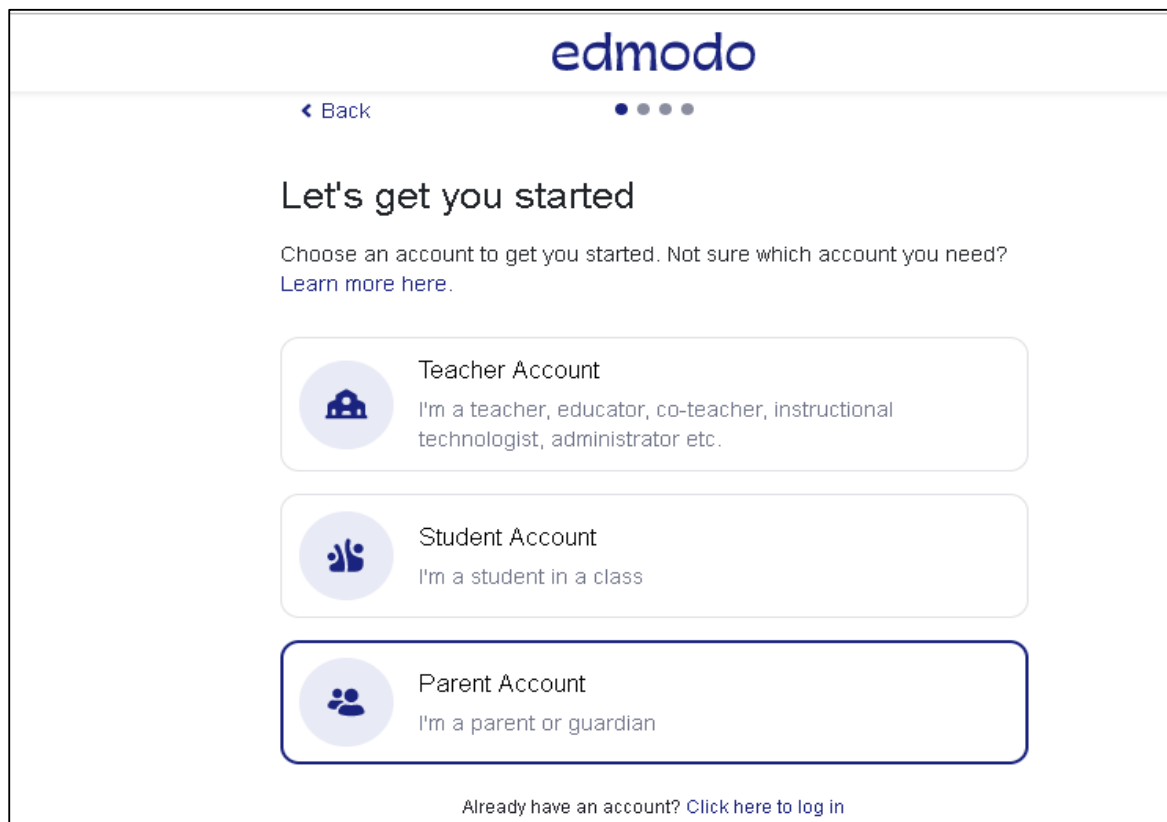
1. Obtain the unique parent code from your child's account. *Please note that this is not the same as your child's class/group code(s).*
   - The parent code is attached to your child's account. Each child has a different parent code. You can find your parent code the following ways:
     - Your child's Edmodo Homepage on a web browser (Chrome, Firefox, Safari, etc.): the parent code is located on the bottom of the left panel.
     - Your child's Edmodo account on an iOS or Android app: select your child's profile icon 😊 in the top left corner > tap the profile icon 😊 again in the pop up panel > the parent code is under the Invite Parent button
     - Your child's teacher can provide you with the parent code.
2. Go to the Edmodo homepage on a web browser (you can also sign up with the Edmodo for Parents Android App and iOS Apps).
3. Click Parent > fill in the necessary information
4. Click Sign up for FREE.
5. Fill in your first and last name > click Continue.
6. Enter your parent code in the pop up box > click Connect. (*If you miss this pop up box, you can always connect to your child's account in the left panel > click Add a child or class ➕.*)

You only need one parent account your entire time on Edmodo. Even if you have multiple children using Edmodo, you can add them all to your one account. There is never a need to create a new parent account (*and there is never a need for your child to create a new student account either*). If your child did create a new account, simply obtain the parent code associated with your child's new account and add it to your existing Parent Account. As your child joins or leaves classes or schools, your account will automatically update to reflect these changes.

Note: Each child has a different parent code. You do not have to share a parent account with another parent, relative, or guardian. Multiple parent accounts can be set up for one student. Simply use the same parent code found on the student's account to create another parent account (must have a different email address).

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Understanding Your Homepage (Parent)

Welcome to Edmodo's Parent view! Here, you'll find more ways to observe and monitor your child's Edmodo classroom. Your account is automatically updated as your child uses Edmodo and participates in their Groups, and as teachers communicate to parents.

Once you've added your child to your account, you will be able to see the following on your parent account:

1. What's Due: (Events, Assignments and Quizzes)
   - These are filterable by upcoming and past items

2. Messages: (Direct messages between you and your child's teachers, direct messages between your child and their teachers.
   - Parents cannot reply to direct messages between their child and the teacher. They can only read them.

3. Posts: (Notes from your child's teachers to your child's Classes):
   - *You may not see all Notes posted to the entire Class as this is controlled by your teacher's Class Settings. Read more about how teachers can send posts to parents here.*
   - *Note: At this time, parents cannot reply to posts. Please send your child's teacher a direct message using the messaging feature.*

4. Students: You can find all of your students in the left Panel below your Profile Panel. Clicking the down tab ˅ will allow you to access their classes.

How to add students to your Parent Account

After your children create their accounts, you can add them all to your Parent account. There is no need to create an additional Parent account for each student. To add another student to your existing account, please follow these steps:

1. Obtain the Parent Codes from your children's student accounts. Each student will have a *different* Parent Code on their account.
2. Log in to your previously created **Parent account.** If you don't already have an account, you must first create an account using one student's Parent Code before adding another student.
3. *On your homepage*, select **"Add a Child or Class"** on the left sidebar.
4. Alternatively, you can go into your *Account Settings,* click the **"Student"** tab on the left panel, then select **"Add Student"**.
5. Type in the **Parent Code** to observe your child's account.
6. Repeat for any other students you need to add to your account.

Note: If your student created two accounts by mistake and you linked them both to your Parent account, you can easily remove the duplicate account.

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Account Setting (Web)

If you want to edit your personal information
1. Click your **"Profile Icon"** on the top right corner of your screen and select "**Settings**."
2. In your settings, select the "**Personal Information"** tab on the left.
3. Filled out all the information
4. Click Save button if you're done.
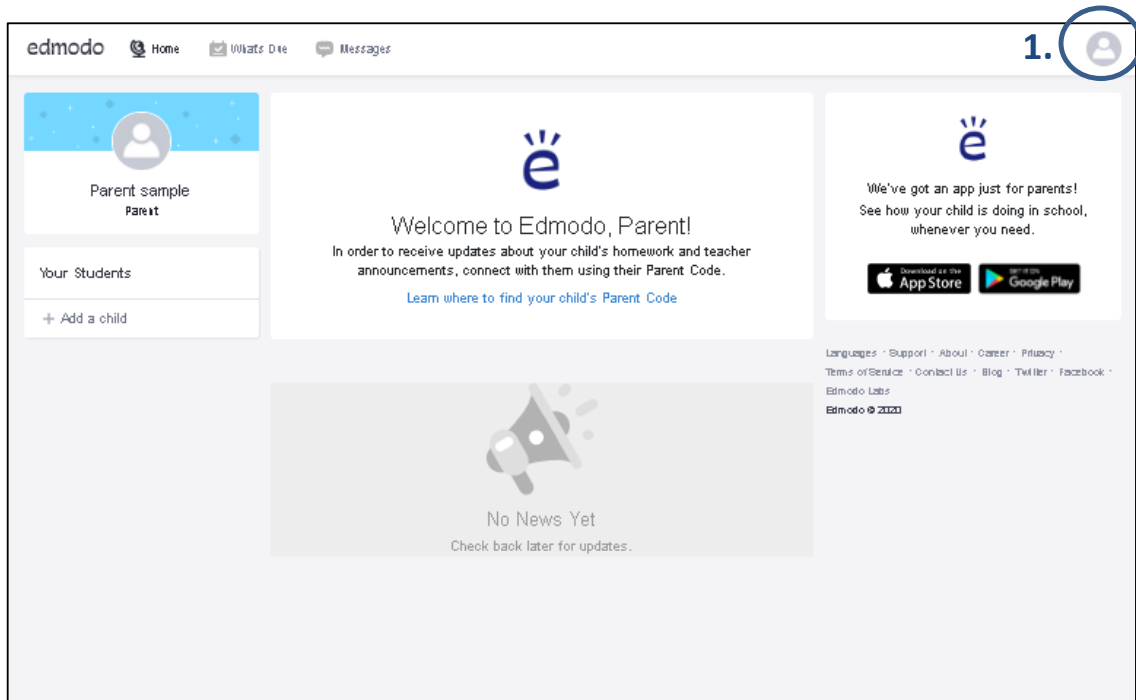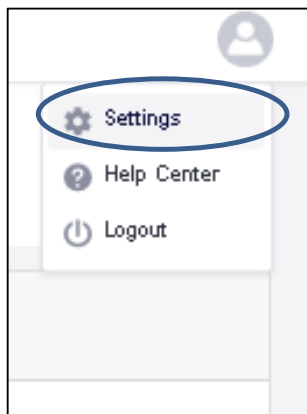
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Reset Your Child's Password (Web)

If your child forgets their password you are able to **reset a forgotten Student password** if you are connected to their account. To reset your child's password, please follow these steps:

5. Click your **"Profile Icon"** on the top right corner of your screen and select "**Settings**."
6. In your Settings, select the "**students**" tab on the left.
7. Select **"Reset Password."**
8. Enter a **new password** and **confirm** the password.
9. Click "**Reset Password**" to complete the process.

Send a Direct Message as a Parent (Web)

You can now send a direct, private message to the teachers and co-teachers of your child's Edmodo Classes, as well as to your connected child. Use the messaging feature to connect:

1. Tap "**Messages**" in the top menu.
2. To create a new message, click the **pencil icon** in the left side **"Messages"** column.
3. Type the name of the person you would like to message on the top panel. You'll also see a list of connected teachers and students that you can select from on the left panel.
4. In the **"Type a message"** box at the bottom, add your message.
5. Use the **paperclip icon** to add any attachments.
6. Click the "**Send**" button to send your message.

To learn how to send a direct message using your Edmodo for parents Android or iPhone app, take a look at this article for Android or this one for iPhone.

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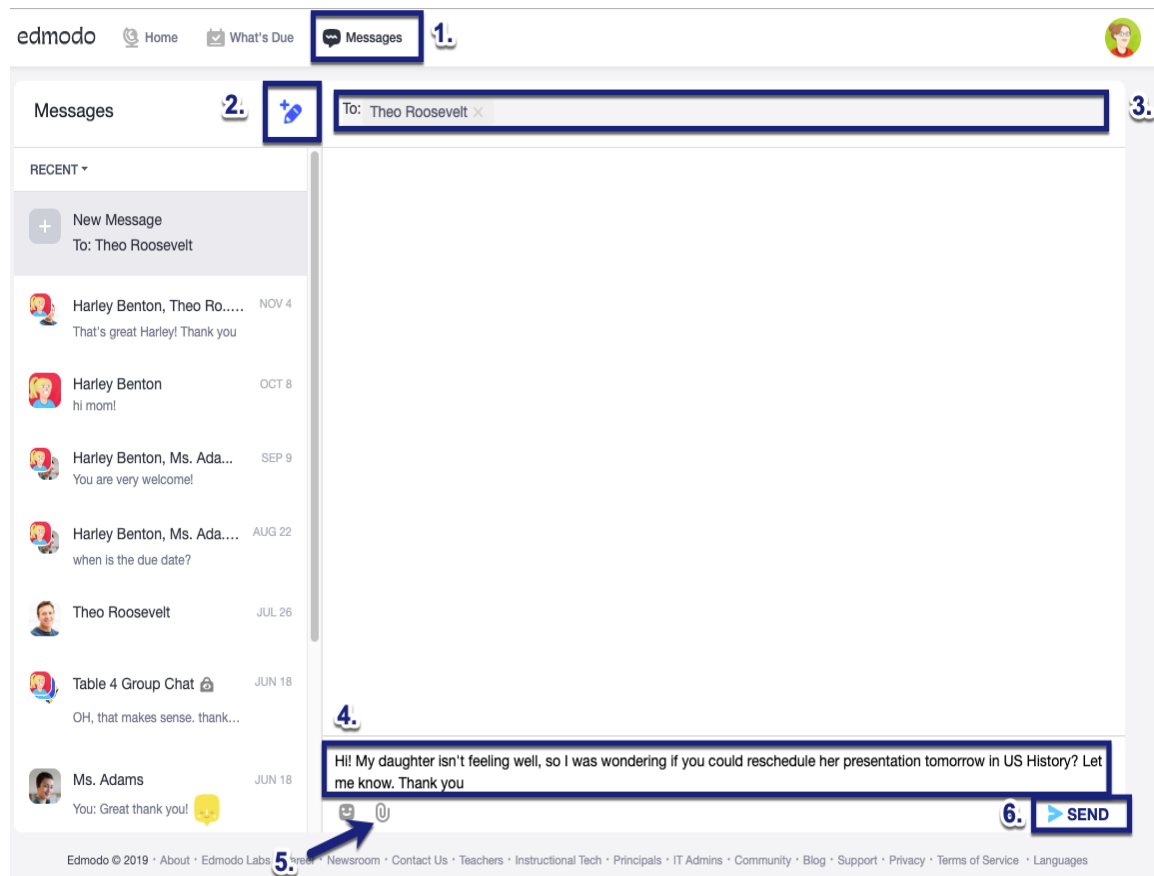
View Your Child's Grades (Web)

To view your Child's grades on their **Quizzes** or **Assignments**, the "Assignments" and "Quizzes" tabs in the **"What's Due"** section is the place to go! To do so, please do the following:
1. When you log in, you will see the **"What's Due"** tab in the top toolbar. If you have more than one student account on your parent account, select your **Child's name** from the **Student Activity** section on the left panel.
2. Select the **Past** tab right below the name of the student on the left side of the page. This will allow you to see all of the assignments and quizzes your child has already submitted.
3. Choose to view either "Assignments" or **"Quizzes"** by clicking the Assignments Tab on the right side of the page.
4. Grades will appear in the "Grade Column".

Assignments:

Quizzes:

Note the following scenarios:
1. If an *Assignment* **has not yet been graded** by the teacher on Edmodo, you will see an empty slot in the Grade section.
2. If an *Assignment* **has been graded** on Edmodo by the teacher, you will see a score below your child's Assignment submission.
3. If you would like to contact a teacher over a particular grade, hover over the right side of the submission row, and click **"Message Teacher"** when it appears.

Message   **Teacher**

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Find a Student's Parent Code

Every student has a unique Parent Code. This code is used to create a Parent account, and links the parent to the student. By associating with a student, the parent account is automatically populated with information from all Groups that their student has joined. If a parent has multiple students using Edmodo, they should obtain the Parent Code for each student and then add a student once logged in to their existing account.

The Parent Code for an individual student can be found by the **Teacher**, or within the **student** account.

A parent or student can find the Student's Parent Code by logging in to the student's account on the web:
1. **Logging in** to the student's account.
2. Scrolling down and finding the Parent Code on the **bottom left corner of the home page.**

EDMODO GUIDE FOR Parent
(For Mobile Application – Android)

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Parent Sign Up

You can sign up for a Parent Account with our iPhone app for Parent accounts and learn more about it here. To get started you'll need to have the Parent code from your child or have them with you so they can login and link their account to yours: more details below. Once you've installed and opened the app, please tap on "Sign up for Edmodo for Parents." Then simply follow along with the screenshots (with notes) below.
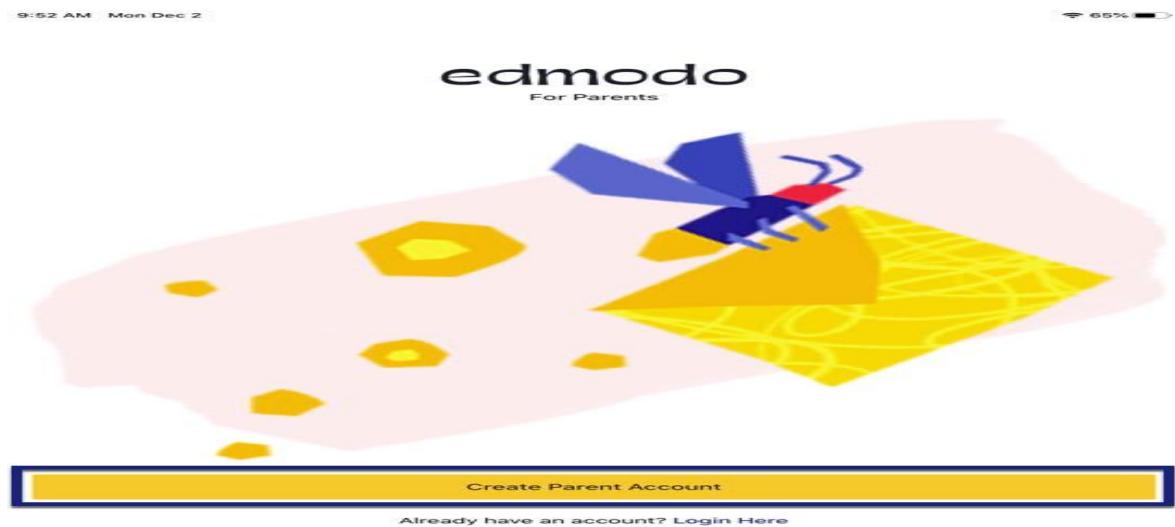
On the Sign Up screen, fill in your Email address and Password, then tap "Continue." You also have the option to Sign up using your Google Account.

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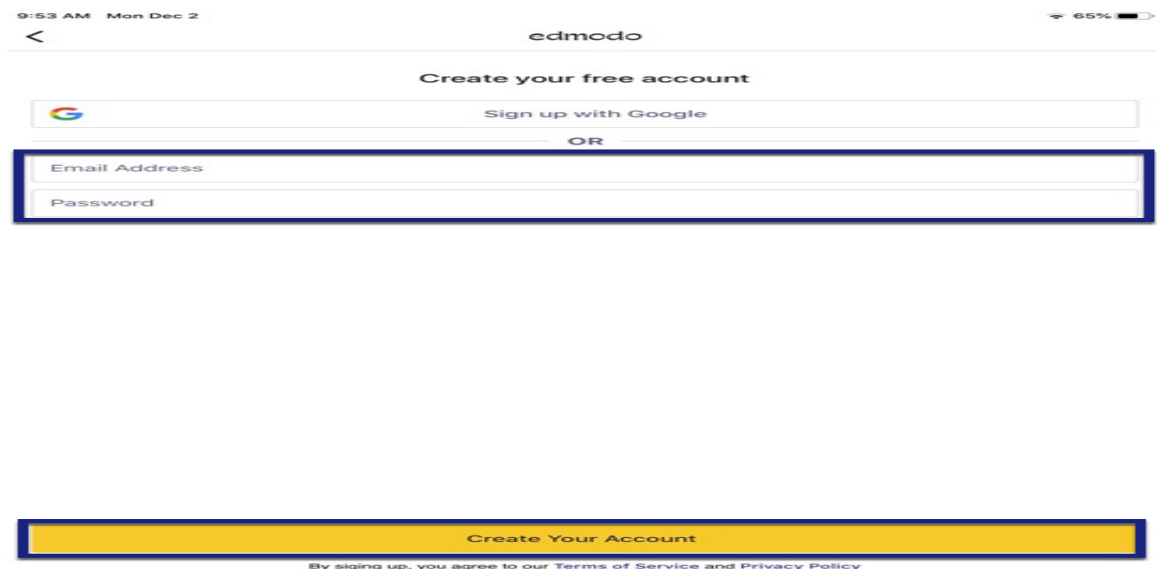
Up next, fill out your "First and Last Name".

10:03 AM   Mon Dec 2   64%
<   edmodo
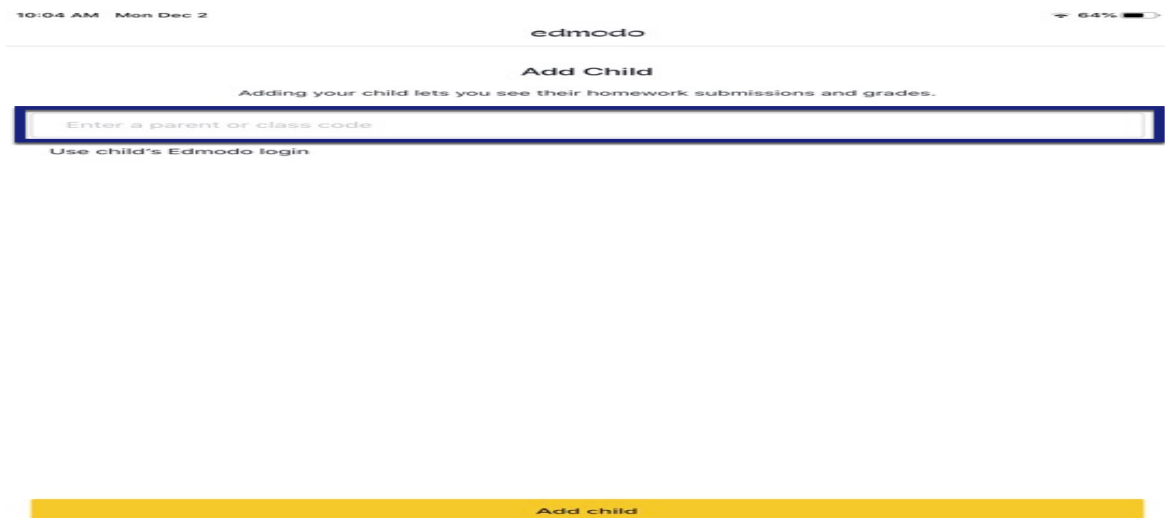
Who are you?
Let's get you started. Tell us a little about yourself.

First Name

Last Name

Next

Now that you're all signed up, let's get your account linked to your child's account. If you have more than one child, we'll address that toward the end. Once you get to the "Add Child" page, type in the "Parent Code". The parent code can be located on your student's Profile, or can be given to you by your student's teacher. You also have the option of typing in the "Class Code" of a class that your student is in. After you have typed in the code, click "Add Child".

10:04 AM   Mon Dec 2   64%
edmodo

Add Child
Adding your child lets you see their homework submissions and grades.

Enter a parent or class code

Use child's Edmodo login

Add child
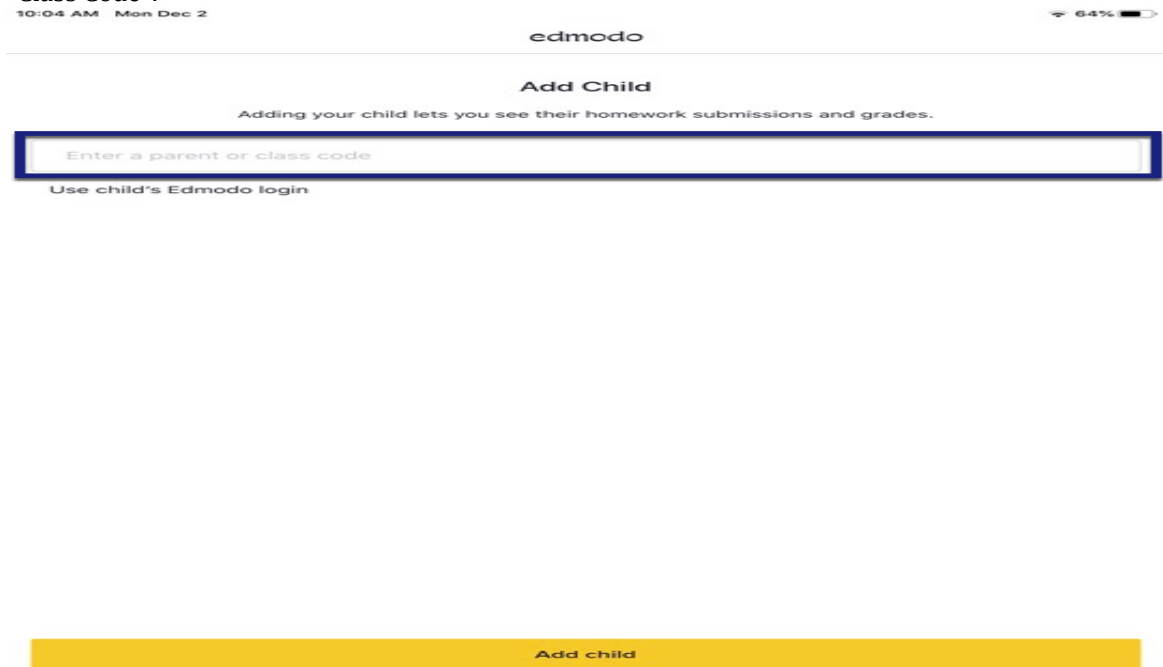
You will now be directed to your main page. If you would like to add another child to your account, click the settings gear.png icon in the upper left corner of the screen.

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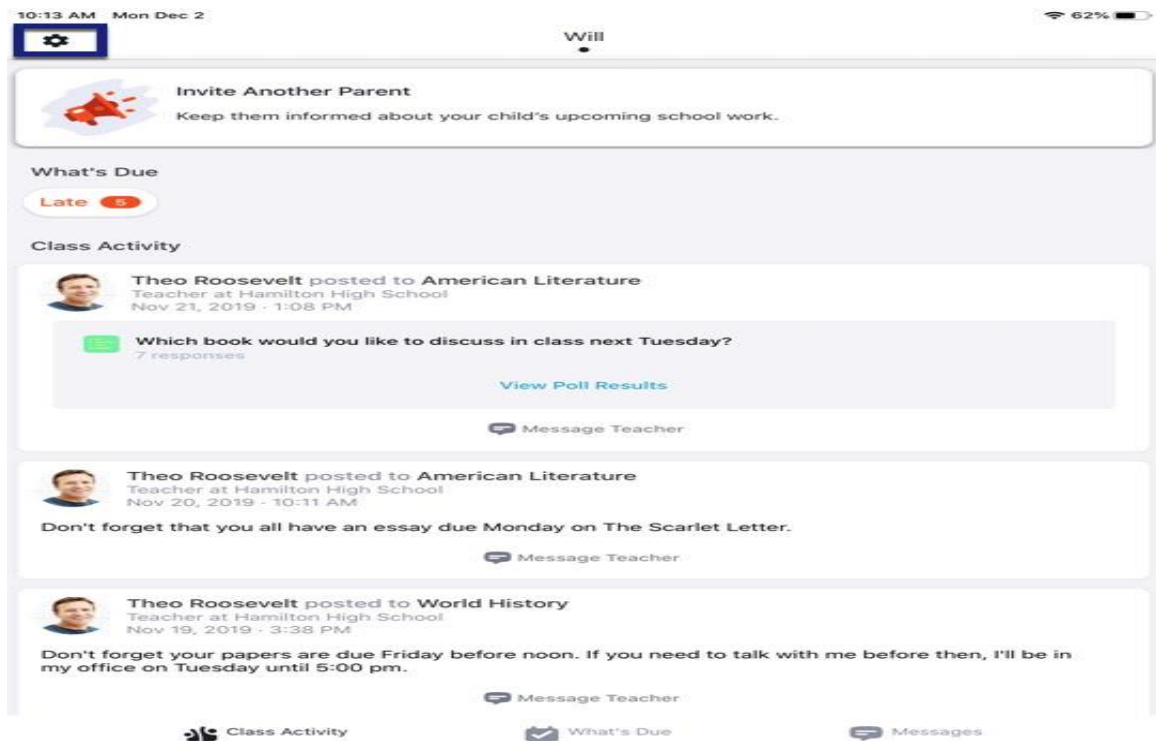
On the settings page, then click the "Add Student" addmember.png icon in the top right corner of the page to add another student.

21
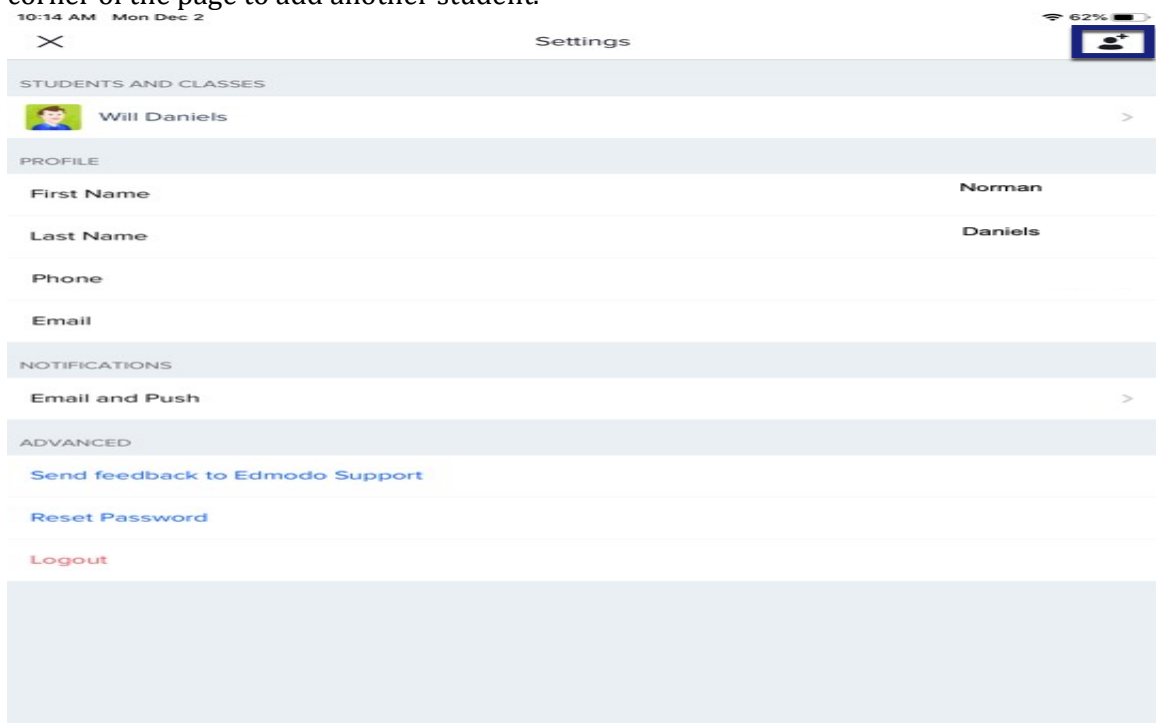
This will direct you back to the "Add Child" page that you encountered right before finalizing your account. You have the option of typing in your other student's "Parent Code", or typing in their "Class Code".

10:04 AM   Mon Dec 2   64%

edmodo

Add Child

Adding your child lets you see their homework submissions and grades.

Enter a parent or class code

Use child's Edmodo login

Add child

Note: You can also use the desktop version of Edmodo or the full web version on your iPhone's browser to create a Parent Account.
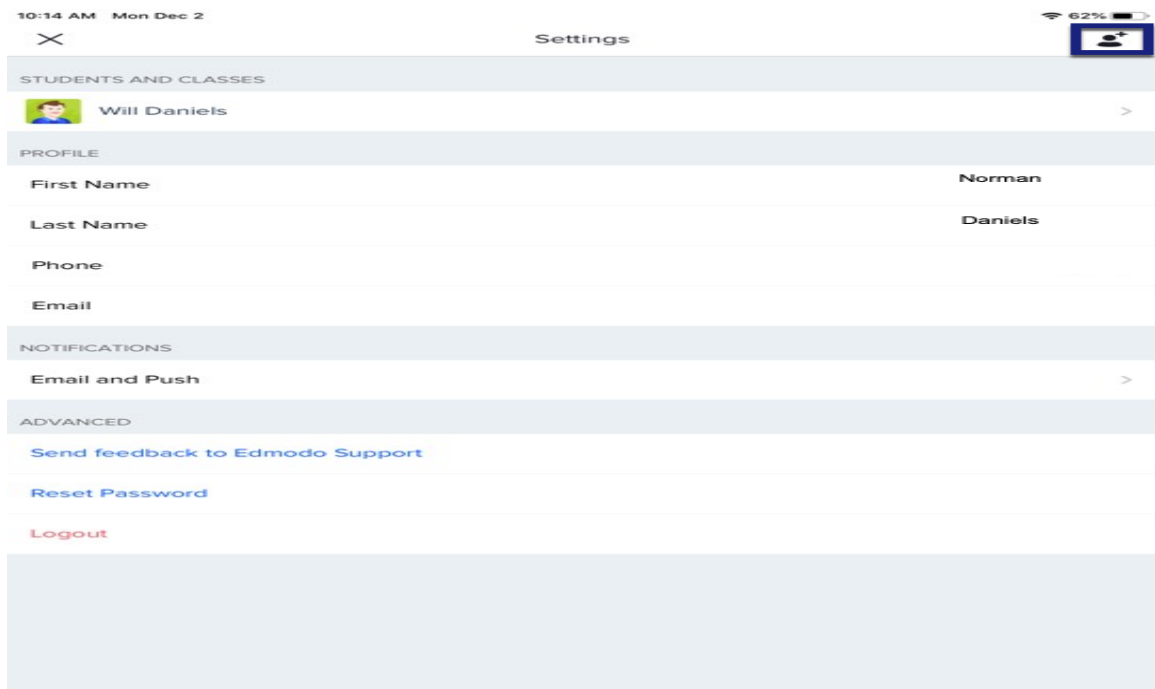
22

How to Add Students to Your Parent Account

After your children create their accounts, you can add them all to your Parent account. There is no need to create an additional parent account for each student. To add another student to your existing account, please follow these steps:

1. Obtain the Parent Codes from your student's accounts (each student will have a different Parent Code on his/her account).
2. Log in to your previously created Parent Account (if you don't already have an account, you must first create an account using one student's Parent Code before adding another student).
3. On your home screen, tap the "Gear icon" at the top of the screen.
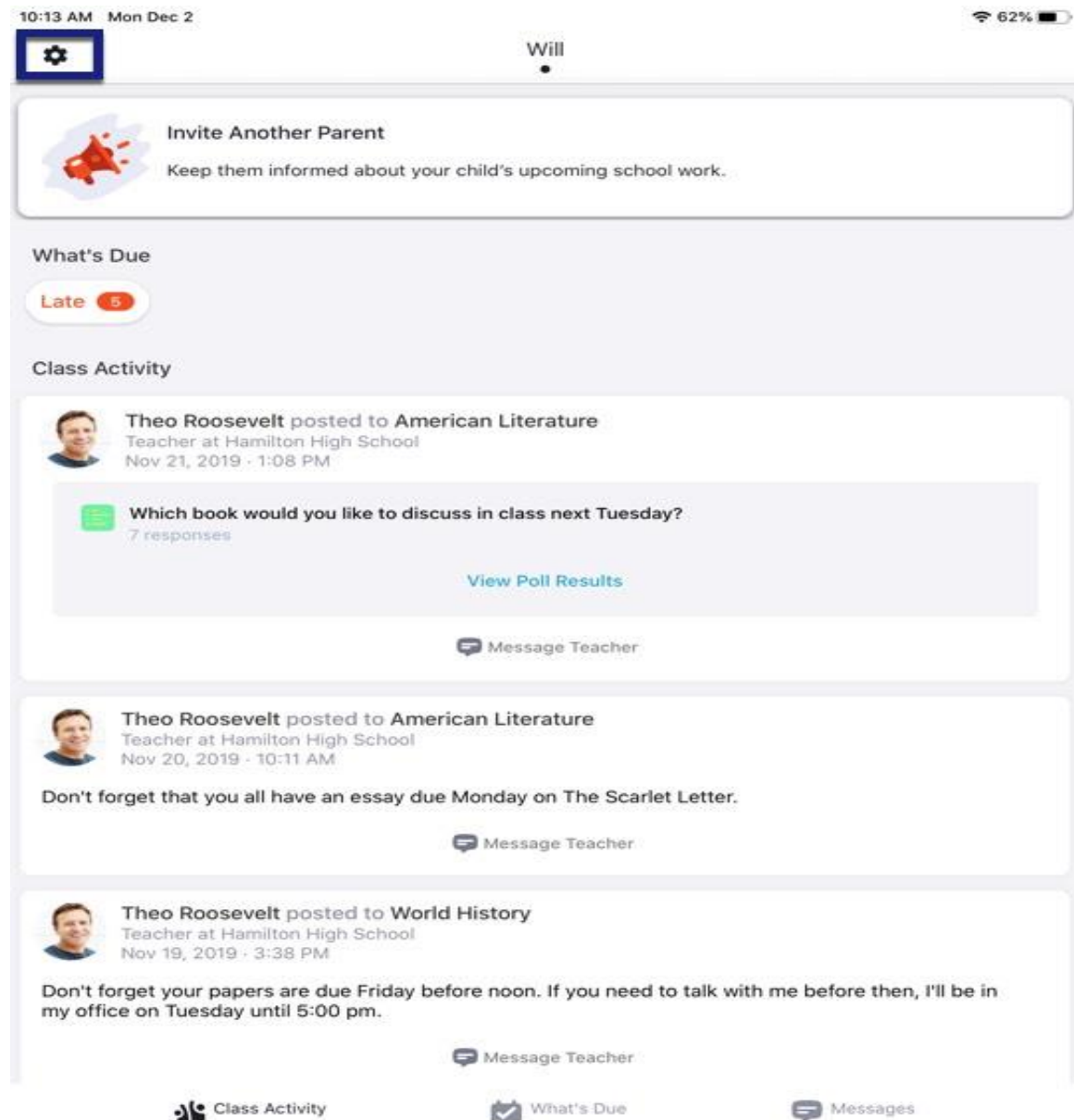
4.   Select the Add Student icon addmember.png at the top of the following screen.
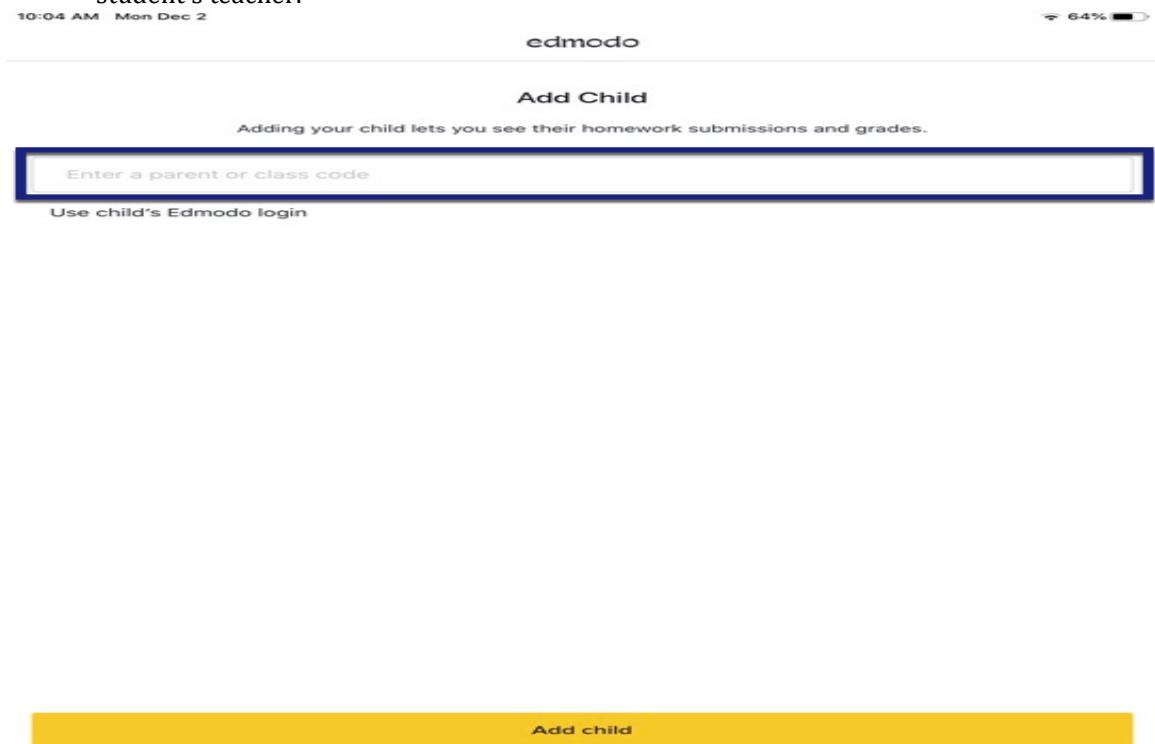
5.   Type in either your student's "Parent Code", or the "Class Code" of the class your student is in. You can obtain your student's Parent Code from their profile page, or from your student's teacher.

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Multiple Students?

If you've connected with more than one student, you can switch between your students. You can switch between your students by swiping in the middle of the screen. You'll know whose information you are seeing by the name at the top.
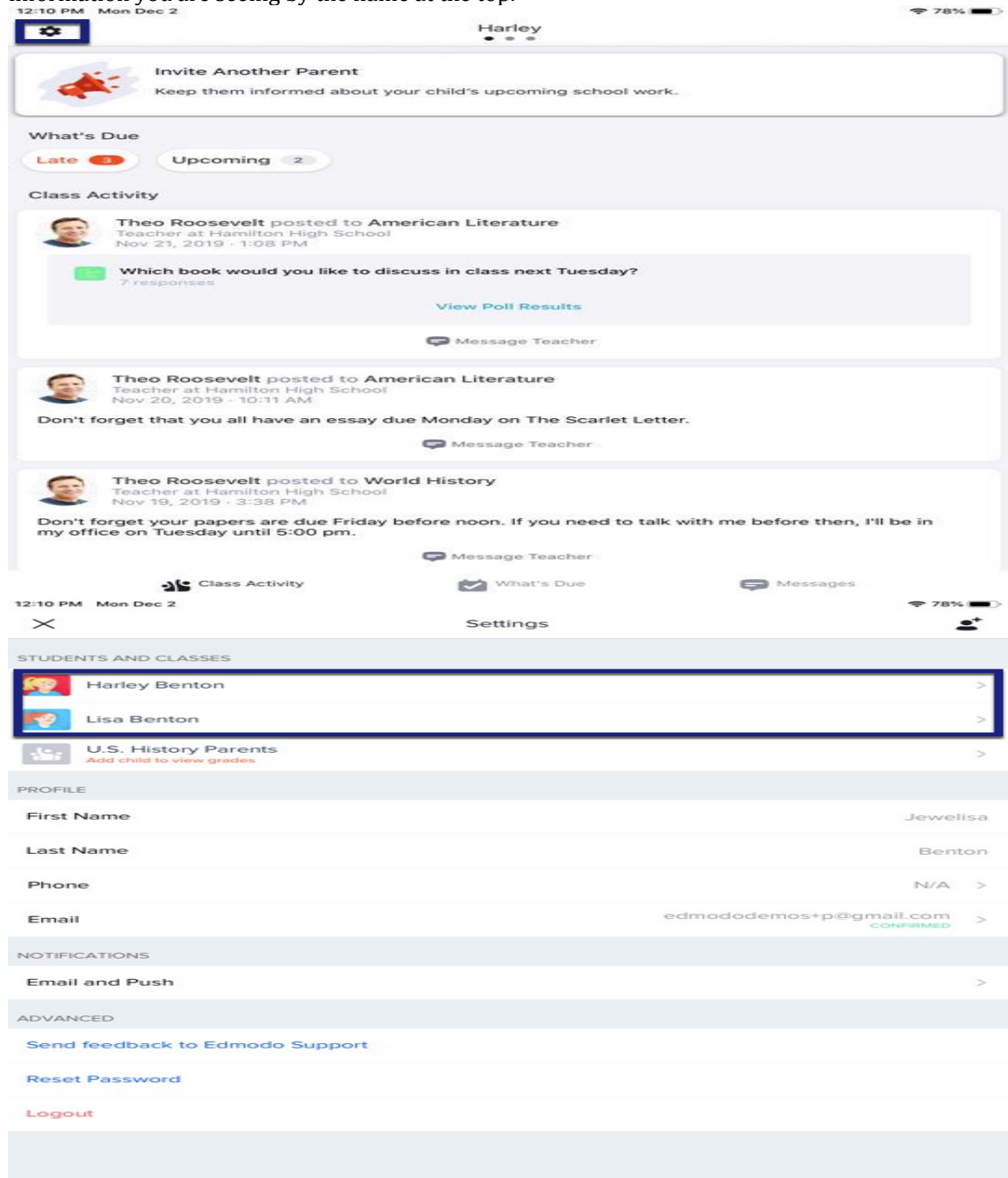
Note: You can also use the desktop version of Edmodo or the full web version on your iPhone device's browser to create a parent account.

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How to Remove a Student from Your Parent Account

If you connected to the wrong student, your child created a new student app and you want to remove the out-dated account, or you need to remove a student from your parent app for any other reason, follow these instructions:

1. Log-in to your previously created Parent iOS app.
2. Click the "Settings icon" gear.png on the top left of your screen.
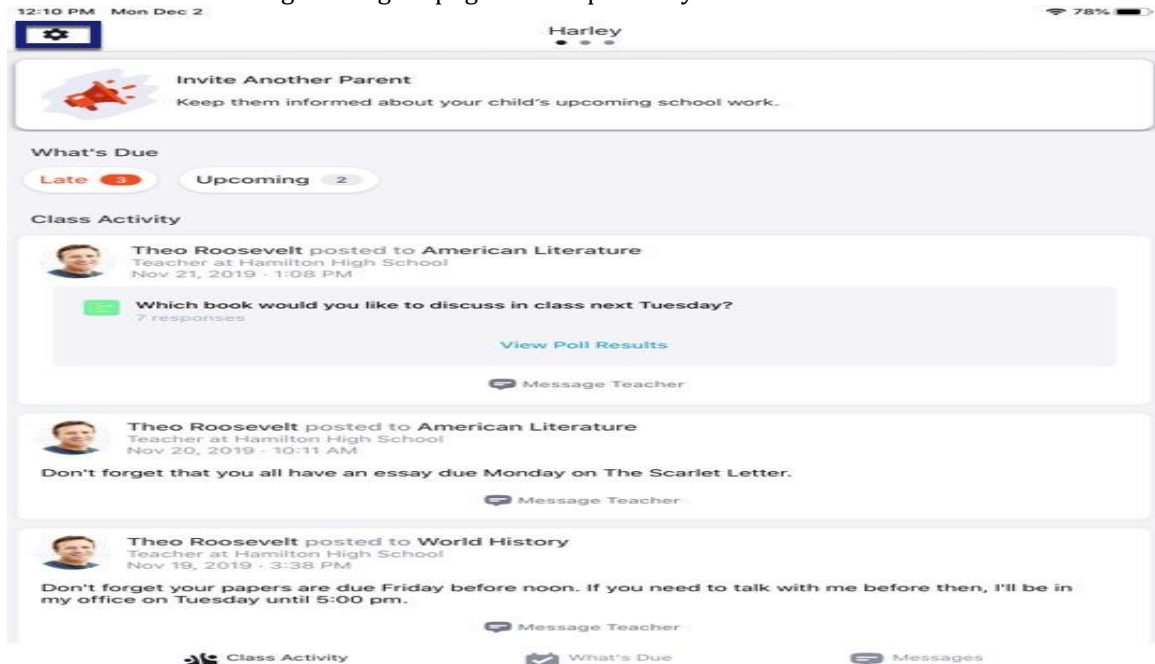
3. In the Students section, select the "name of the Student" you would like to disconnect from.

26
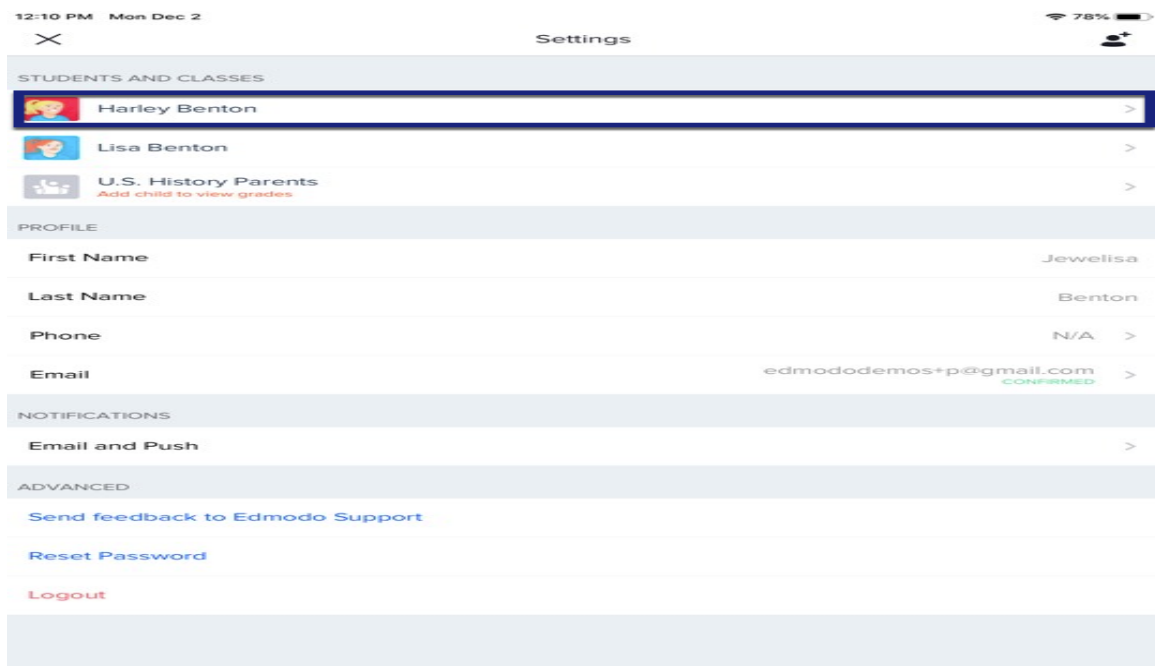
4. Select the red "Unlink Student" button. That student has now been removed from your parent account.
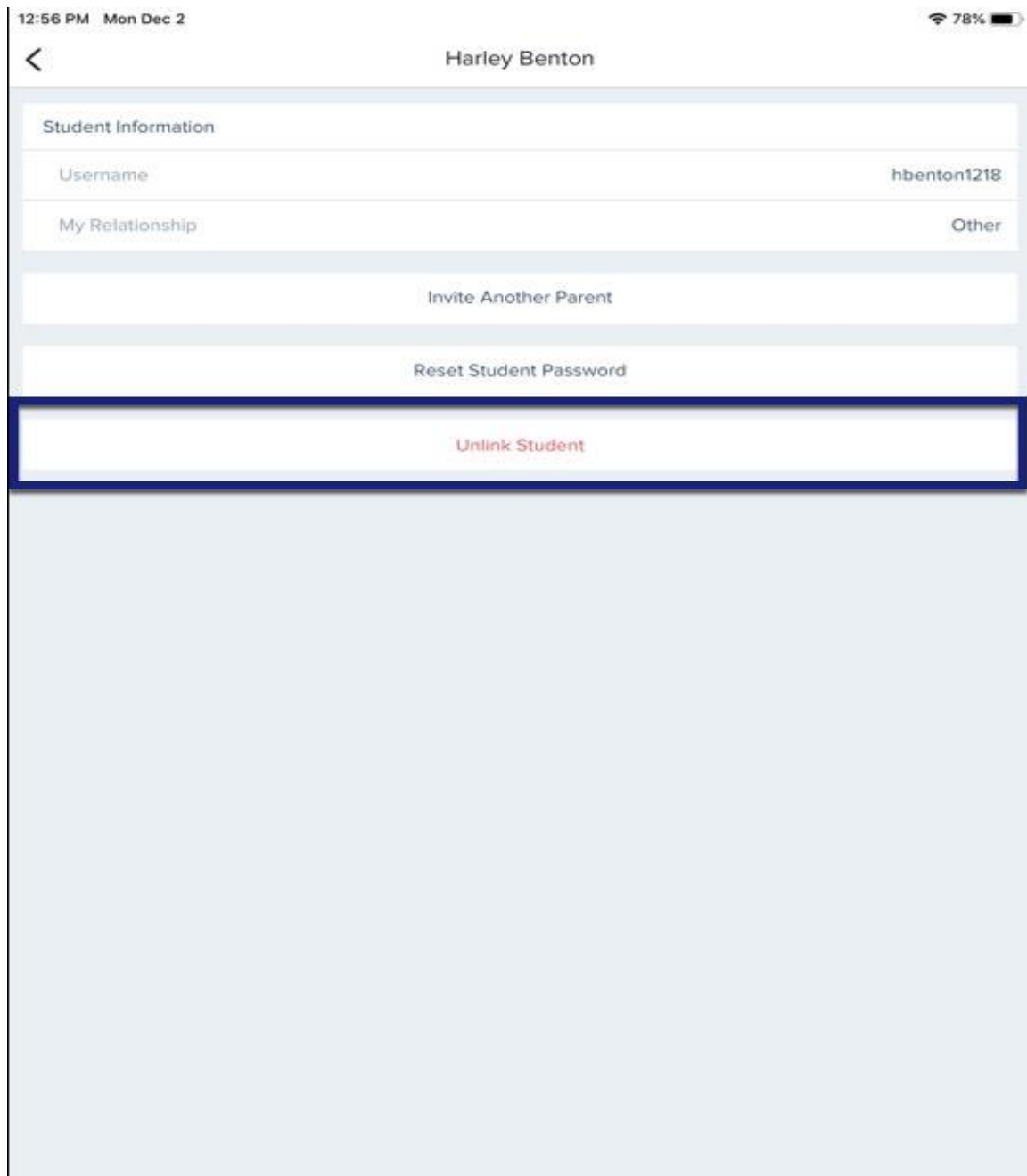
Note: Accidentally removed a student from your account? You can easily add the student again by clicking "Add a Student" at the top of the the settings toolbar.

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Reset Your Child's Password (iPhone)

After your child creates his or her account, you are able to reset a forgotten student password from your Edmodo for Parents iPhone app. To reset your child's password on your Parent iPhone app, please follow these steps:

1. Click the "Settings icon" gear.png on the top left corner of your screen.

12:10 PM   Mon Dec 2   78%

⚙

Harley
● ● ●

Invite Another Parent
Keep them informed about your child's upcoming school work.

What's Due

Late   3   Upcoming   2

Class Activity

Theo Roosevelt posted to **American Literature**
Teacher at Hamilton High School
Nov 21, 2019 · 1:08 PM

Which book would you like to discuss in class next Tuesday?
7 responses

View Poll Results

💬 Message Teacher

Theo Roosevelt posted to **American Literature**
Teacher at Hamilton High School
Nov 20, 2019 · 10:11 AM

Don't forget that you all have an essay due Monday on The Scarlet Letter.

💬 Message Teacher

Theo Roosevelt posted to **World History**
Teacher at Hamilton High School
Nov 19, 2019 · 3:38 PM

Don't forget your papers are due Friday before noon. If you need to talk with me before then, I'll be in my office on Tuesday until 5:00 pm.

💬 Message Teacher

Class Activity   What's Due   💬 Messages

28

3. In the "Settings" section, tap the name of the student whose password you would like to reset.

4. In the student's view, select "Reset Student Password".

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5. Enter a new password and confirm the password. Click "Save New Password" to complete the process.

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Send a Direct Message as a Parent

You can now send a direct, private message to the teachers and co-teachers of your child's Edmodo Classes, as well as to your connected child. Use the messaging feature to connect:

1. Tap "Messages" in the bottom menu.
2. To create a new message, click the plus icon _.pngon the top right side.
3. Type the name of any of your child's teachers or type your child's name. You'll also see a list of connected teachers and students that you can select from.
4. In the "Type a message" box, add your message.
5. Use the paperclip icon to add any attachments.
6. Click the "Send" button to send your message.

To learn how to send a direct message on the web version of Edmodo, take a look at the article here.
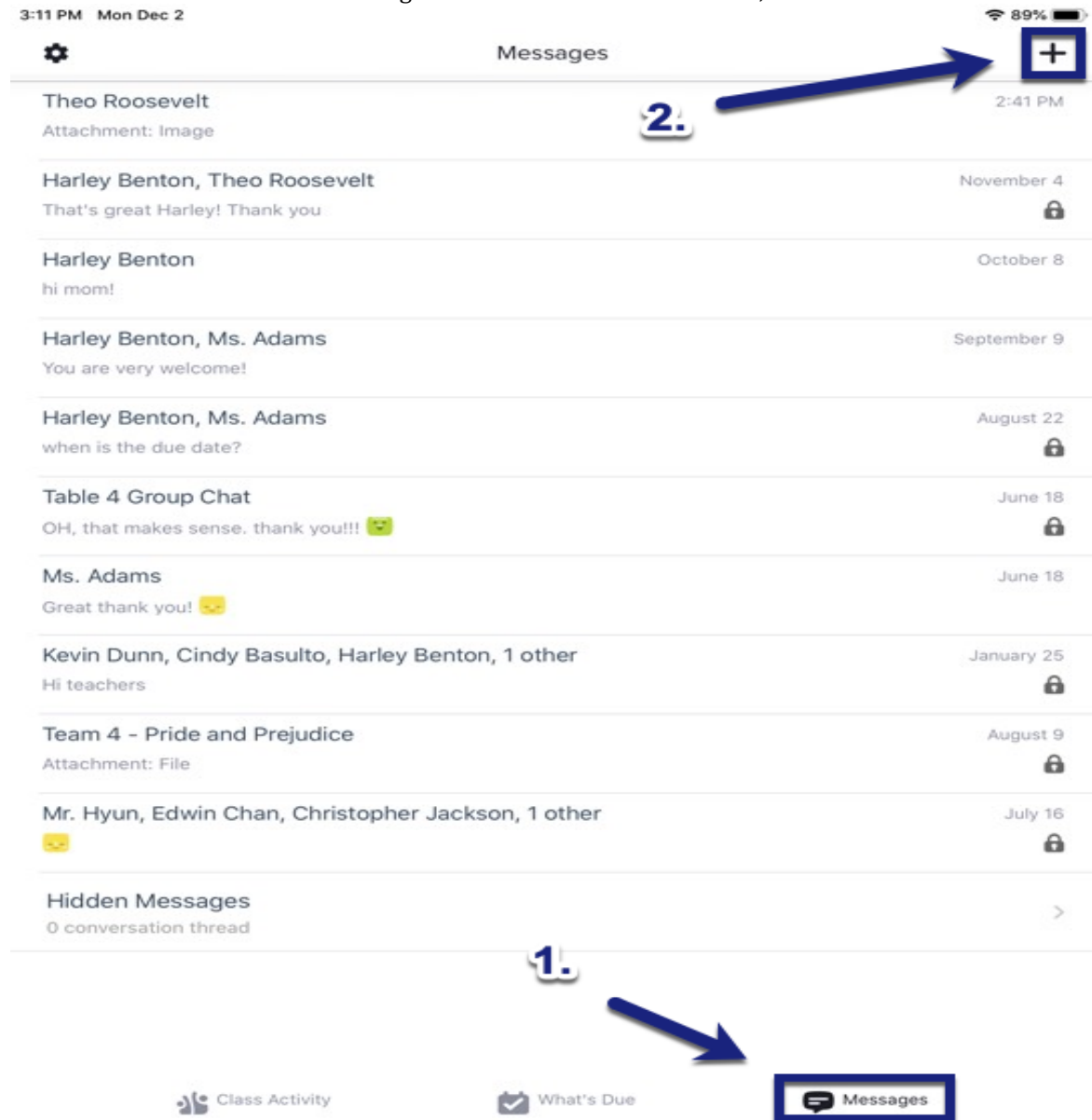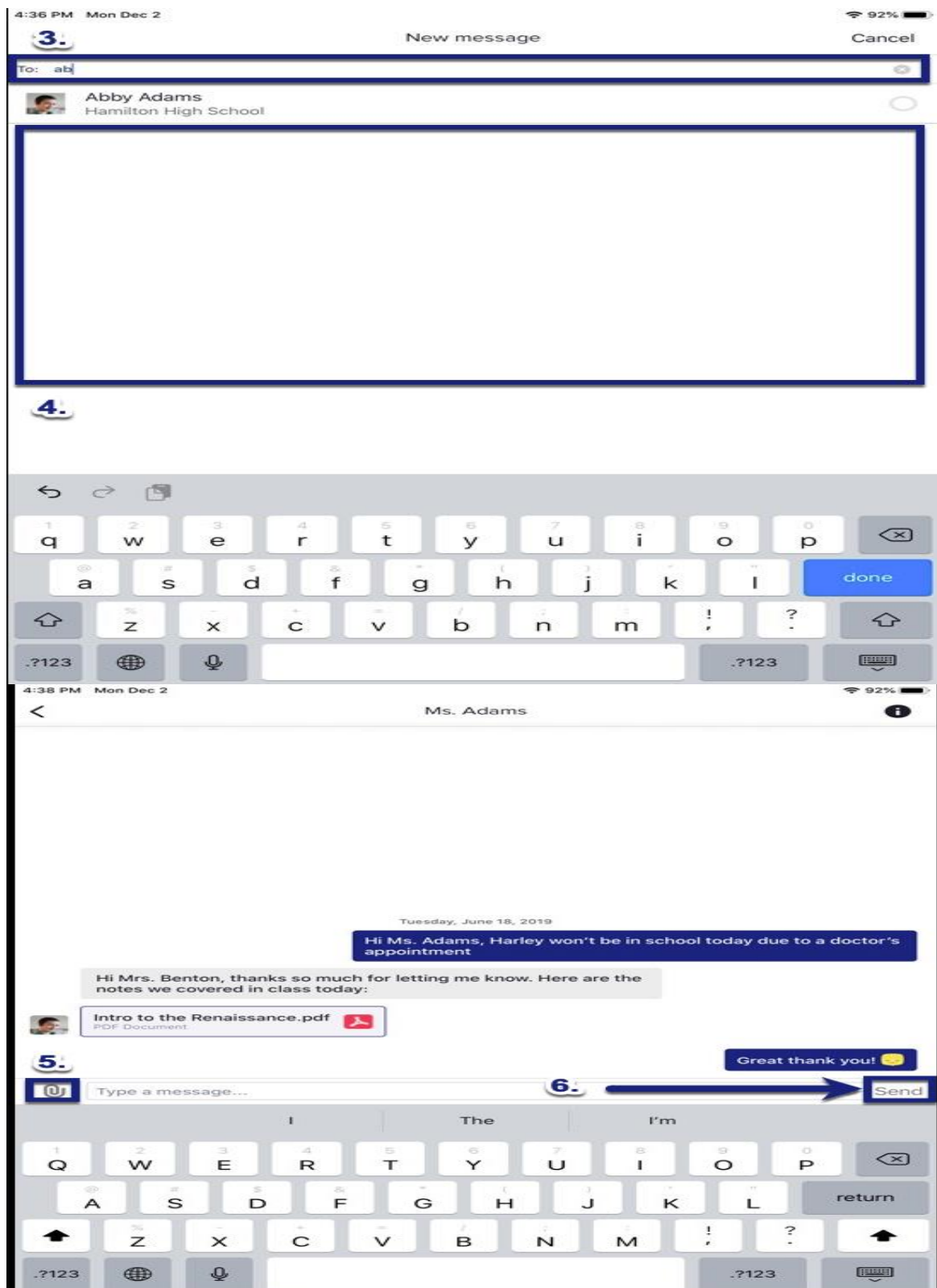
View Your Child's Grades (iPhone)

To view your Child's grades on their Edmodo created Quizzes or Assignments, the "What's Due" section is the place to go! To do so, please do the following:

1. When you log in, you will see the "What's Due" tab: you can click it on the bottom of the screen. If you have more than one student account on your parent account swipe left on the screen to switch student profiles, and you will see the name of the student at the top. You'll know which child's account you're viewing by the name displayed at the top.
2. Tap the "Completed" tab at the right of the upper panel.
3. Tap into the Assignment or Quiz for more detail.
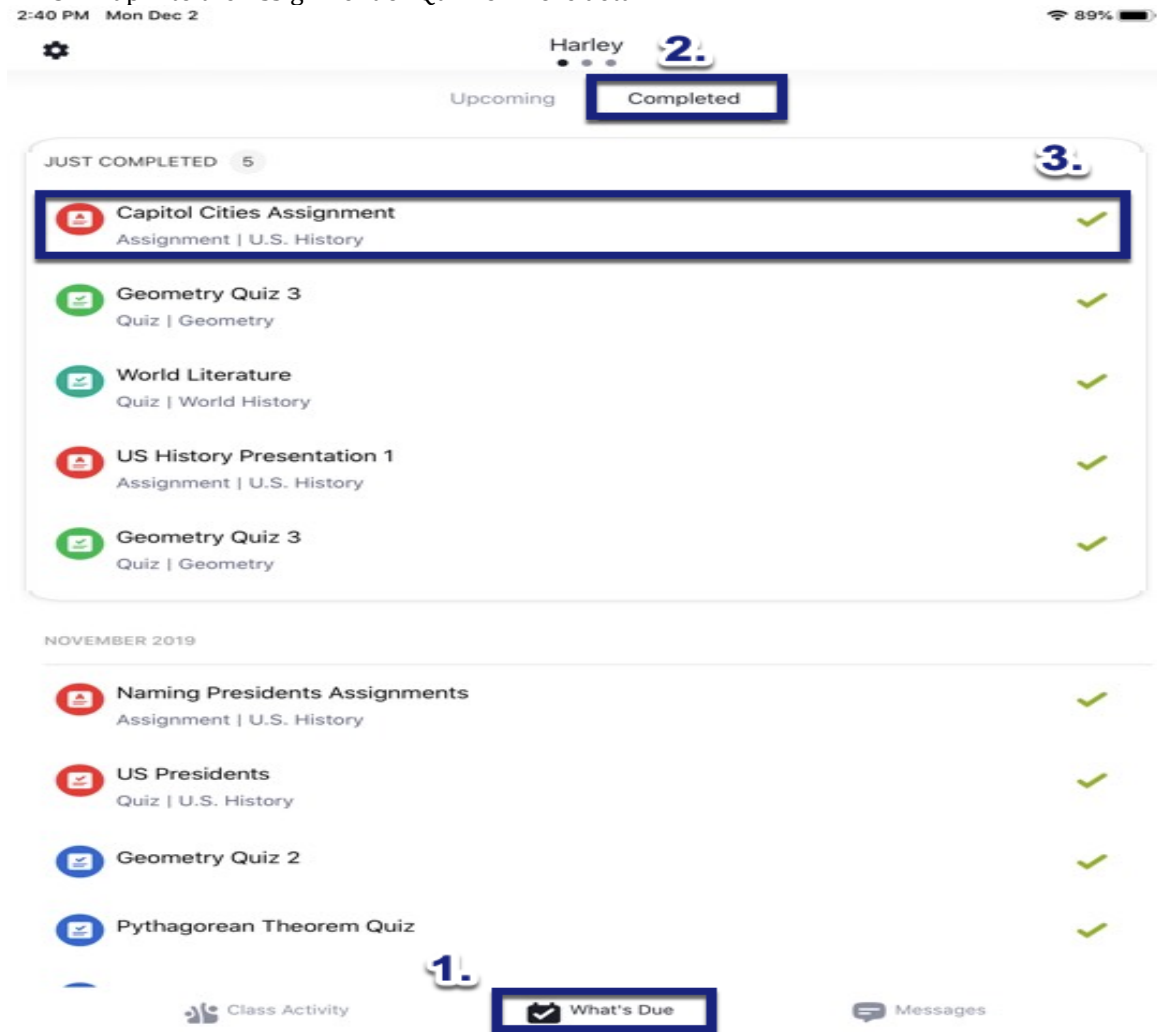
Note the following scenarios:

- If an Assignment or Quiz was submitted on time in Edmodo, you will see text reading: "Assignment Submitted On Time" below the grade. Click on "View submission" for more details.
- If an Assignment or Quiz was not submitted on time, will see text reading: "Submitted Late" . Click on "View submission" for more details.
- If the assignment or Quiz has been graded, you will find the grade below the "View submission" button. You can click on that button for more details.

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On time Assignments:

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Late Assignments:

Capitol Cities Assignment

Assignment | U.S. History

✓ Submitted Today @ 02:23 PM

SUBMISSION

View Submission

GRADE

28 / 30

Submitted Late

INSTRUCTIONS

Write the history of a major capitol city of your choice.

MESSAGE TEACHER

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What You Can See on Your Parent Account (iPhone App)

We are excited to introduce the new iPhone app for Parent accounts. Designed to immediately show you what you need to know: this application puts the most important information front and center so that you can stay in the loop and help your student reach their full potential.

How do you sign up?

If you received an invitation from your student, you can sign up with that email address and instantly be connected to your student's account. Alternatively, you will need to ask your student for their unique Parent Code, or have them enter their credentials during your sign up process. By associating with your student's student account, you will automatically see information from the Group/Class they have joined on Edmodo.

What will you be able to see or do from your account?

- Group/Class Activity: In this section you can see Posts. Any Notes sent to your student's Groups/Classes will be seen in this section, unless the teacher has chosen to hide all Posts from Parents.
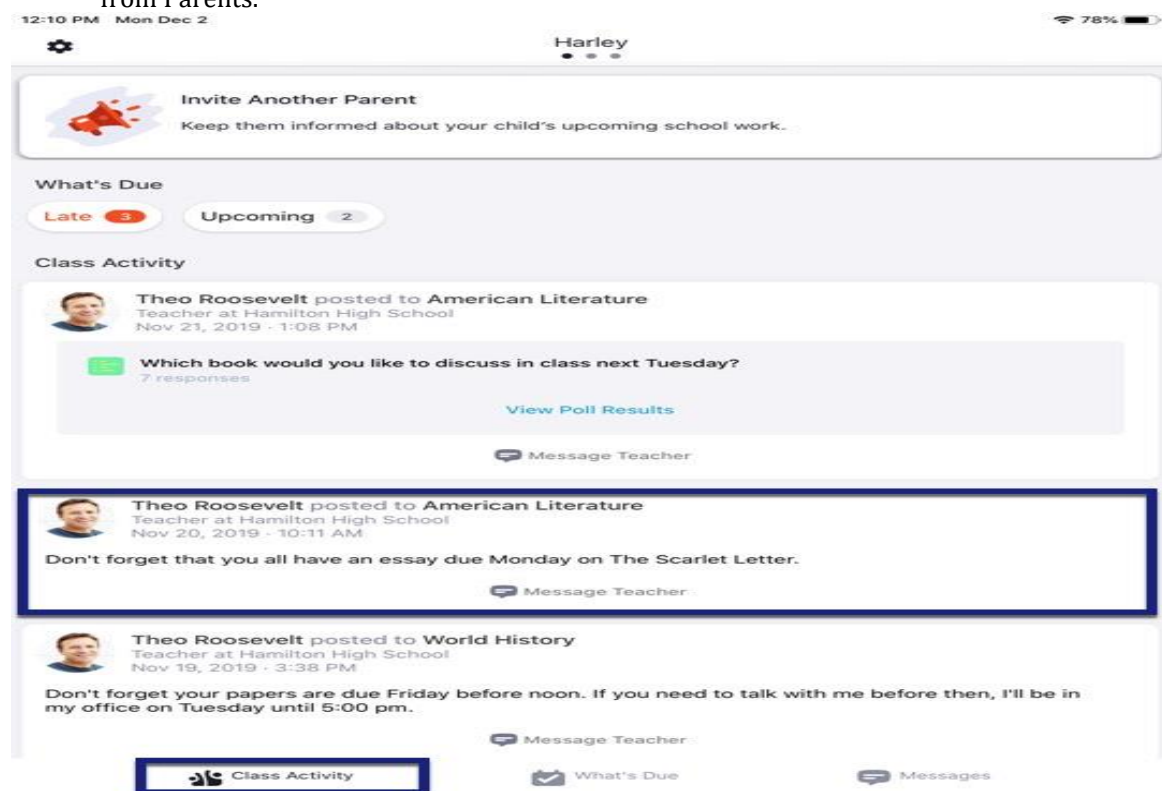
What's Due: All Quizzes, Assignments, and Events can be found in this section. Tap on the "Upcoming" section to view upcoming deadlines from your students classes. Tap on the "Completed" section to view Assignments and Quizzes your student has already submitted. You can view their grades in this section as well.

36
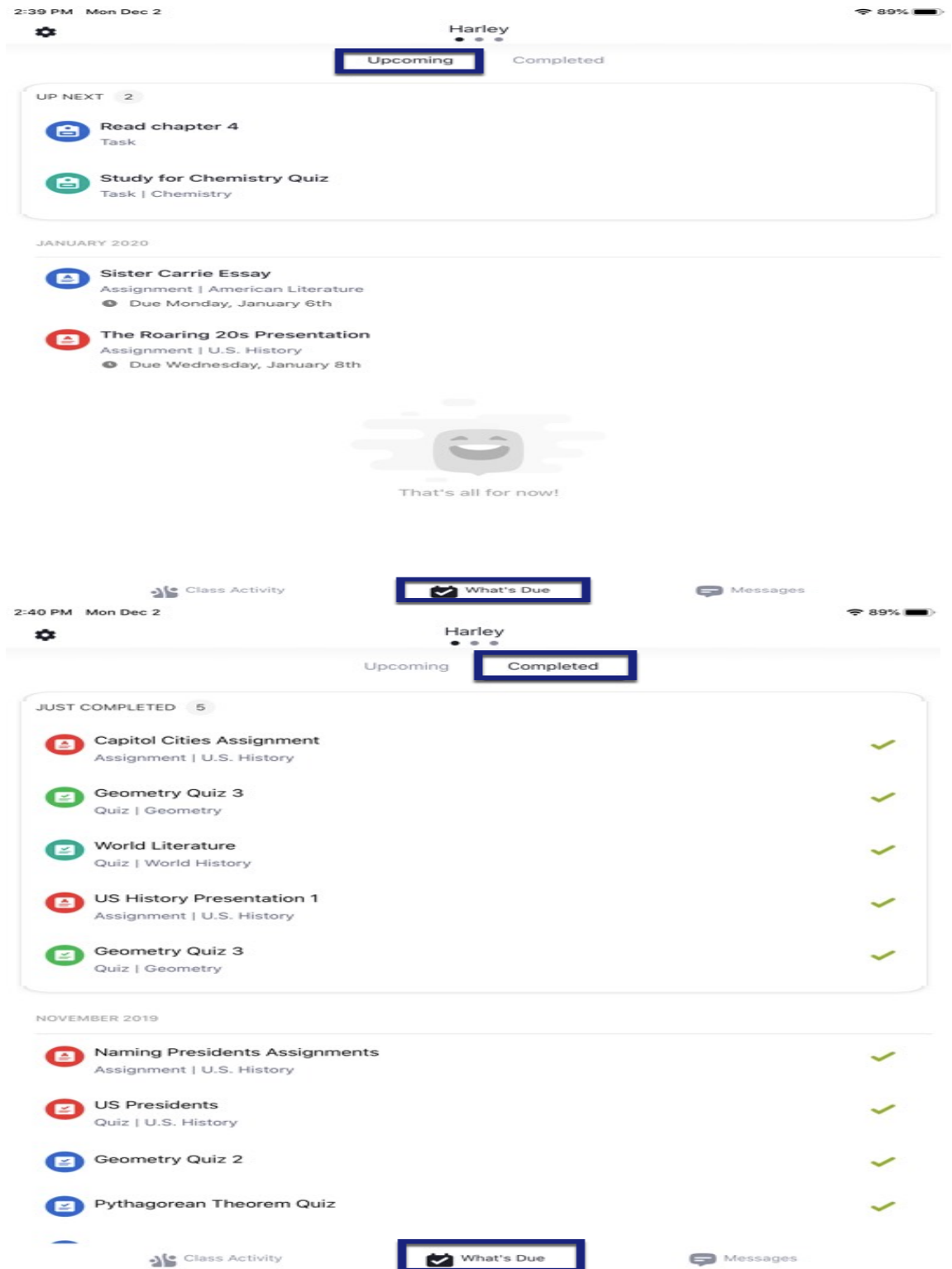
Messages: You can now send direct, private messages to your connected students or their teachers using the messaging option on the bottom navigation menu. You can also see the messages sent between your student and their teacher, but you cannot respond in those conversations.
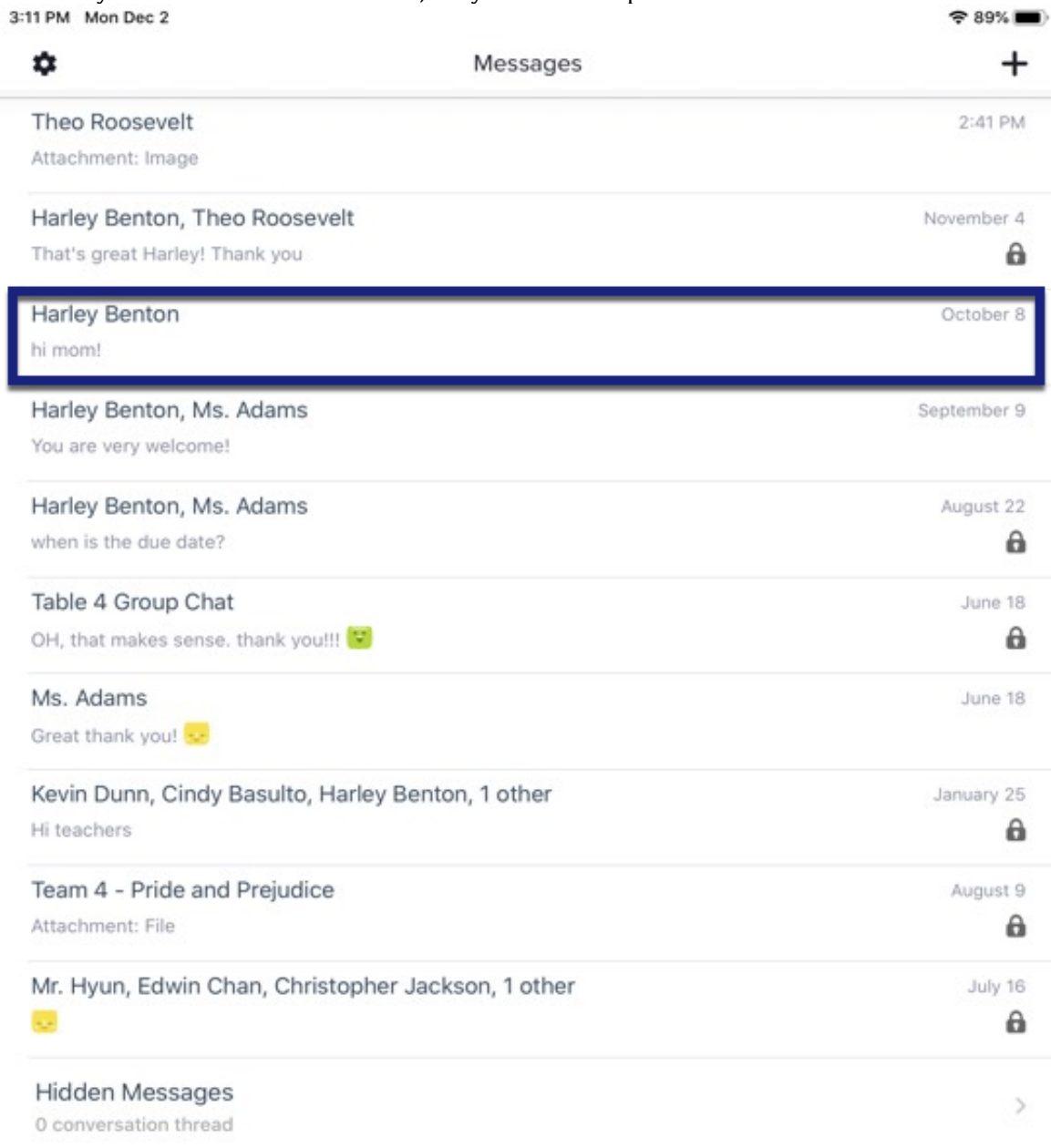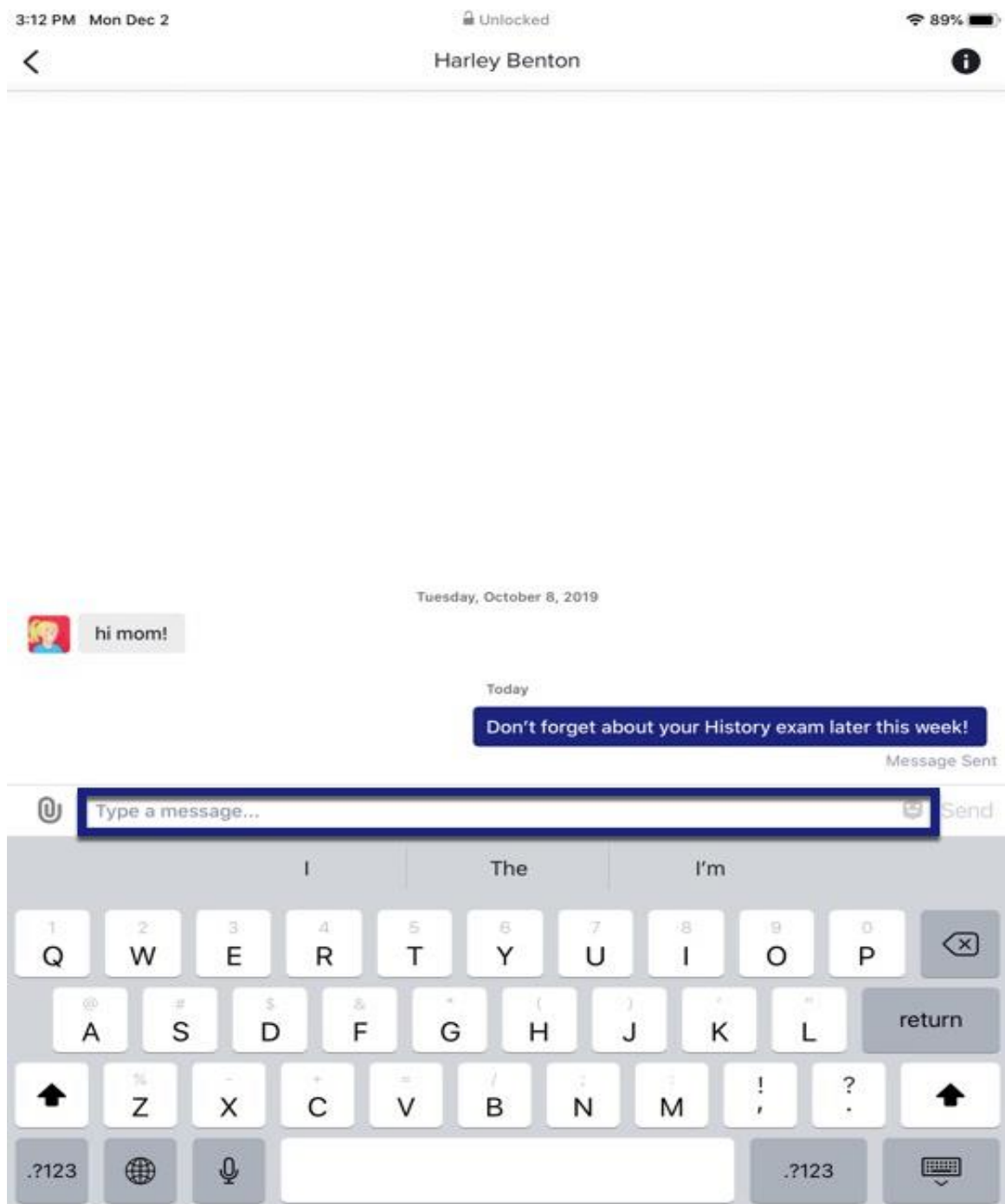
Settings: Access the settings page, by clicking on the Settings Icon in the upper left corner of the screen. From there you can view all of your students, as well as edit your profile and notification settings.

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40
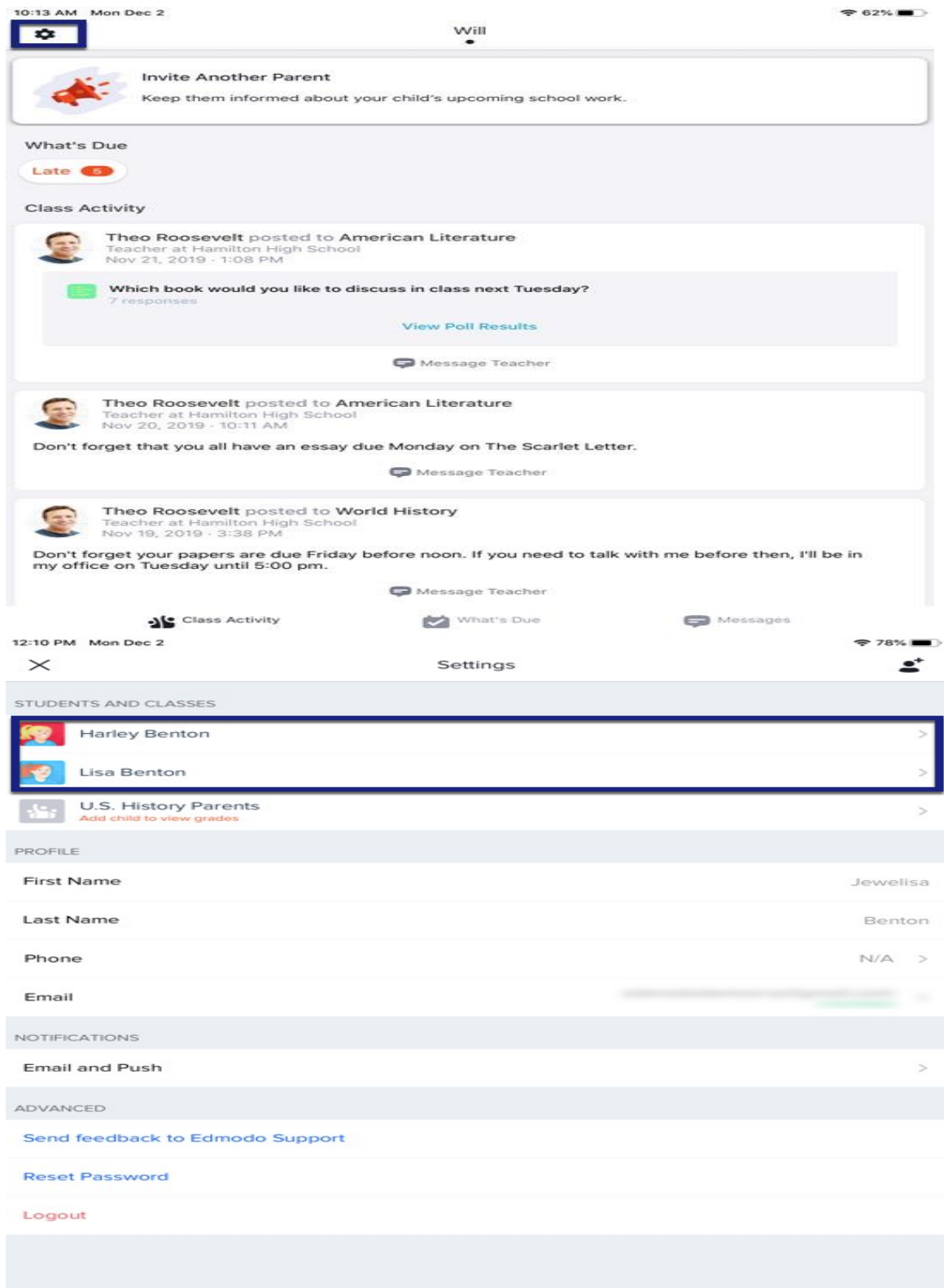
Multiple Students?

To scroll/switch between students in the iOS parent app, please swipe left in the middle of the page, not at the top of the page near the dots. Please note that the dots under your students' name are not buttons. They are only meant to help you keep track of which students' profile you are viewing.

EDMODO GUIDE FOR Parent
(For Mobile Application – Android)

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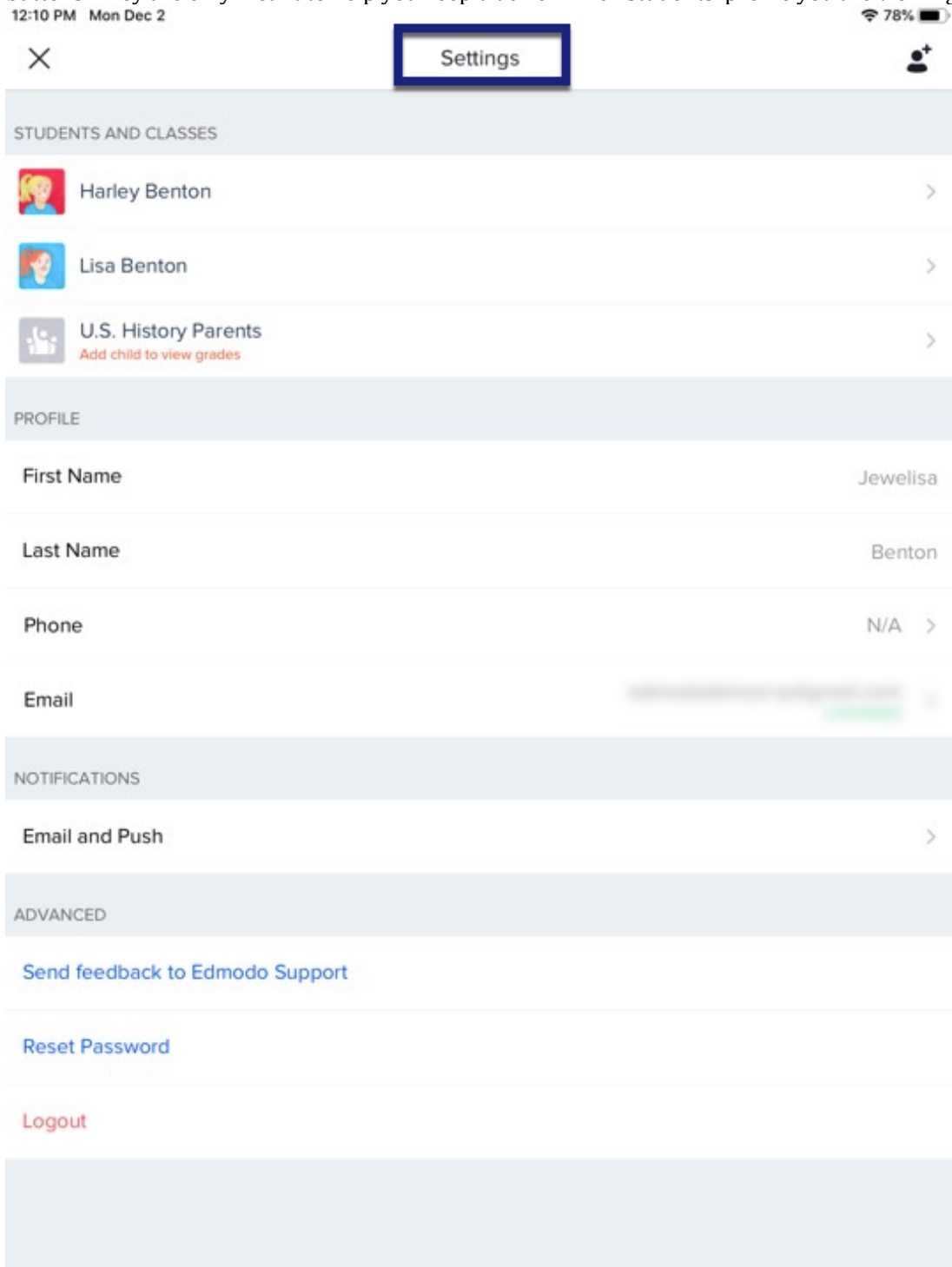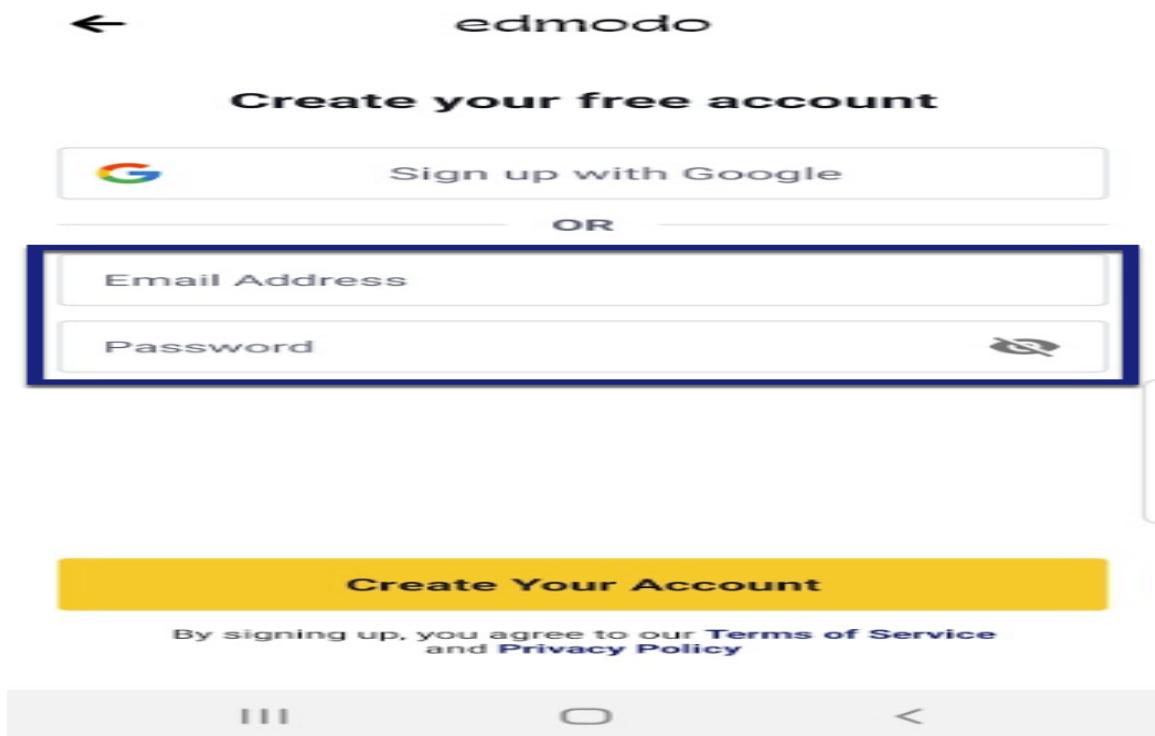
Parent Sign Up

To get started you'll need to have the Parent code from your child or have them with you so they can login and link their account to yours: more details below. Once you've installed and opened the app, please tap on "Sign up for Edmodo". Then simply follow along with the screenshots (with notes) below.
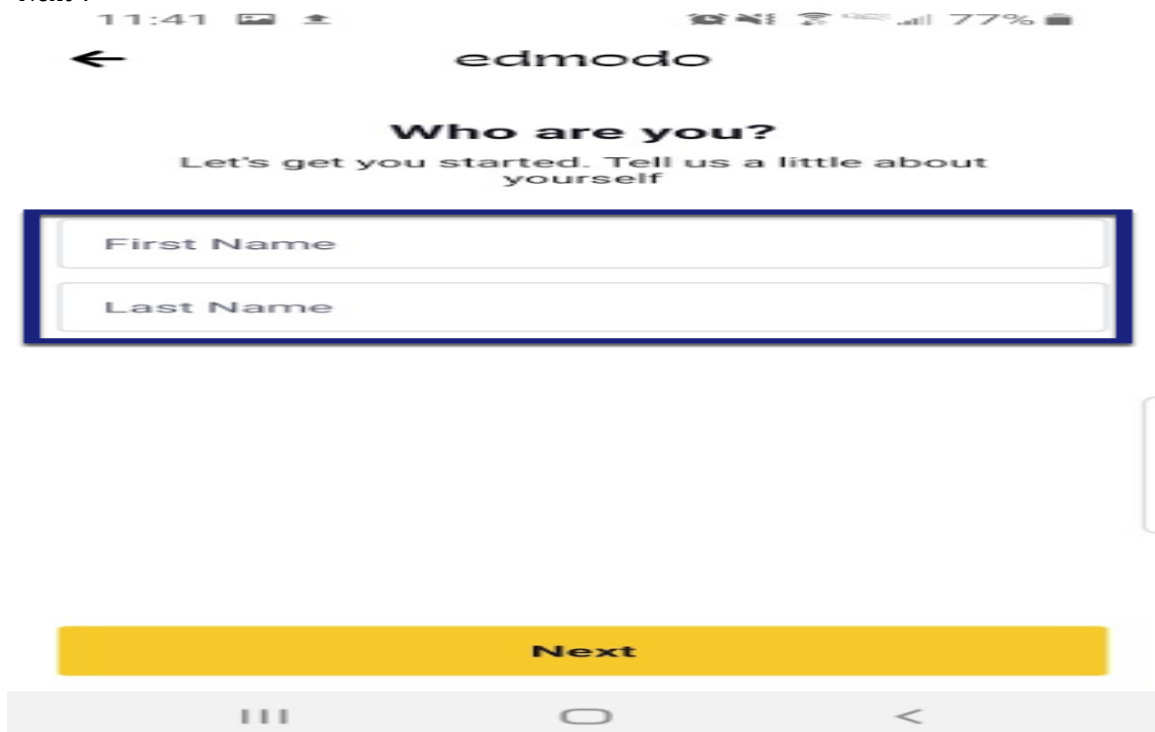
From the home screen of the app, tap "Sign Up for Edmodo Parents."
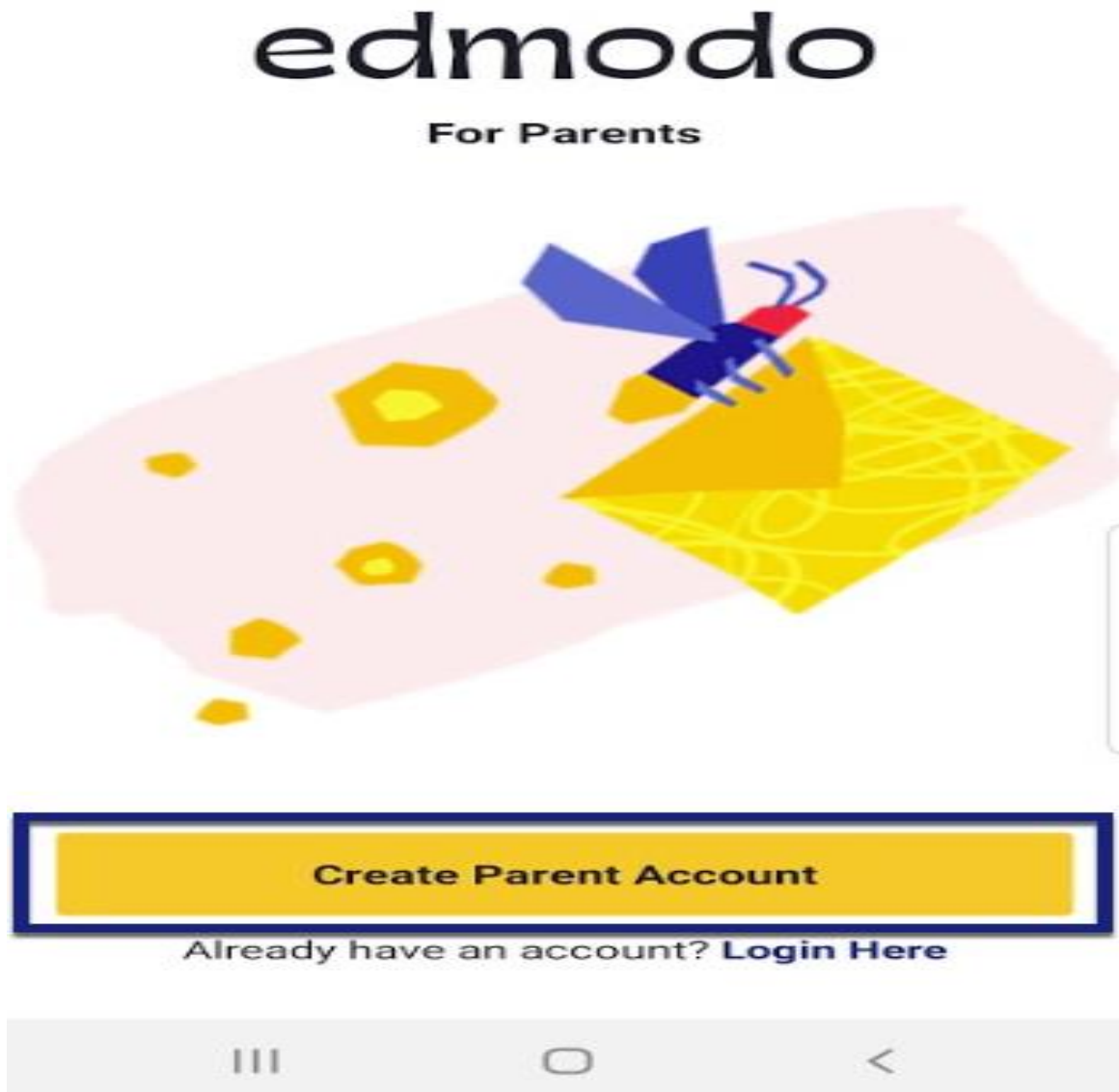
On the Sign Up screen, fill in your Email address, Name and Password, then tap "Create Your Account".

43
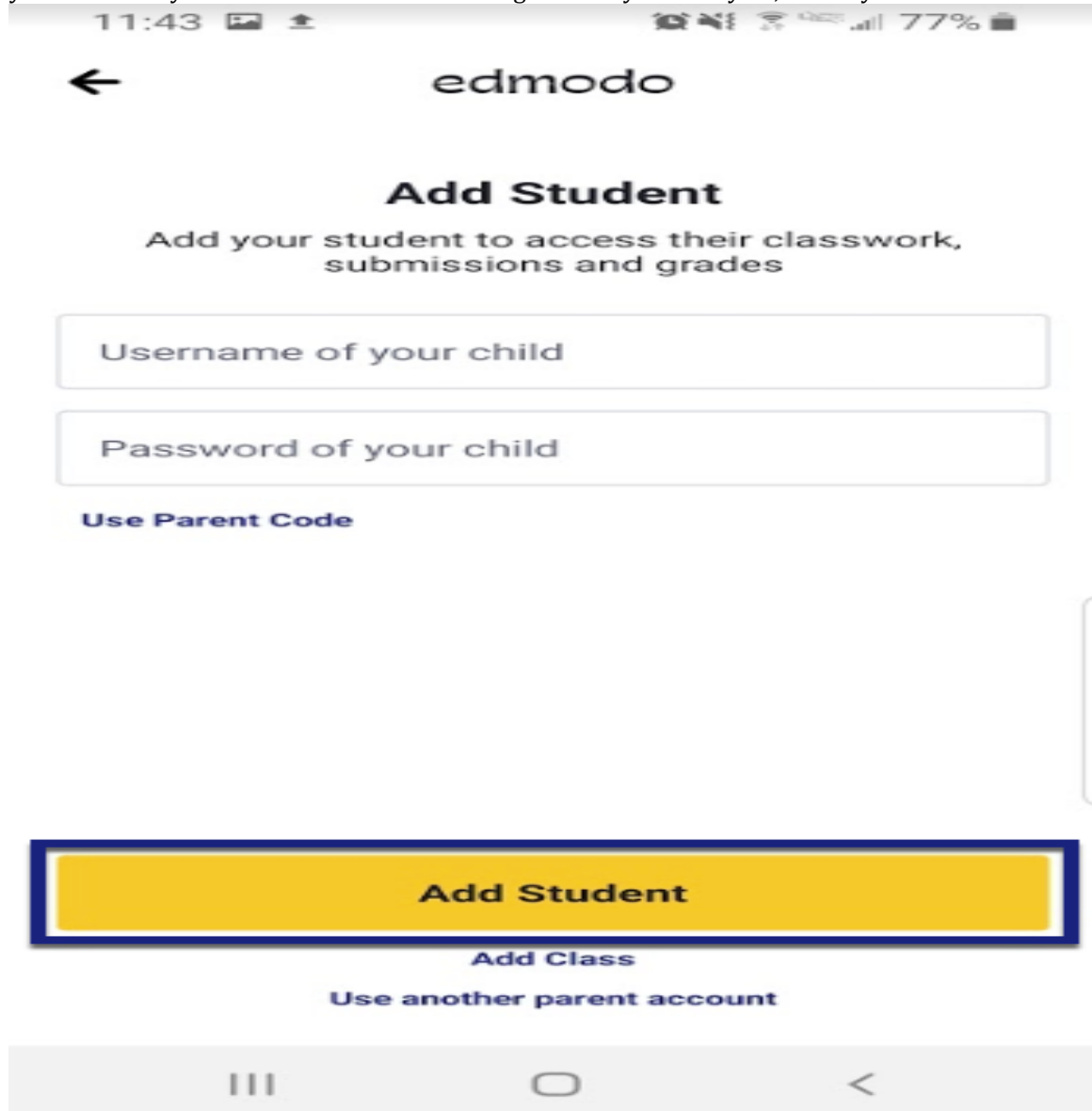
Next, enter your "First Name" then your "Last Name" into the two panels as seen below. Click "Next".

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Now that you're all signed up, let's get your account linked to your child's account. If you have more than one child, we'll address that toward the end**.**

On the following screen you have a choice to link your child by either letting them verify their account within your Parent app, or typing in their Parent Code. Let's start with letting them verify their account within your Parent app. Simply tap the "Use Child's Edmodo Credentials" then give your device to your child to have him or her log in as they normally do, but on your device.

11:43   77%

←   edmodo

Add Student

Add your student to access their classwork,
submissions and grades

Username of your child

Password of your child

Use Parent Code

Add Student

Add Class

Use another parent account

||| ○   <

After your child types in his or her Username and Password, simply tap Sign In and your child will be linked to your account.
If you have another child using Edmodo, you can link that child too. Tap the three-dot settings icon: at the top right of the screen, then tap the "Settings" link on the dropdown.

45
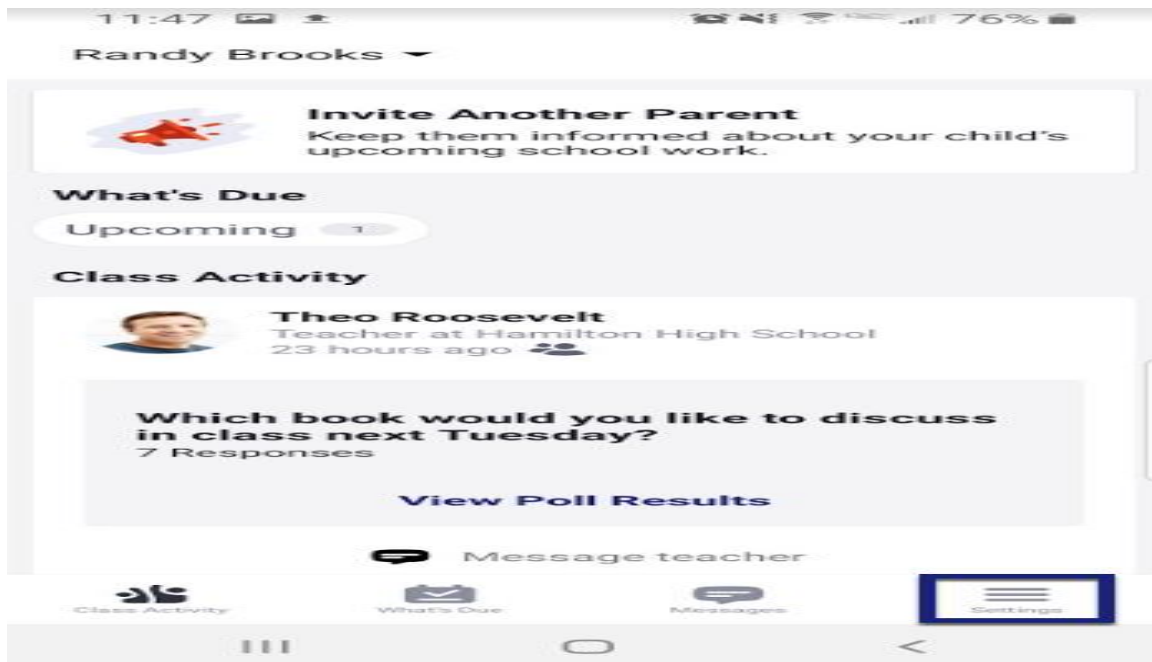
Click the three-dot settings icon again, then tap the Add Student button in the dropdown.

46
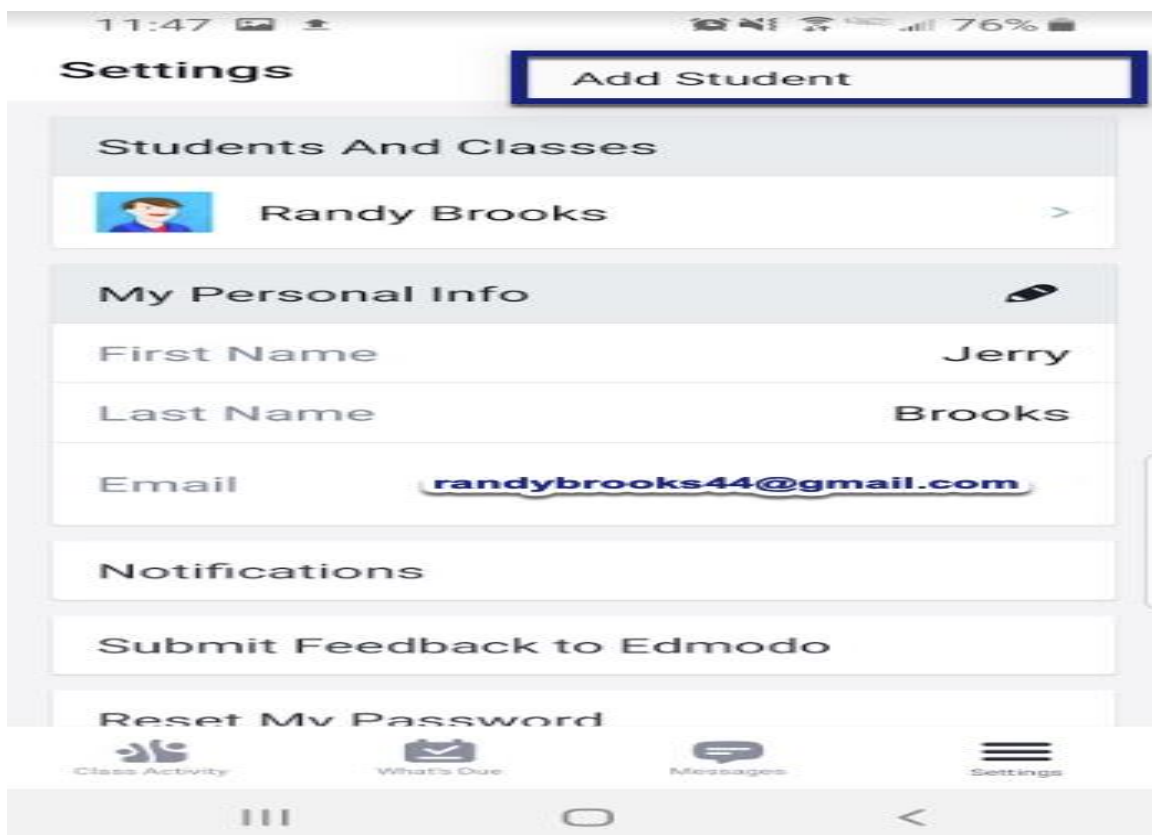
This time, let's look at using the Parent Code. Tap the Use Parent Code button.
You can get the Parent code from the Teacher or from within the Student account. Either way, simply type it in and tap the "Add Student" button. Repeat for any other children to link their accounts.

Note: You can also use the desktop version of Edmodo or the full web version on your Android device's browser to create a Parent Account.

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How to Add Students to Your Parent Account

After your children create their accounts, you can add them all to your parent account. There is no need to create an additional parent account for each student. To add another student to your existing account, please follow these steps:

1. Obtain the Parent Codes from your students' accounts (each student will have a different Parent Code on his/her account).
2. Log in to your previously created Parent Account (if you don't already have an account, you must first create an account using one student's Parent Code before adding another student).
3. From your bottom menu, select "Settings"
4. Tap the three-dot png on the top right.
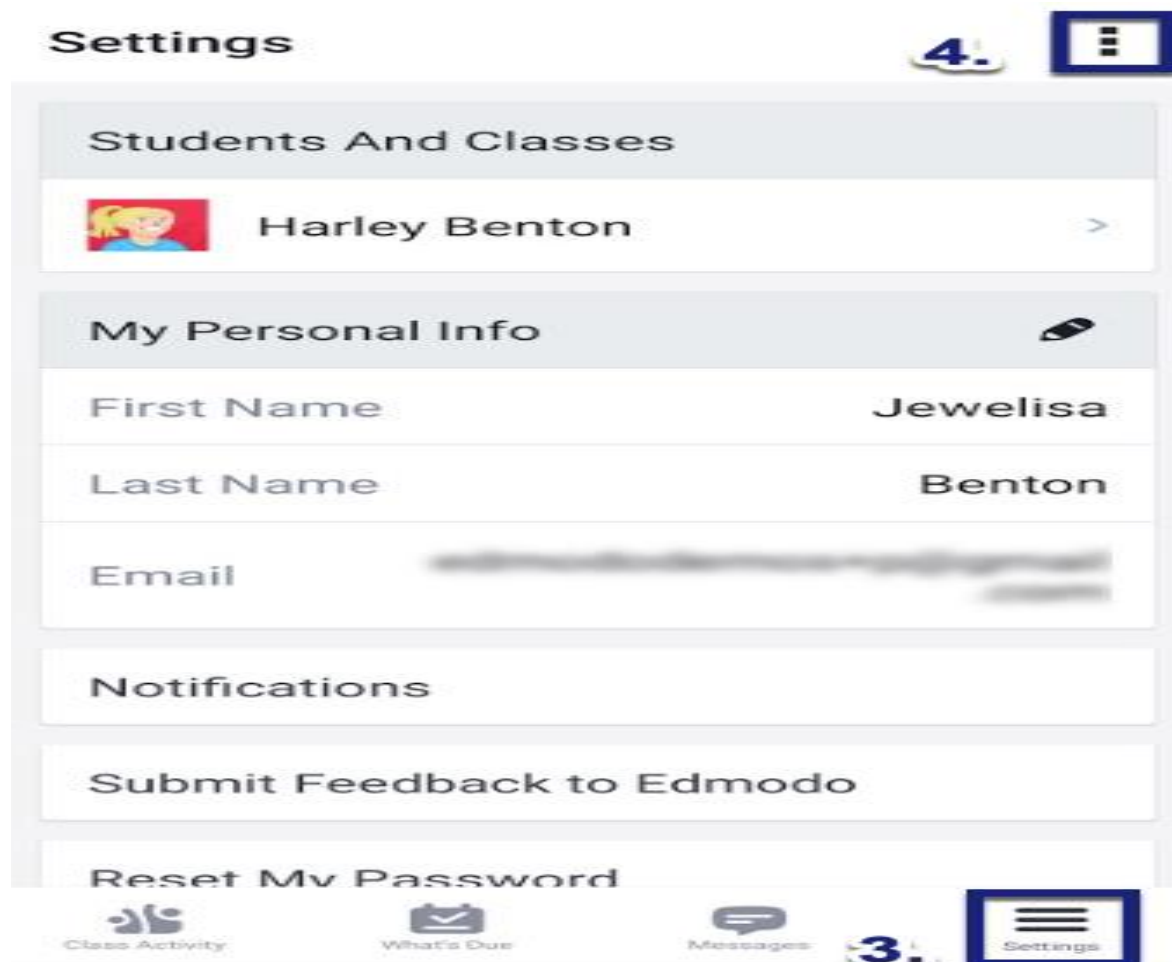
5. Select "Add Student".

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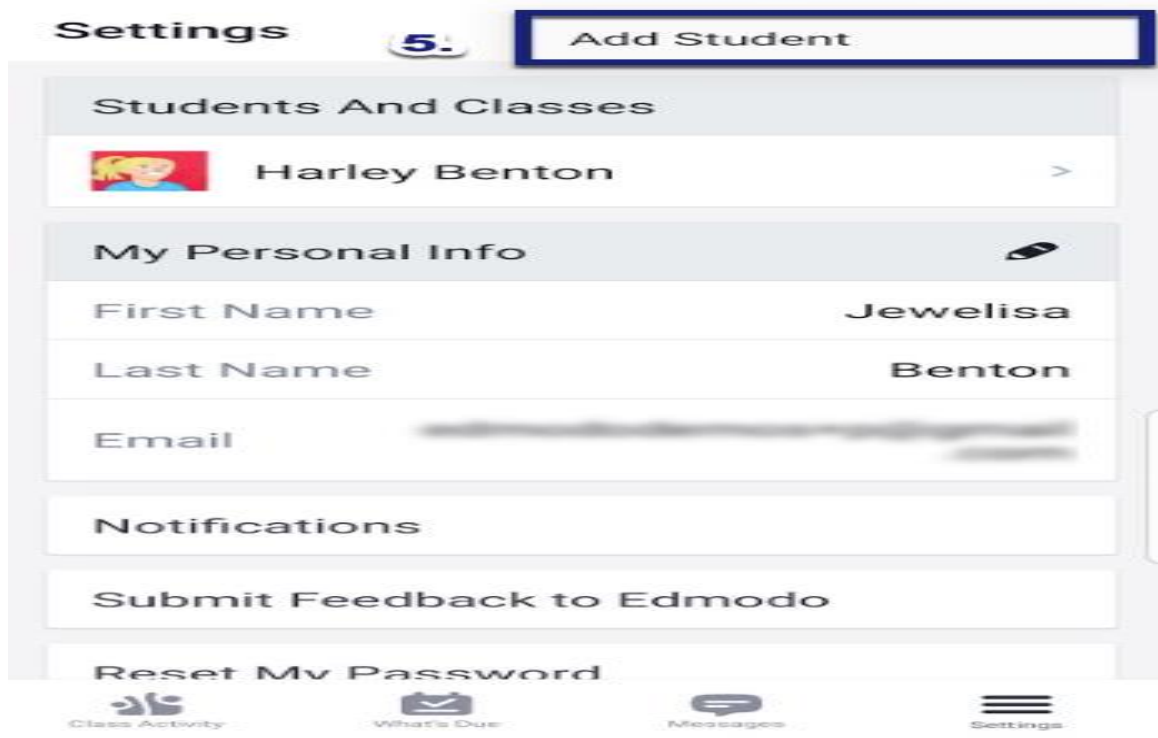
6. Type in your student's parent code in the panel that reads "Enter Parent Code."
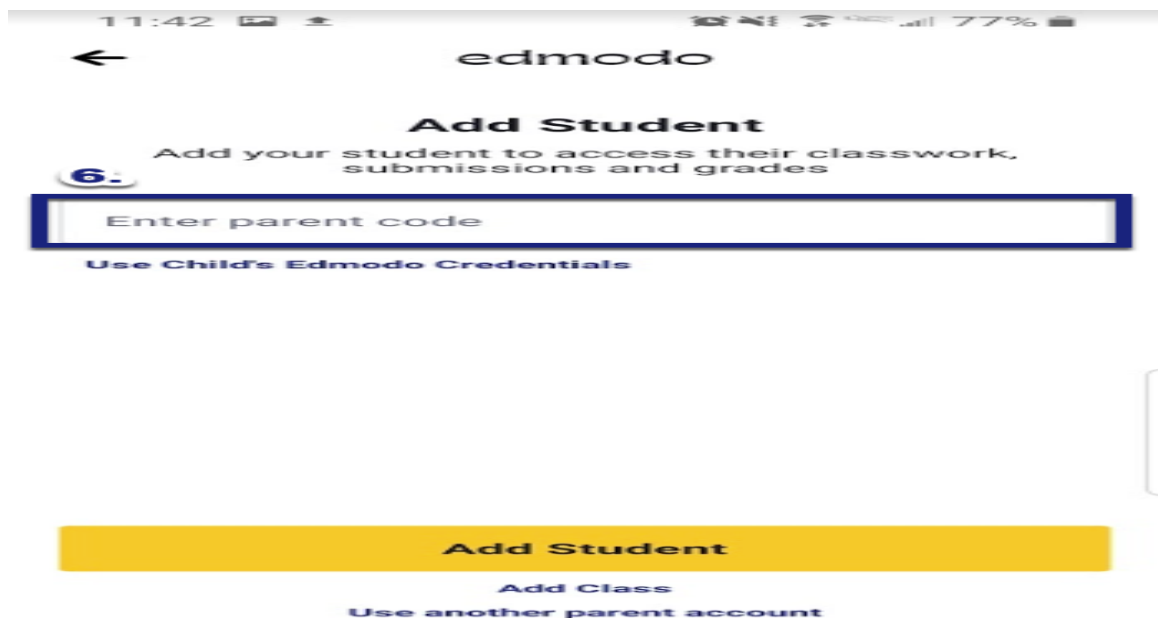
Note: You can also use the desktop version of Edmodo or the full web version on your Android device's browser to create a parent account.

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How to Remove a Student from Your Parent Account

If you connected to the wrong student, your child created a new student account and you want to remove the outdated account, or you need to remove a student from your Parent app for any other reason, follow these instructions:

1. Click Settings in the bottom menu, then tap the name of the child you want to disconnect.
2. In the student's view, select the red "Unlink Student" button.
3. Click the "Unlink Student" pop up box.

Note: Accidentally removed a student from your account? You can easily add the student again by clicking "Add a Student" at the top of the settings toolbar.

Step 1

50

STEP 2

Step 3

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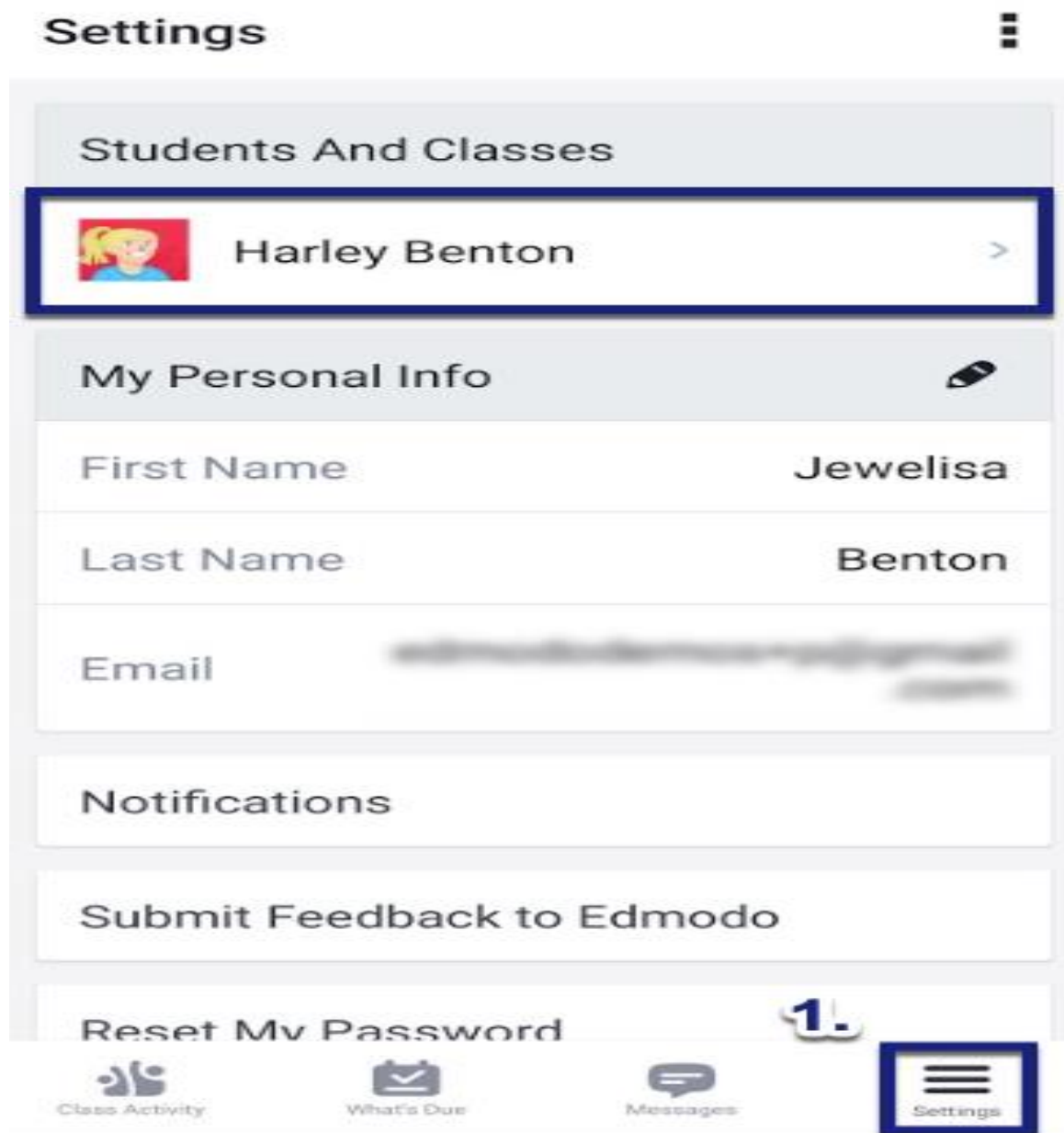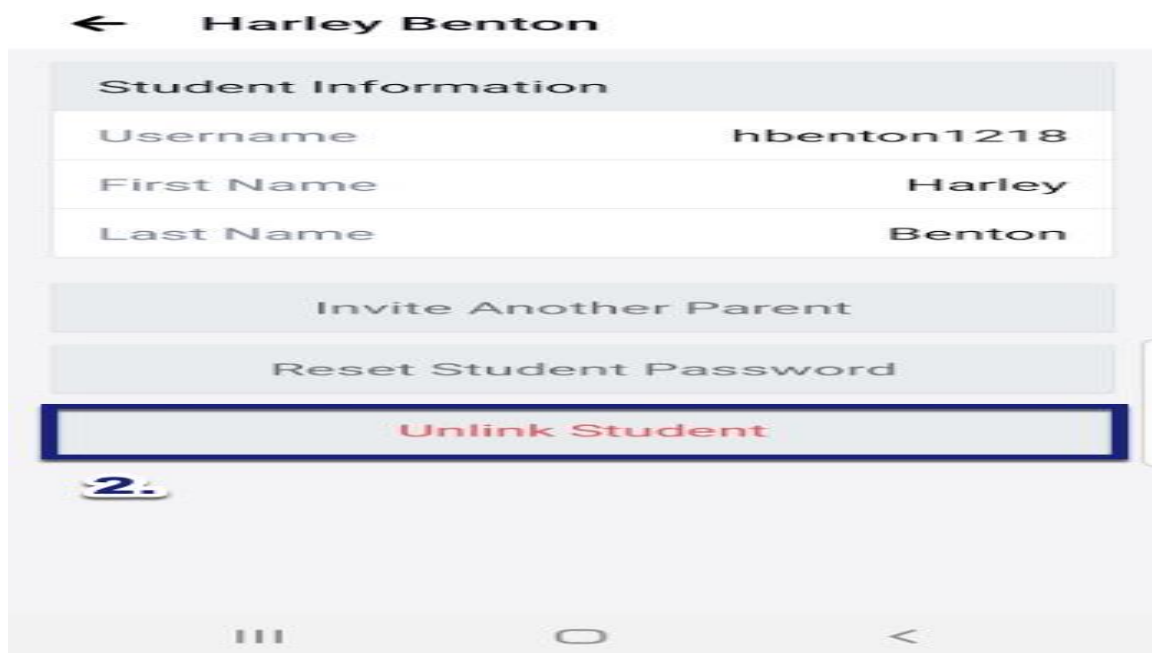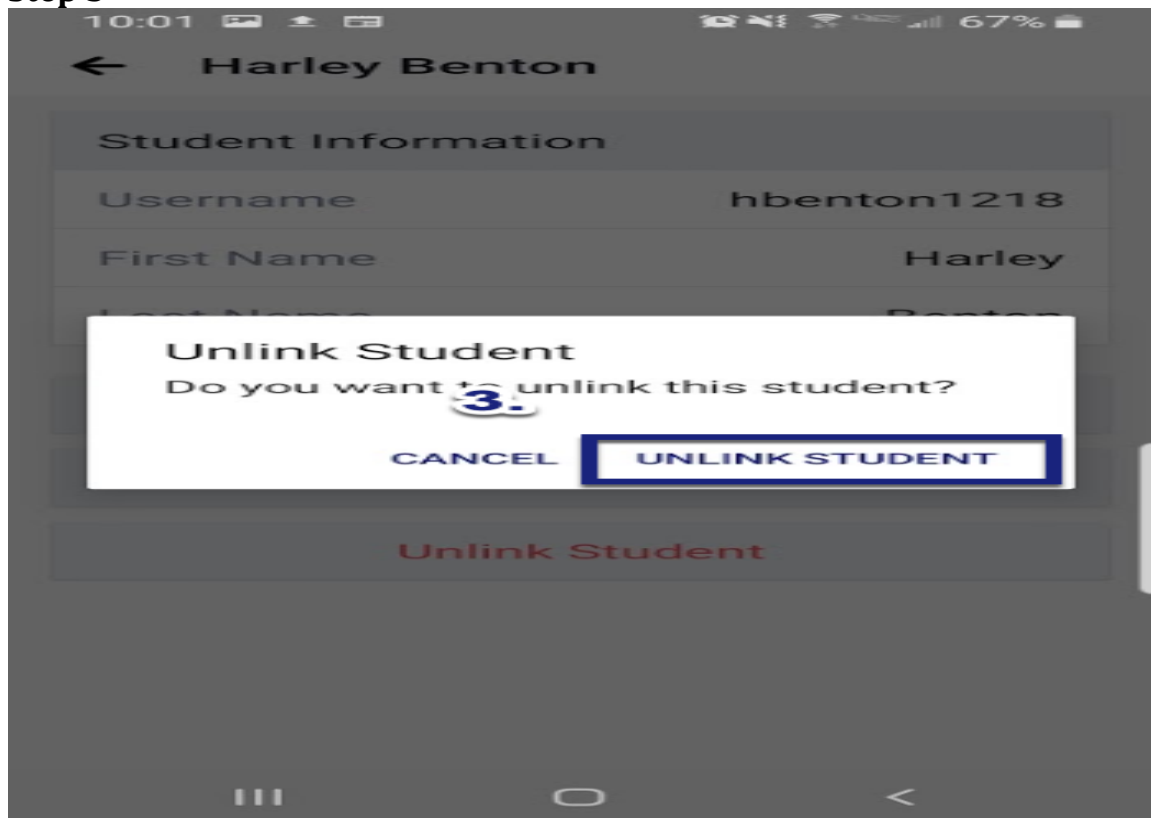
Reset Your Child's Password

After your child creates his or her account, you are able to reset a forgotten student password from your Edmodo for Parents Android app. To reset your child's password on your Parent Android app, please follow these steps:

1. Click the Settings section from your bottom menu and then tap the name of the child whose password you need to reset.
2. In the student's view, select "Reset Student Password."
3. Enter a new password and confirm the password. Click "Save New Password" to complete the process.

Step 1:
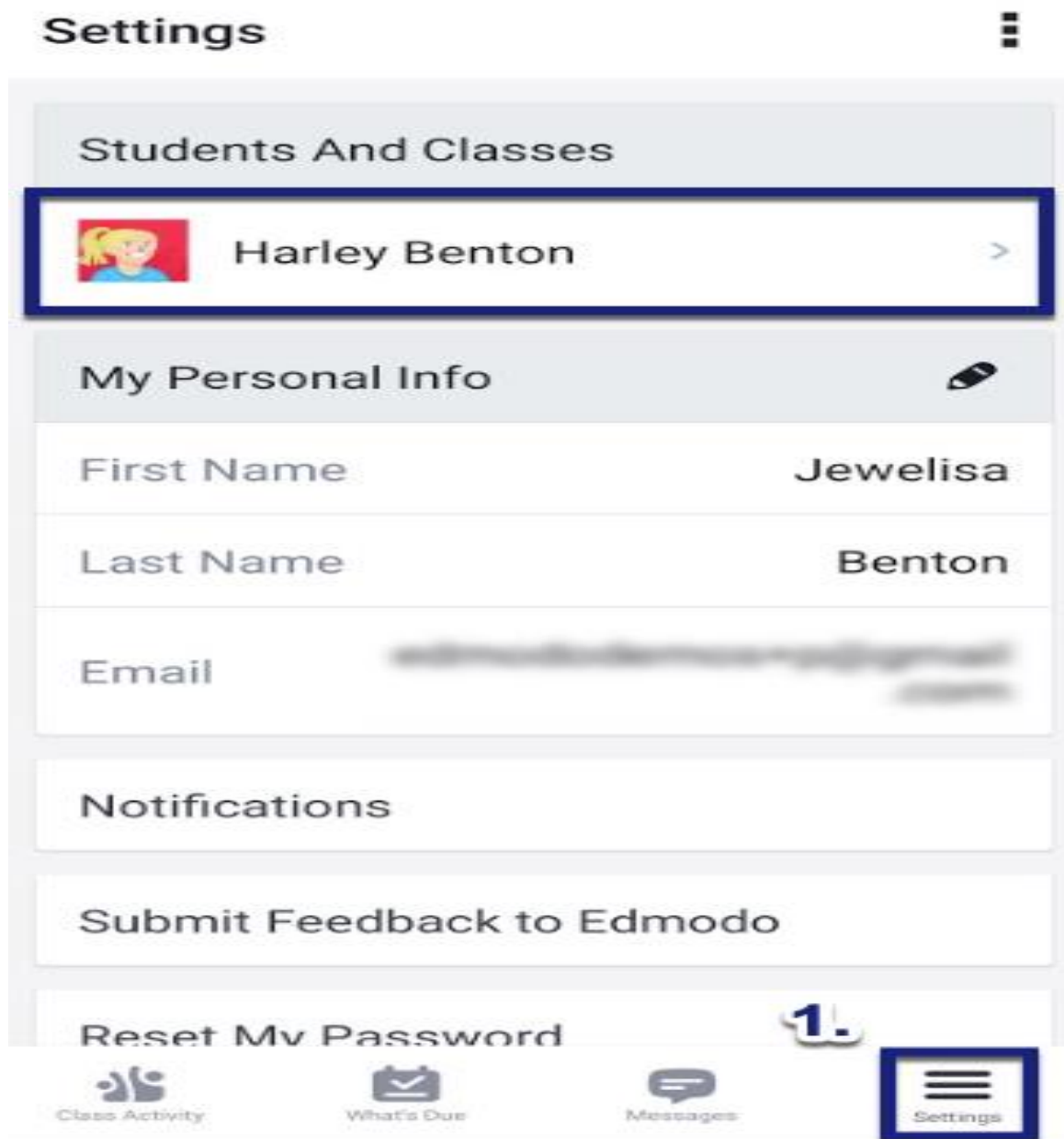
Step 2

Step 3:

Send a Direct Message as a Parent

You can now send a direct, private message to the teachers and co-teachers of your child's Edmodo Classes, as well as to your connected child. Use the messaging feature to connect:

Tap "Messages" at the center right of the bottom menu.

To create a new message, click the pencil plus icon on the top right side.

Type the name of any of your child's teachers or type your child's name. You'll also see a list of connected teachers and students that you can select from. Select a recipient.

At the bottom of the screen, in the "Type a message" box, add your message.

Click the "Send" button to send your message.

Messages

2.

Theo Roosevelt   11:56 AM
Hi! Randy is having some problems with

Randy Brooks

Hidden Conversations
2 hidden conversations

1.

Class Activity   What's Due   Messages   Settings

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← **New Message**

theo roosevelt

3.

Theo Roosevelt

← **Theo Roosevelt**   ⓘ

5.

4.

Hi! Randy is having some problems with the History essay you've assigned. Are there any resources you can recommend to help him out?

11:56 AM

Type a message...

55

View Your Child's Grades

To view your child's grades on their Edmodo created Quizzes or Assignments, the "What's Due" section is the place to go! To do so, please do the following:

1. When you log in, you will see the "What's Due" tab: you can click it on the bottom of the screen. If you have more than one student account on your parent account, tap the name in the upper left corner and click on your child's name to switch the child you'd like to see. You'll know which child's account you're viewing by the name displayed at the top.
2. Tap the "Completed" tab at the right of the upper panel.
3. Tap into the Assignment or Quiz for more detail.
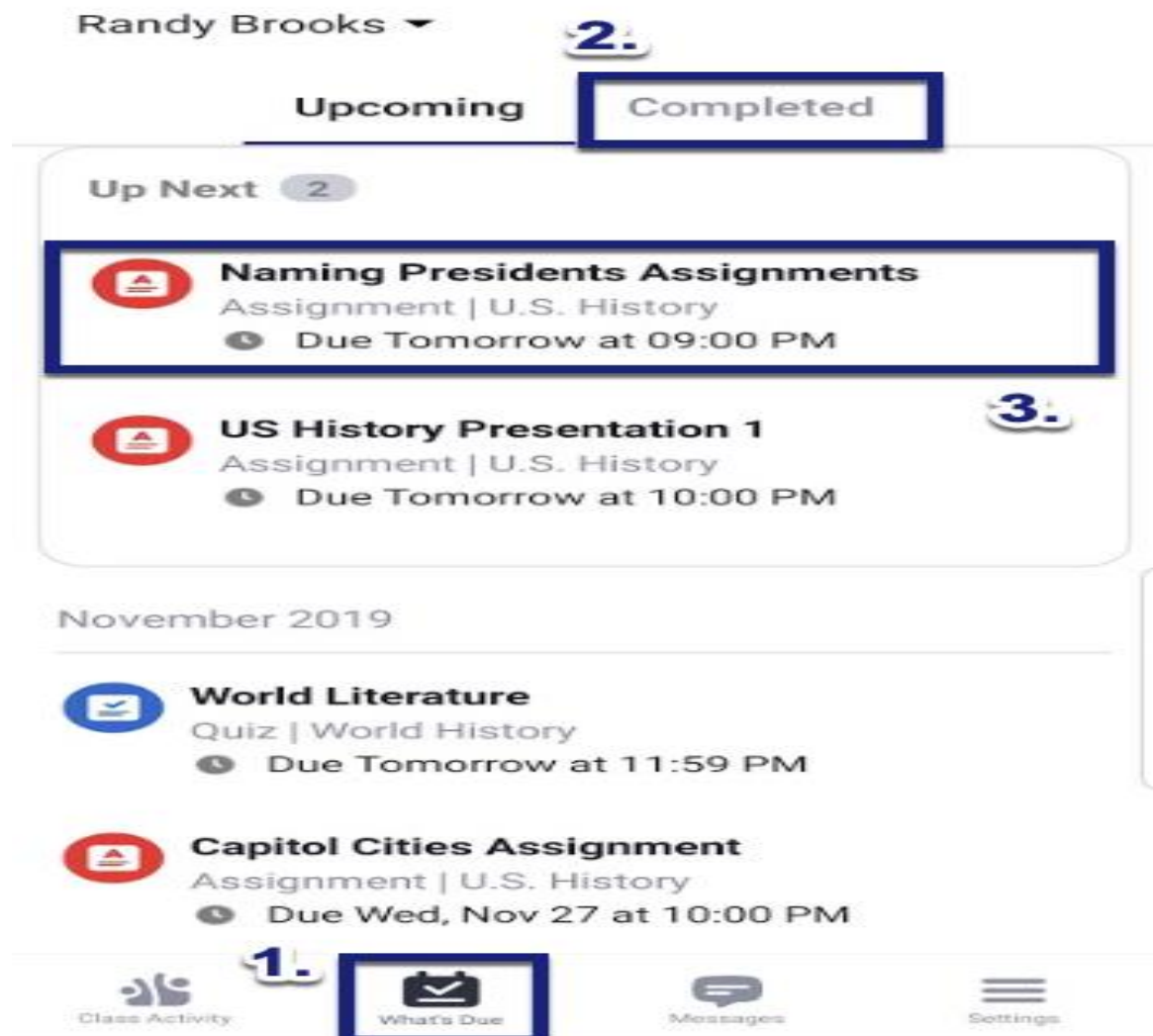
Note the following scenarios:

1. If an Assignment or Quiz was submitted on time in Edmodo, you will see a green checkmark below the item on its own page. Click on "View submission" for more details.

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2. If an Assignment or Quiz was not submitted on time, you'll see a red circle with an exclamation point below the item on its own page. Click on "View submission" for more details.
3. If the assignment or Quiz has been graded, you will find the grade below the "View submission" button. You can click on that button for more details.

Assignments

Quizzes

What You Can See on Your Parent Account

Edmodo's Android app for Parent accounts is designed to immediately show you what you need to know. This application puts the most important information front and center so that you can stay in the loop and help your child reach their full potential.

How do you sign up?

If you received an invitation from your child, you can sign up with that email address and instantly be connected to your child's account. Alternatively, you will need to ask your child for their unique parent code, or have them enter their credentials during your sign up process. By associating with your child's student account, you will automatically see information from the Groups they have joined on Edmodo.

What will you be able to see or do from your account?

1. Class Activity: You can view the activities, polls, and posts of your student's classes on this page. Simply click the "Class Activity" tab at the bottom right corner of the screen. If you have multiple student's you can click on the tab in the upper left corner to change which account you want to look at.
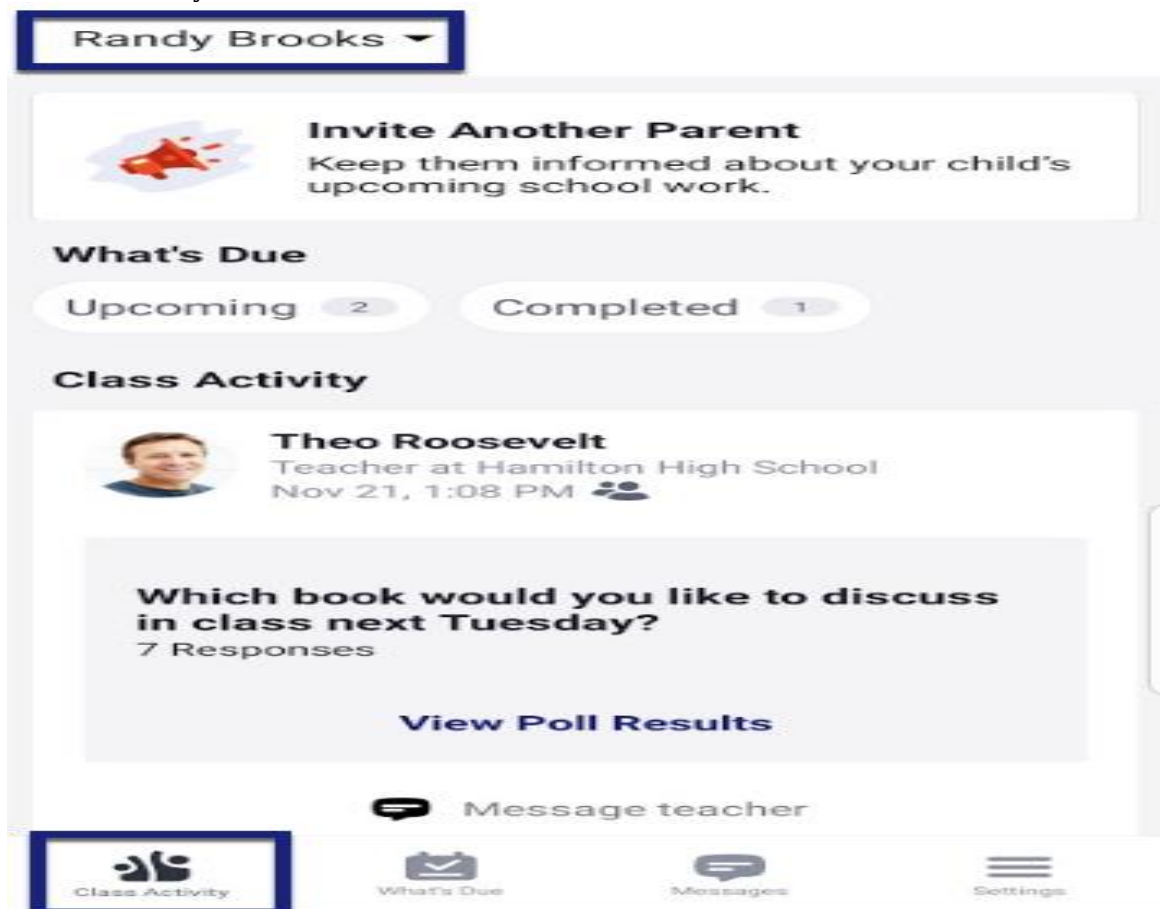
2. What's Due: Track your student's progress here by selecting the "What's Due" tab the bottom center left of the screen. Tap the "Upcoming" button to view upcoming assignments, quizzes, and exams. Tap the "Completed" button to view assignments, quizzes, and exams that your student has already submitted. You can view their grades here as well.

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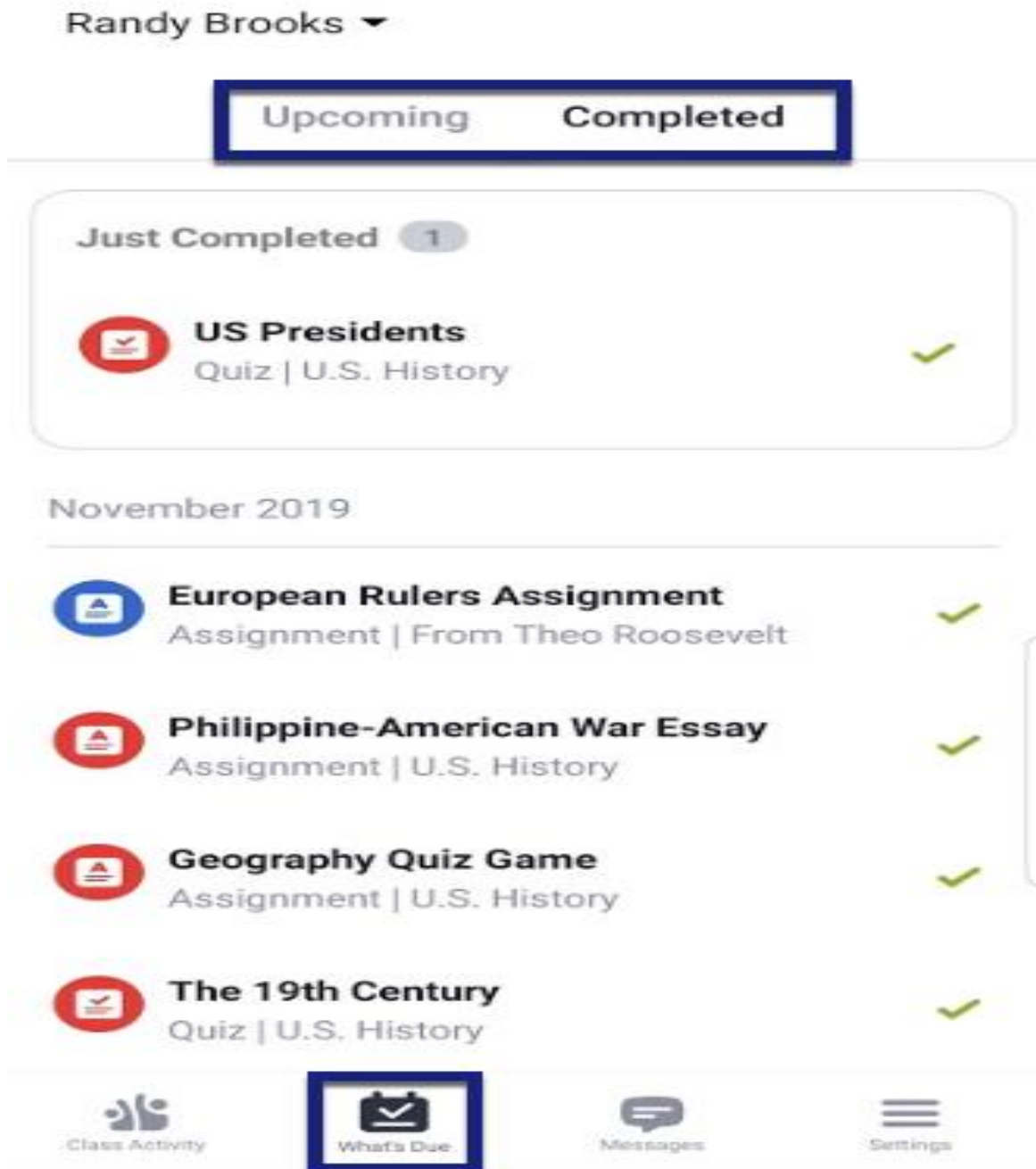
3. Messages: You can now send direct, private messages to your connected children or their teachers by tapping the "Messages" tab at the bottom center right of the screen. Tap the "pencil icon" to begin composing your message.

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4. Settings: Add a student or edit your information by tapping the "Settings" tab at the lower right-hand corner of the screen.
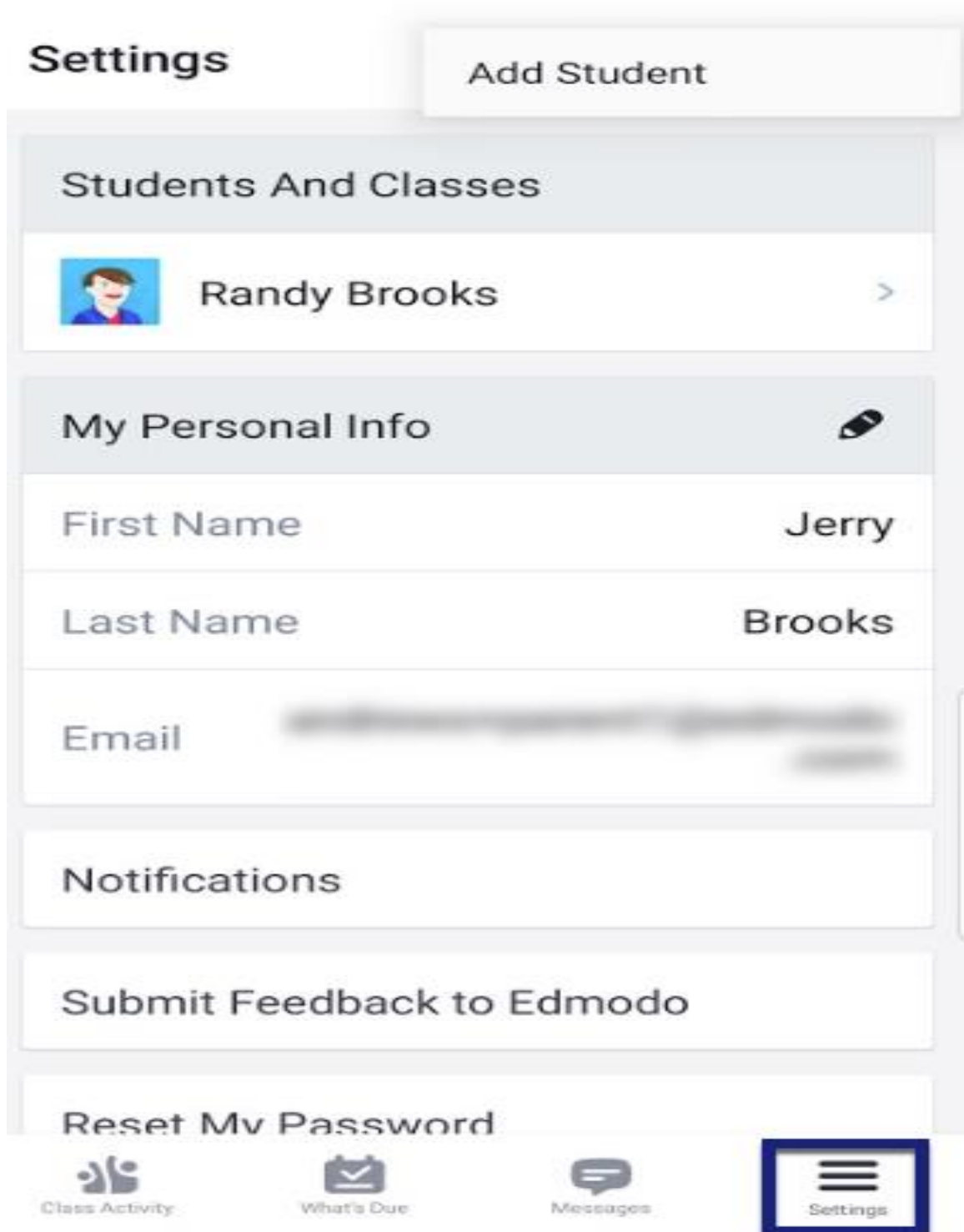
Reference

Edmodo. (2020). Edmodo Help Center. Retrieved May 17, 2020, from https://support.edmodo.com/hc/en-us

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EDMODO USER MANUAL

(For Students)

Table of Contents

EDMODO USER MANUAL

What is Edmodo?

Edmodo is a free social learning platform or application that provides a safe and easy way for teachers to communicate and engage with students, parents and other teachers. With this application, teachers and students can exchange ideas, share resources and information and access assignments and quizzes. Parents can also track their children's academic progress.

Why use Edmodo?

- Teachers and students can collaborate in a secure, closed environment.
- A message board allows secure and open communication that can be monitored and controlled by the teacher.
- It is easy to monitor student interaction.
- Teachers can post assignments and assessments that are electronically submitted and can be automatically graded.
- Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.
- Teachers and students can store and share documents and files in different formats.
- Teachers can maintain a personal content library and share content with members.
- Students can instantly access the files uploaded by teachers in Edmodo library 24/7.
- Folder-sharing allows teachers to share selected contents or resources for a particular class or groups.
- Parents can create a parent account to connect with their child's class.
- It has a user-friendly interface.
- Edmodo is free – and free of ads.

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EDMODO GUIDE FOR STUDENTS (For Desktop and Laptop Users)

Student Sign Up
If you have never created an Edmodo account, you can create a new student account by following the steps below:
1. Obtain a class/group code from your teacher.
2. Go to https://new.edmodo.com/home and click "Sign Up".
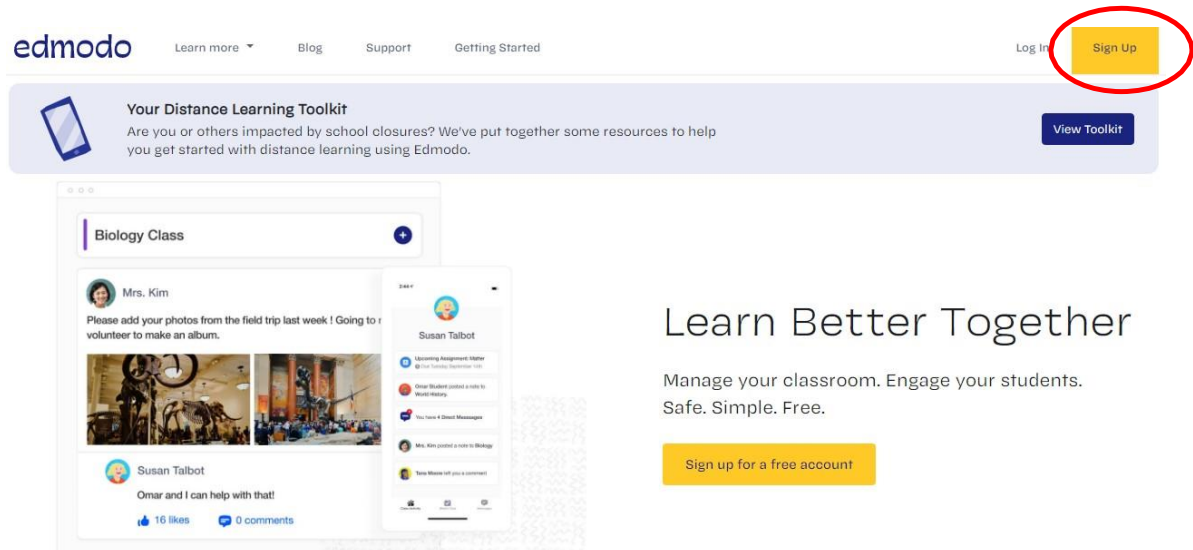
3. Select the middle panel that reads "Student Account".
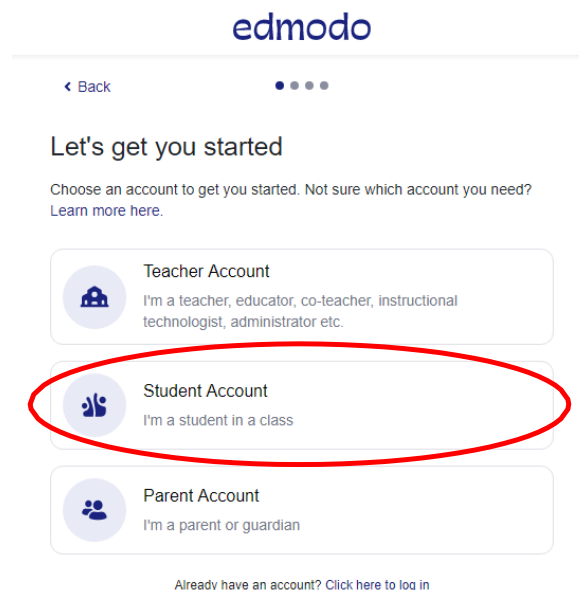
4. Fill out the registration form with the class/group code, a unique username and password. An email address is not required to sign up for a student account.

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5. Select the Sign up for FREE button to complete the sign up process.

If your class/group code is unlocked, you will then see the class/group your teacher created in the left panel of your account. If your class/group code is locked, then you will be placed into an approval queue and you will be added to the class/group when your teacher approves your group join request.

Note: You only need one student account to join all your classes/groups.

6
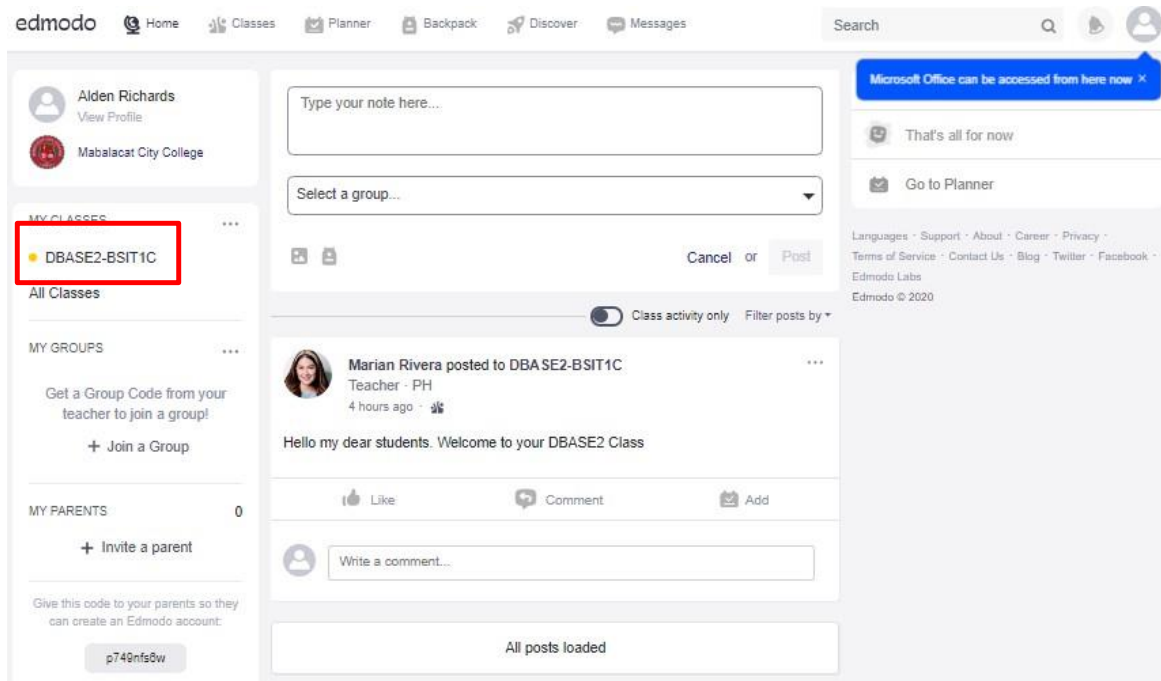
Join a Class/Group if You Already Have an Account

If you already have a Student account with Edmodo, follow these easy steps to join a new Class:

1. Obtain a Code from your teacher.
2. Go to https://new.edmodo.com/home and log in with your username and password.
3. Click ⋯ located at the top of your class list in the left panel of your homepage then click Join a Class. (Note: To join a group, click ⋯ at the top of your group list just below your class list).
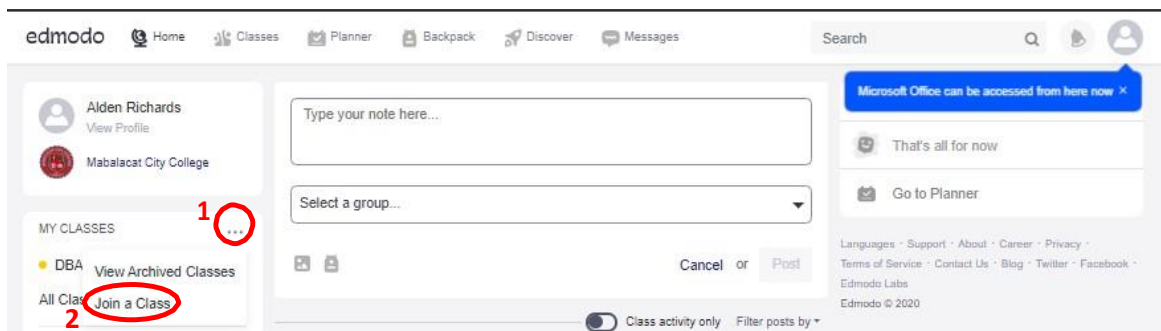
4. Type in the Code from your teacher then click the "Join" button.

7
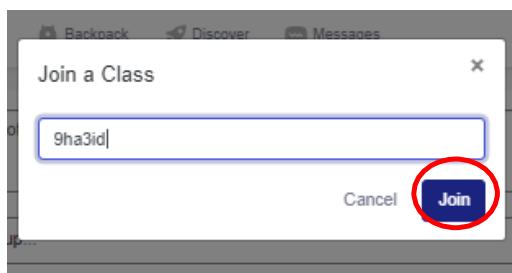
5. If the code is unlocked, you will then see the Class/Group your teacher created in the left side panel. If it's locked, you'll be placed into an approval queue and you'll see it once the teacher approves your join request.
6. If your teacher gave you a Join link and you already have an Edmodo account, you can just click the link and sign into your Edmodo account. Then you will be taken to the Join request page.

Note: To join other teachers' Classes, all you need to do is repeat these instructions, all on your same Student account. There is no need to create another account.

Send a Direct Message to Your Teacher
You can easily send a Direct Message to your teacher. This is a private message and will only be visible to your teacher.

1. Log in to your account.
2. Go to "Messages" 💬.
3. Select the pencil icon composer ✏️ in the top left corner
4. Type the name of the teacher in the "To:" field.
5. Type your message in the text message box.
6. Click "Send".

8
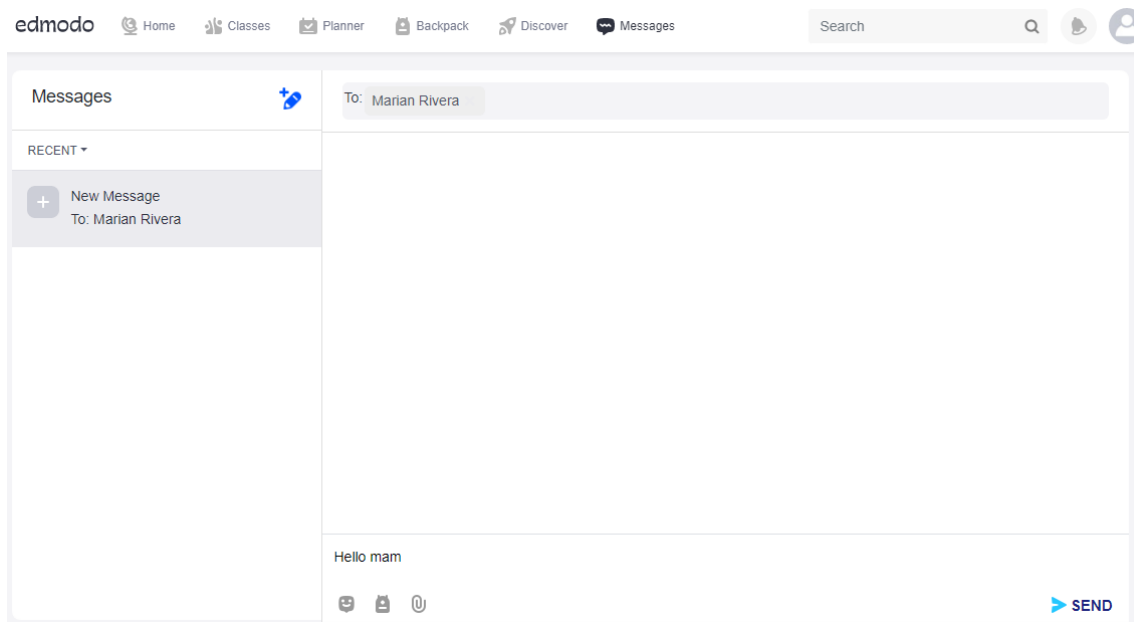
7. To hide a conversation that you no longer need to access, click the gear icon⚙ to the right of the conversation > Hide. To restore a hidden conversation, click on HIDDEN CONVERSATIONS at the top of your messages list. If you send a new message in a hidden conversation, it will be restored within the regular conversations view.
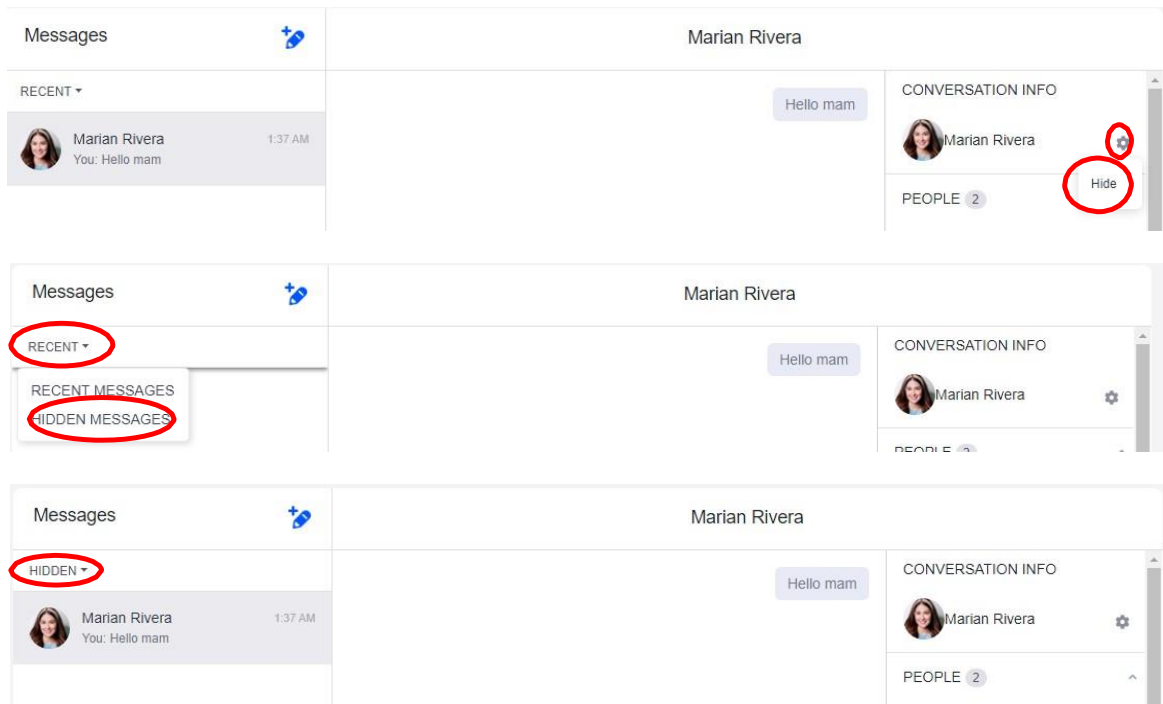
Set up Student Profile
There are many different features you are able to view from your Profile page. Follow these steps to set up your Student Profile:

1. Click your profile icon 👤 in the right hand corner of your homepage.
2. Click "Profile". Your profile will then be displayed. From here, you can edit your profile sections (see below).
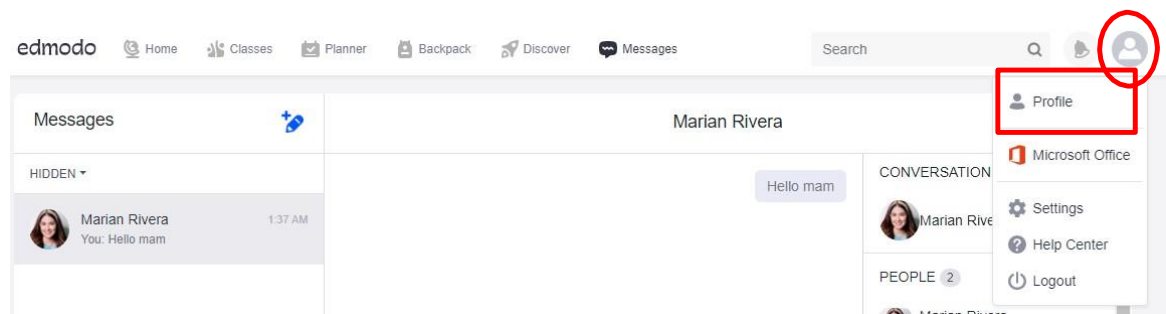
1. Main Profile Section (top section of the Profile page)
- **Profile Picture:** Click on "Update Photo" located under your current photo to edit or change your Profile Picture.

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- **Student Information displayed**
    - **Name:** To edit or change your first or last name on your profile, visit your account settings by clicking on your profile icon 🔵 then select "Settings".
    - **School name:** Based on your teachers' selected school.
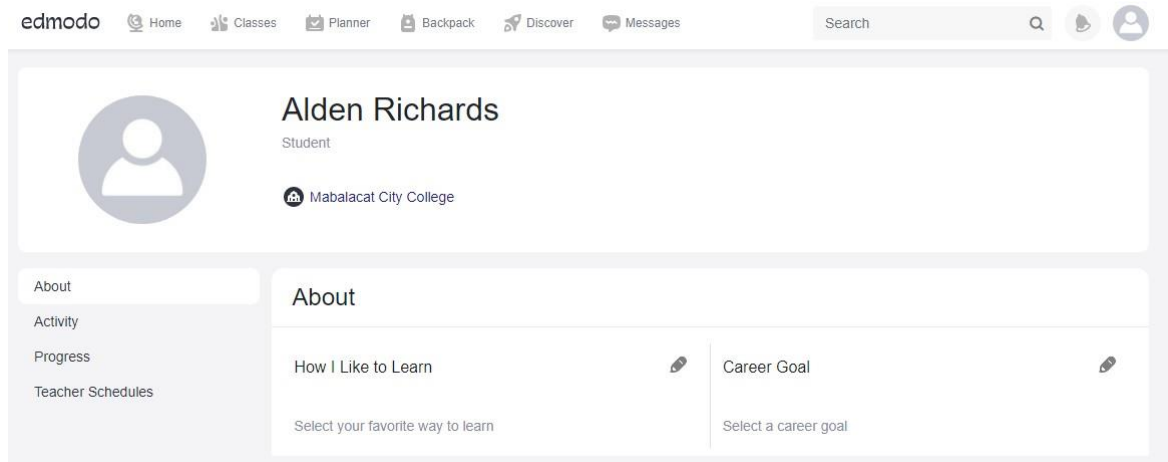
2. About Tab
- **How I Like to Learn**
    - Click on the pencil icon to choose or change how you like to learn.
    - Click Hands on, Listening or Visually to learn more about each learning style then click "Select".
- **Career Goal**
    - Click on the pencil icon to choose or change your career goal.
    - Click on the career field on the left and view descriptions of each specific career on the right. Select the career goal by clicking on the specific career name.

    Note: Once you have selected how you would like to learn or chose a career goal, you can change your selection, but you cannot remove the section.

3. Activity Tab (only visible to student and their teachers)
- Highlights all of your Post and Replies.

4. Progress Tab (only visible to student and their teachers, not other group members)

5. Teacher Schedules Tab
- Shows your teachers' teaching schedule and room number from their profile page so you can locate them throughout the day.

Edit Your Account Settings

To update any personal information on your Account, including your email or password or your email and text notifications, Account Settings is the place to go. To get started, you can access your Account Settings by following these steps:

1. Select the profile icon 🔵 in the top toolbar.
2. Click the "Settings" option in the dropdown menu.
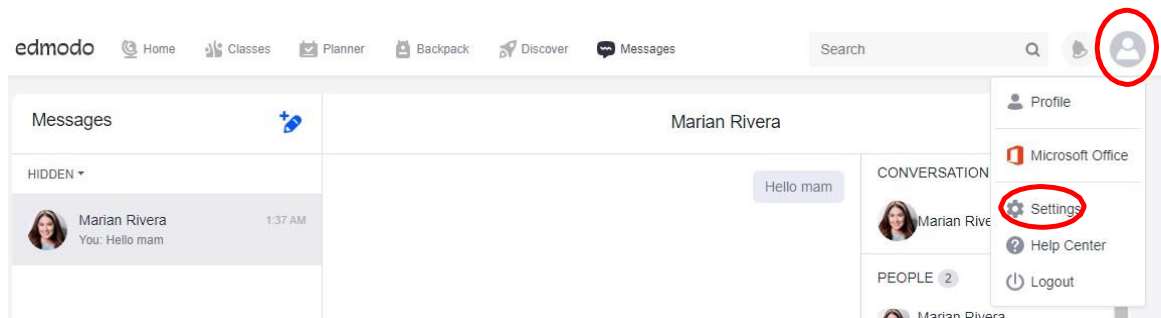
10

1. Personal Information Tab:
- <u>Personal Information</u>: Edit your first/last name (this is your display name).
- <u>Email address</u>: Not required, but recommended because it will help with resetting your password.
- <u>Country</u>: Add your country.
- <u>Timezone</u>: Make sure your timezone is the same as your teacher's timezone.

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2. Notifications Tab:
- Notification Type: Choose email, SMS (text messages), or Push (if you have a mobile app installed) from the top bar.
- Select the type of notifications you would like to receive by toggling the option next to one or more of the choices. Learn more about adjusting your notifications here.
    - Email: Email notifications will be sent to the email address associated with your Edmodo Account.
    - Text Message: You will need to verify your phone number in order to enable text notifications.
        - **Note**: Text Notifications are only available for users in the U.S. and Canada. Standard text messaging rates apply.
    - Push: You will receive a notification through your iOS or Android mobile apps when you are logged into the app on your device.

3. Password Tab:
- To change your password, enter your existing password then your new password.
- Select **Change Password** to save the changes.

4. Applications Tab:

5. Linked Accounts Tab:
- Click here to view your linked accounts.

Post as a Student
Students can Posts Notes to the Class/Group they are in.
1. Type the message in the **text box.**
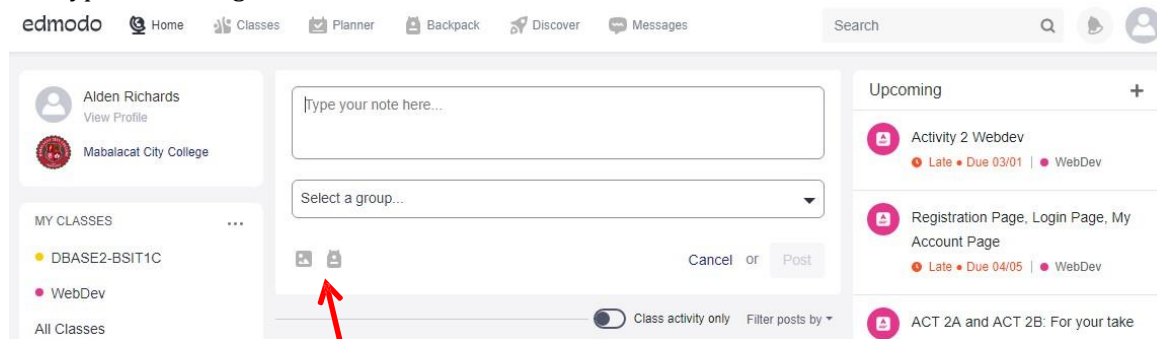
2. Click on the **"Files," "Links," or "Library"** link options to add attachments.
3. Click the panel underneath the post stream, and select the **name of a Class/Group** you'd like to send the post to.
4. Click **"Post"** to send the post.

How Do Students Access Folders Shared with Their Class/Group?

To access shared folders in a class/group, students should follow these steps:
1. Click on the specific Class/Group the folder has been shared with in the left panel on your home page.
2. Click the "Folders" button in the middle panel.
3. All relevant folders shared with that particular Class/Group will appear in the center area.

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4. Click on the Folder to view the available resources inside.
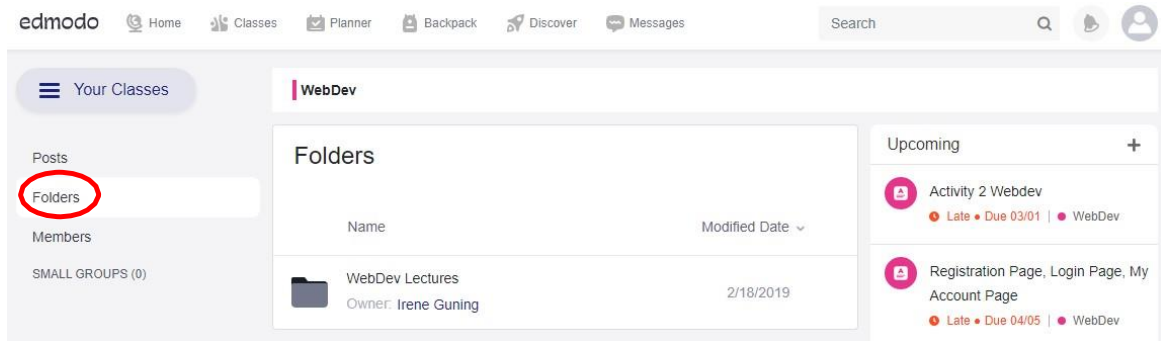
Submit an Assignment
Once you have completed your Assignment, you can turn it in by following the steps below.

To locate your Assignment:
1. Find the Assignment in the class post stream, and click Open.
2. Otherwise, go to the "Upcoming" area in the right side panel of the Class Page, and select the Assignment.

13
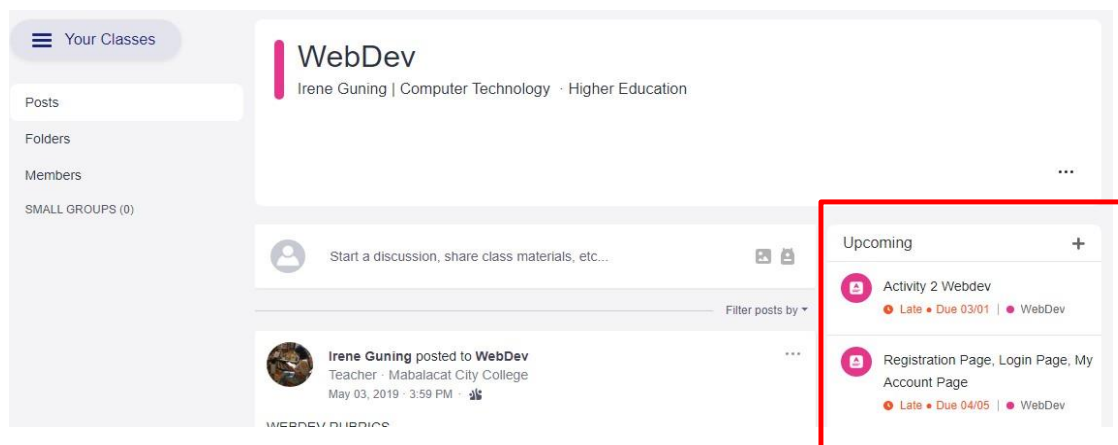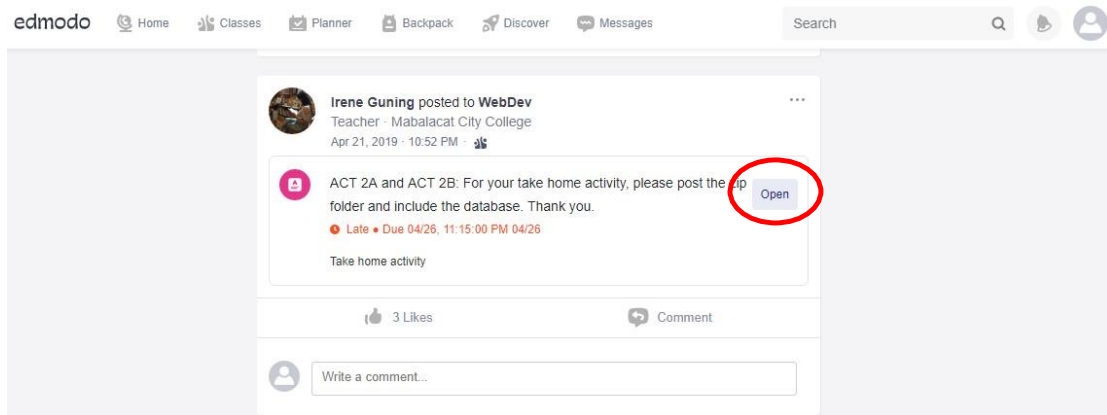
To turn in your Assignment:
1. Click the "Create" button and type in your response in the provided text box.
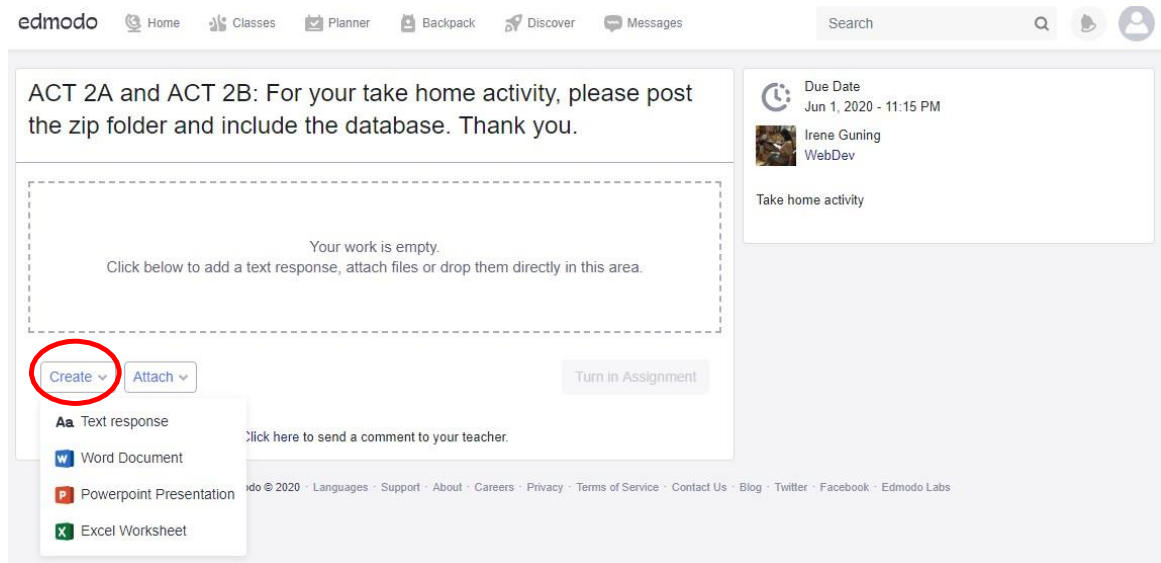
2. To add an attachment, click the "Attach" drop down menu and select a File from Computer, Link from Web, File from Backpack, or File from Google Drive.
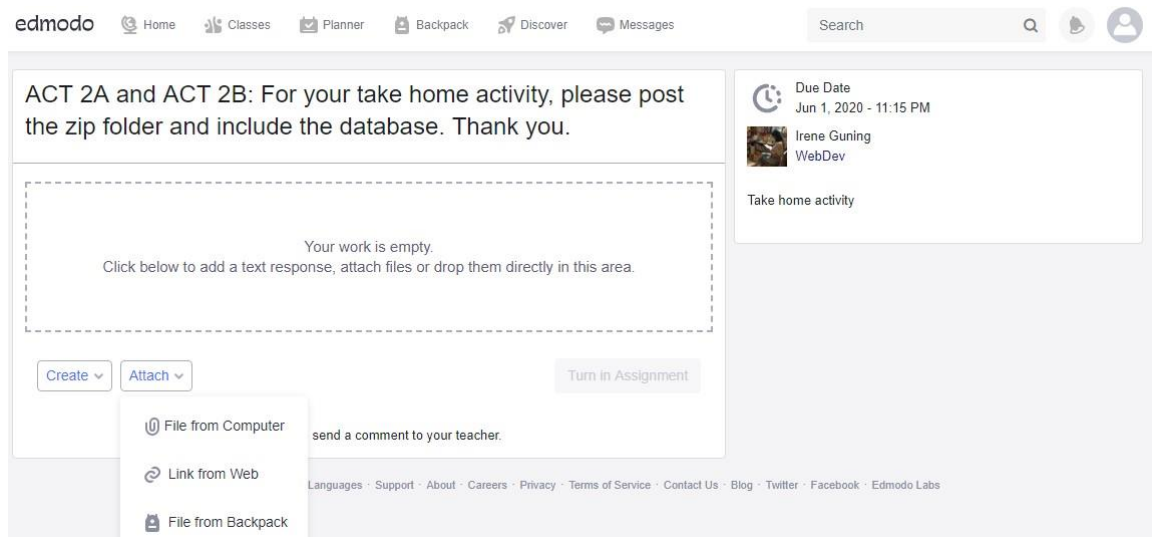
3. To send a comment to your teacher, click the link underneath the Assignment submission area to open the Comments section.

14
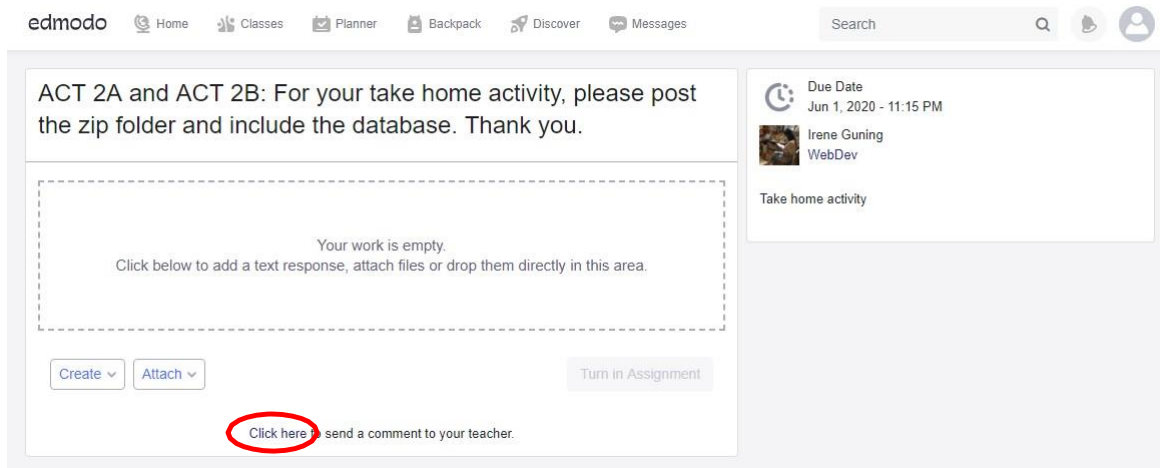
4. When you are ready to submit, click on "Turn in Assignment".
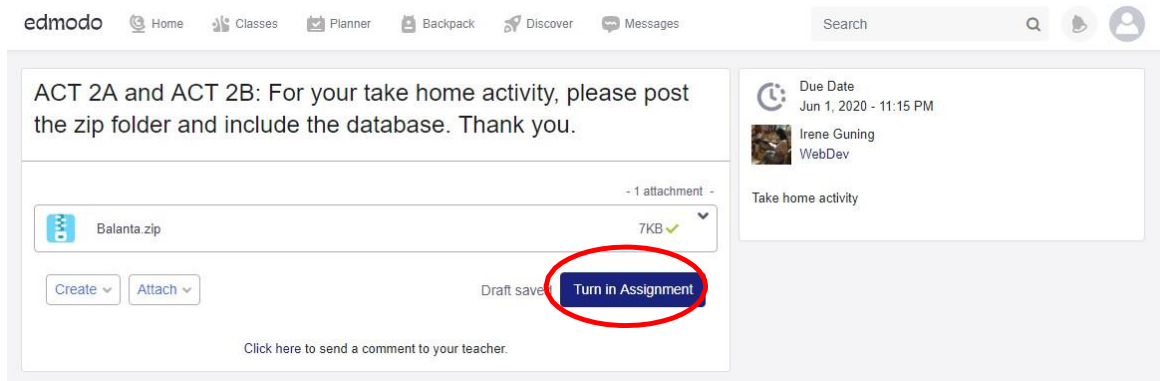
5. After you have turned in an Assignment and your teacher has graded it, you can view your grade.
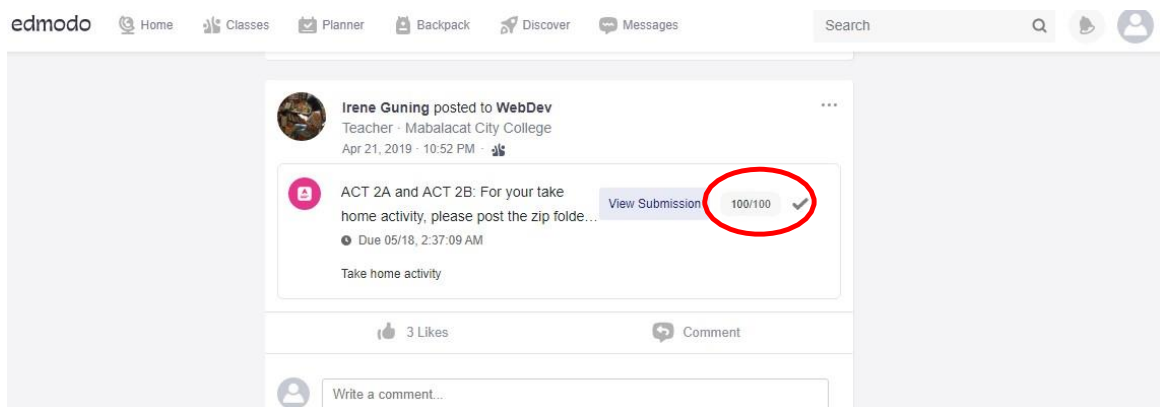
Note: If you need to resubmit an Assignment, you can do so only if your teacher allows this. Once your teacher has graded the Assignment, you are unable to resubmit the Assignment, unless the teacher clears the grade first.

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Take a Quiz

Please follow these steps to take an Edmodo Quiz:

1. Select the specific **Class** and find the Quiz Post. If you have a lot of posts, you might want to click the "**Filter Posts By"** link in the top right corner and filter by Quizzes.
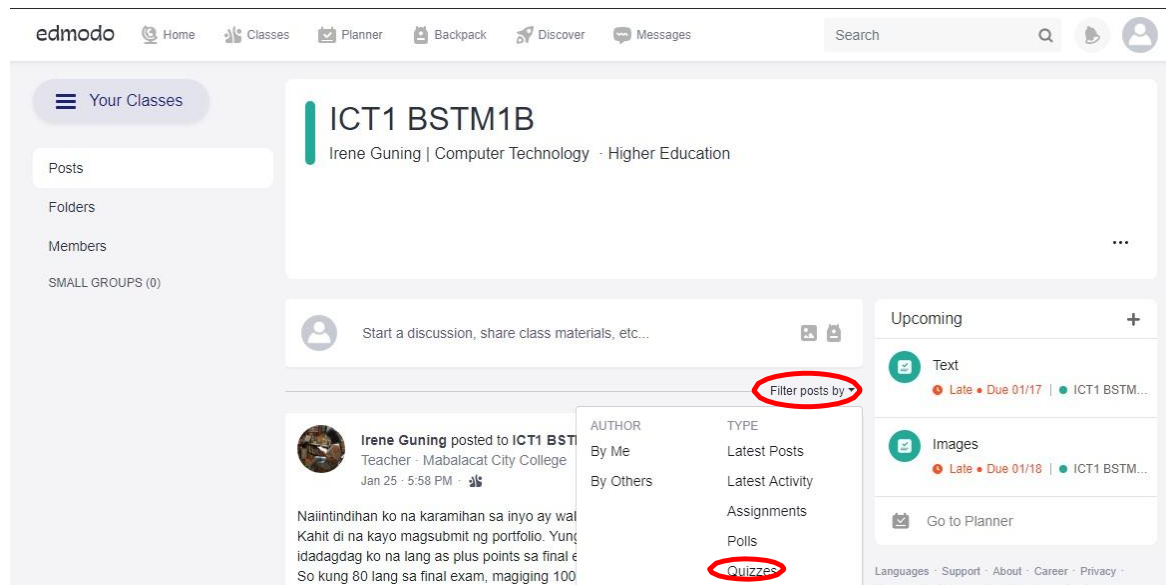
2. Click the **"Take Quiz"** button on the Quiz Post to take the Quiz. A page will appear with the name and details of the Quiz (description, time limit, etc.).
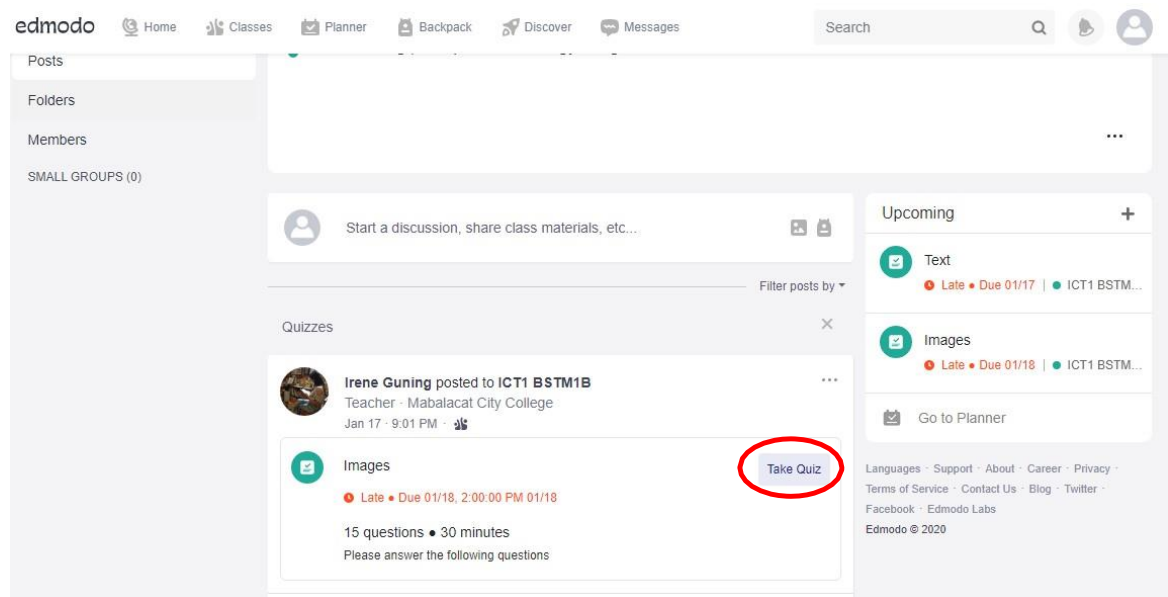
3. Select the **"Take Quiz"** button to start the Quiz. The timer will begin and will continue to go, even if you leave the Quiz window.

16
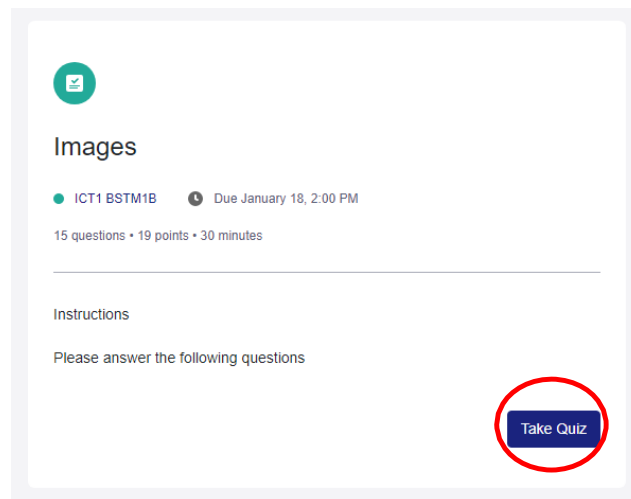
4. Select or type the answer to the question, and select the **"Next"** button at the top right of the Quiz to move on to the next question. Repeat until the Quiz is completed. You can also select the **"Previous"** button to go back and correct previous answers.
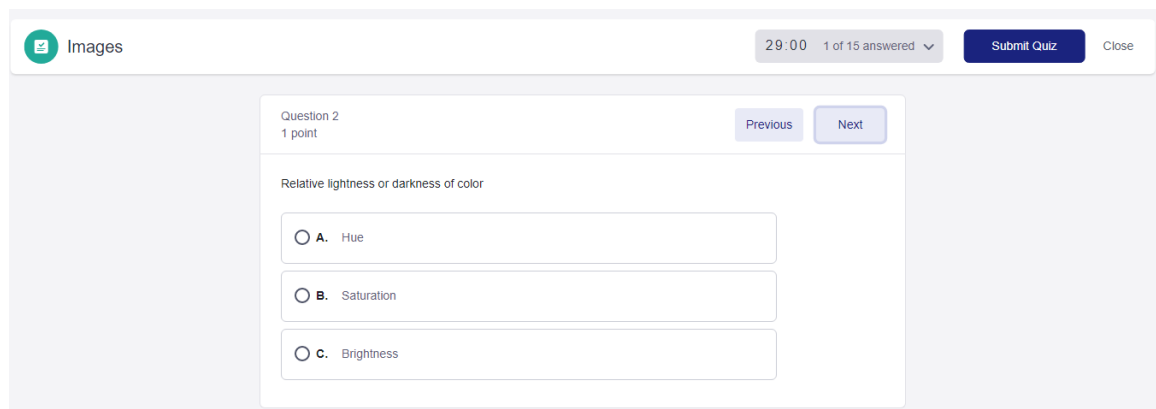
5. View how many **questions** have been completed and the amount of **time left** to complete the Quiz at the top panel.
6. Click the **"Submit Quiz"** button at the top right corner once the Quiz is completed. A pop-up box will appear asking, "Are you sure you want to end this Quiz?" Once you select **"OK,"** the Quiz will be submitted.

17
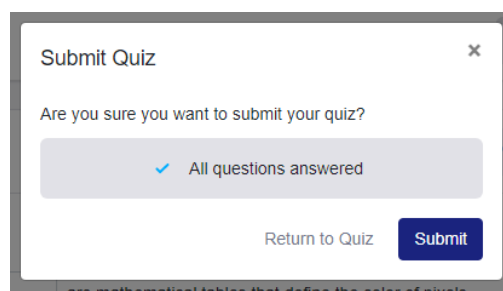
7. Select the **"View Results"** link if your teacher chose to allow you to view your results immediately. By clicking this link, you will be able to review each question and see correct answers.
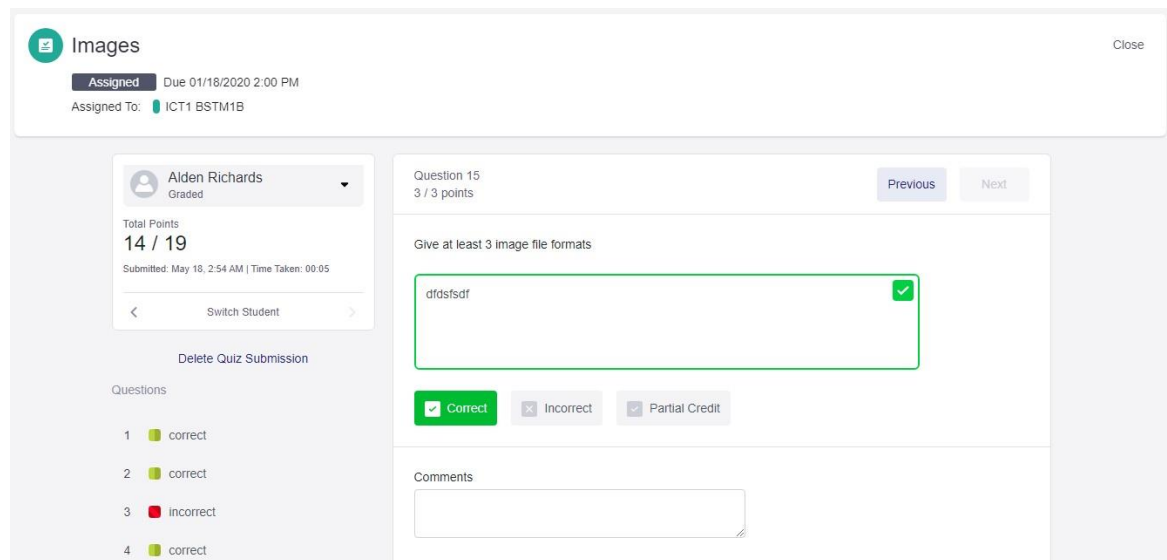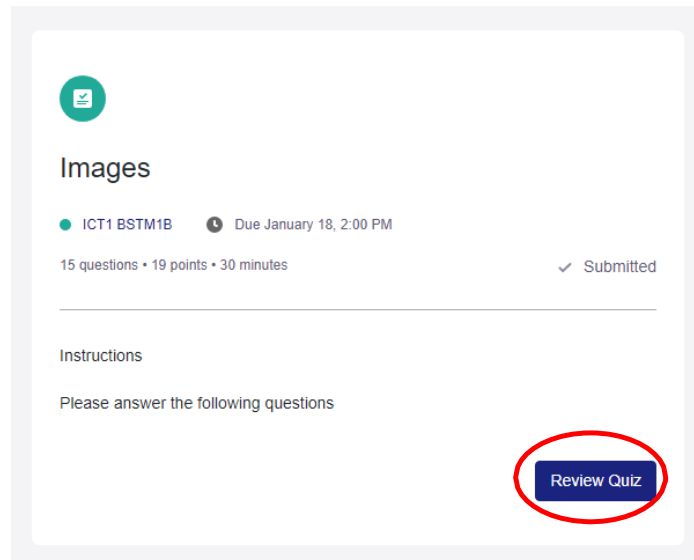
Note: If you leave the Quiz window during a Quiz, you can come back to it later and pick up where you left off. However, please note that the timer will continue to run once you start it, even when you do not have the Quiz window open.

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EDMODO GUIDE FOR STUDENTS (For Mobile Phone and Tablet Users)

Edmodo App Installation

1. Before using Edmodo, make sure you already installed the application. If you don't have the application yet, go to Google Play Store then search and install the application.

2. After the installation is finished, you may open the application and "Sign Up" for an Edmodo account or "Log In" if you have an existing account already.

19
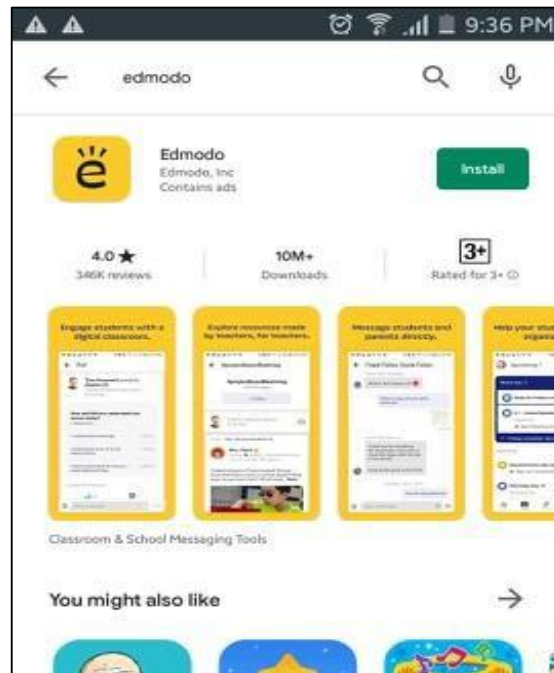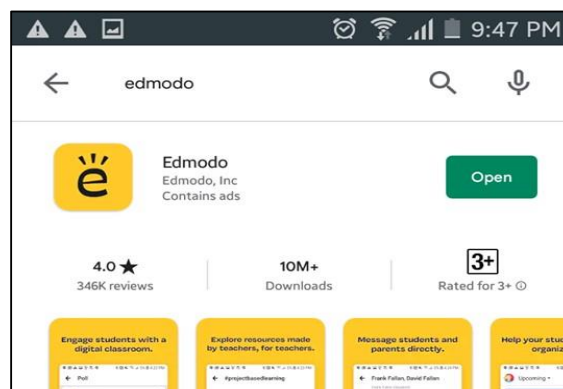
Student Sign Up (Android)

1. Open the Edmodo App and tap the "Create a Free Account" button at the home screen.
2. Tap "Student."
3. Fill out the registration form with the <u>Class code</u> obtained from your Teacher, your desired username, and password. Adding an optional email address is recommended so that you can recover your password if you ever forget it. After completing the form, tap "Create Account".
4. Fill out your First and Last Name and tap "Next".
5. You now have the option to add a Profile Picture to your Account.
6. Add your Parent's contact information. This can be either their phone number, or their email address. You can proceed without filling out the information; however some features of Edmodo may be unavailable to you.

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edmodo

Welcome to Edmodo

Let's get you set up. What name do
you want on your profie?

FirstName

lst Name

Personalize Your Profile Photo

Tap to change your avatar

X   Notify Parent

Account Safety

Provide your Parent's contact information so
that we can noufy them that you are using
Edmodo Once you do, you will be able to
unlock all of Edmodo's features

qy t   q N   v   r 't
pe<rn!SslOn tosend t pe<son IM
messages ond emaas

Notify by mobile phone

nr –
Notify by email v

Next

Done

How to Sign Up as a Student (iOS)

1. Open the Edmodo App and tap the
   "Create a Free Account" button at
   the home screen.

5:01 PM   Mon Dec 2

D2% ▬

edmodo

Create your account

Alrecty have an Account? Login here

ᄔ

2. Tap "Student."

5:01PM Mon Dec 2   -:- 92% —

<   edmodo

Who are you?

Teacher

Student

3. Fill out the registration form with the class code obtained from your teacher, your desired username, and password. Adding an optional email address is recommended so that you can recover your password if you ever forget it. After completing the form, tap "Create Account".

4. Fill out your first and last name and tap "Create".

Group Code

Username

Password (min 6 characters)

Email (optional)

Next

By tapp g Next you and your parents agree to the Terms of Serv ce and Privacy Po cy

First Name

Last Name

Create

5. You now have the option to add a profile picture to your account.

Choose your Image here

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6. Add your parent's contact information. This can be either their phone number or their email address. You can proceed without filling out the information; however some features of Edmodo may be unavailable to you.

Change Your Student Profile (Android and iOS)

Let your class know how you like to learn and what career goal you are striving for.
1. Click on your profile icon in the upper left corner to access the side panel.
2. Click on "Edit Profile".

23
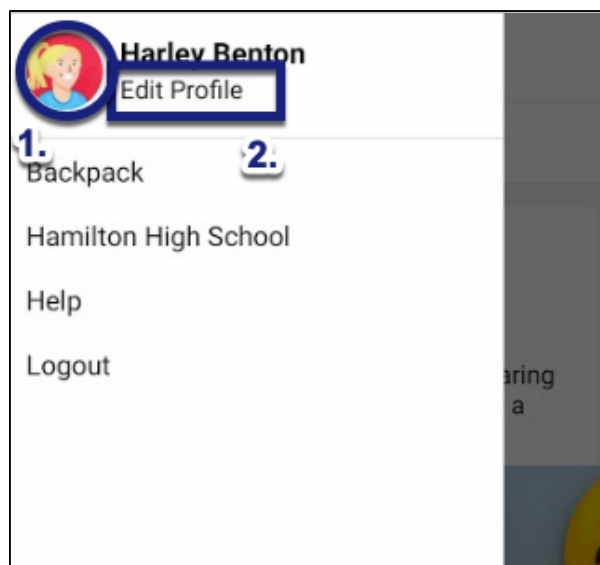
3. Once you're on the edit profile page, swipe down to scroll down the page.

Harley Benton

4. Click on either the learning style tab, or the career goal tab.

Harley Benton
Student @ Hamilton High School

Invite Parent

Copy Parent Code: xxxxxxxxx

Harley Benton

Christopher Jackson | Clay Thomas | Sebas Patel | Ary'll Lee

EDMODO AWARDED BADGES

CLASSMATES

? | +2

TEACHER AWARDED BADGES

Chn<topcv JatlJIOll | Clat lhomas | ScbasPa rt | Arya lee

@.:, ✳

EDMODO AWAKui:;D

LEARNING STYLE | **4.**

Select Your Learning Style

Learning Style

CAREER GOAL

5. Select the option you want.

49 Hands-on

En *oy* hands on learning, are good at puZZIes and mazes. ond cen oflcn put things together w thout instructions

W Listening

Remember stones better *if* they hear them than 1f they read them. can folow spo en nst•uct1on better th ıı wr lien ones,and say every word m thr head as th *y* read s lcntly

·e; Visual

Learn best from read ng, l e to see ngs wrnten out ond picture thmg.. n 1hc1r heads to remember them

24

6. When you're done, your page should look like this.
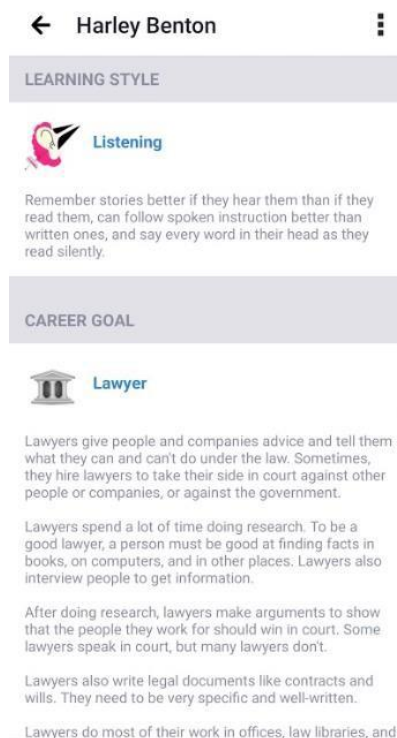
Change Your Password (Android and iOS)

1. Click on your profile icon in the upper left corner to access the side panel.
2. Click on "Edit Profile".

Android: **iOS:**

25
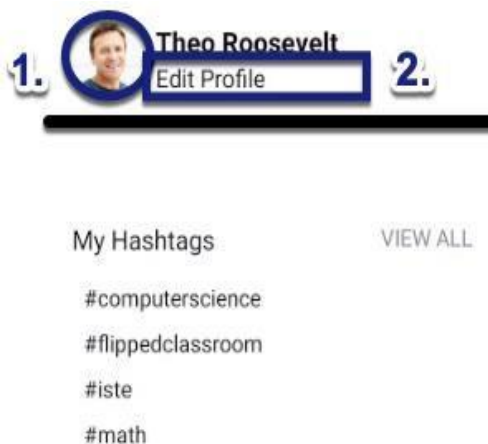
3.   3. Click on the vertical ellipsis icon to edit account settings on Android, or the Gear icon on an iOS device.

4.   Select the "Change Password" tab to change your password. You'll need to type in your current one in order to proceed.

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Change Your Profile Picture (Android and iOS)
1. Click on your profile icon in the upper left corner to access the side pane.
2. Click on edit profile.
3. Click on the ⋮ icon to edit account settings on Android, or the Gear icon on an iOS device.
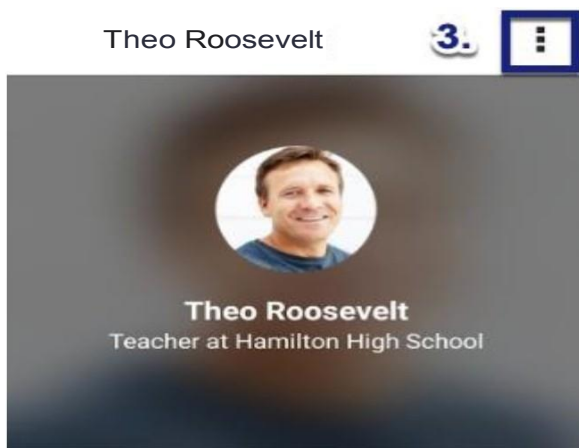
My Hashtags   VIEW ALL

#computerscience
nippedclassroom
#iste
#math
profess1onald'evelopm ent
IO1 ULPI KASn AuS
#steam

What's Due

Library

Groups and Pages

Hamilton High School

Admin

Help

Logout

Theo Roosevelt
Theo Roosevelt
Teacher at Hamilton High School

CONNECTIONS

EDMODO AWARDED BADGES

Profile

Theo Roosevelt
Teacher @ Hamilton High School
San Mateo, CA

CONNECTIONS

BADGES

Viewing Notifications (Android and iOS)

You can view notifications in the app by pressing the bell icon on the bottom navigation toolbar. This will take you to a notifications page where you can tap on individual notifications to reply to Notes, grade Assignments and more.

1. Tap "Activity" to see recent activity notifications.
2. Tap "Requests" to view requests to join classes and/or groups.
3. Tap the gear icon to access the Notifications Settings.

Search Edmodo

3.

Activity   Requests   2.

1.

teacher nice requested to join AJgebra

A   st declined

Moderated message Can Iswing by extra class to review the last test?

Oeclme

Moderated message: Iforgot to bring a copy of *my* essay to dass today. Can I post it on Edmodo?

Decline

Aseng Chang requested to join World History Teachers

Accept   Decline

iiscover   Notifications

28

Change the Language Settings (iOS)

The Edmodo iOS app for teachers and students is currently offered in US English, Hungarian, Italian, Japanese, Simplified Chinese and Spanish. The Parents app is currently offered in US English, Croatian, Hungarian, Italian, Japanese, Simplified and Traditional Chinese, and Spanish. The app automatically adjusts to your device's language settings, so to change the language on your Edmodo app; you must change the language settings on your device. To do so, simply follow the steps below:

1. Access your device's "Settings".
2. Click on "General".
3. Click on "Language & Region".
4. Click on "iPhone/iPad Language".
5. Choose your language.

Note: As long as you select a supported language, the Edmodo app will automatically adjust to your selected language**.**

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Change the Language Settings (Android)

The Edmodo Android app for students and teachers is currently offered in US English, French, Hungarian, Indonesian, Italian, Japanese, Portuguese, Spanish, and Ukrainian. The Edmodo Android app for Parents is currently offered in US English, Hungarian, Indonesian, Italian, Japanese, Spanish, and Ukrainian. The app automatically adjusts to your device's language settings, so to change the language on your Edmodo app; you must change the language settings on your device. To do so, follow the steps below:

1. Access your device's "Settings".
2. Click on "Language & input".
3. Click on "Language."
4. Choose your language.

Join a Class as a Student (Android and iOS)

Students who already have an account can add or join additional Classes.

1. Tap "Classes" on the bottom navigation toolbar.
2. Tap "My Classes" on the right side of the upper panel in order to go to the list of your classes.
3. Tap the Plus symbol (+) on the right side.
4. Select "Join with Code" (iOS).
5. Enter the "Class Code" and tap "Join" or "OK."
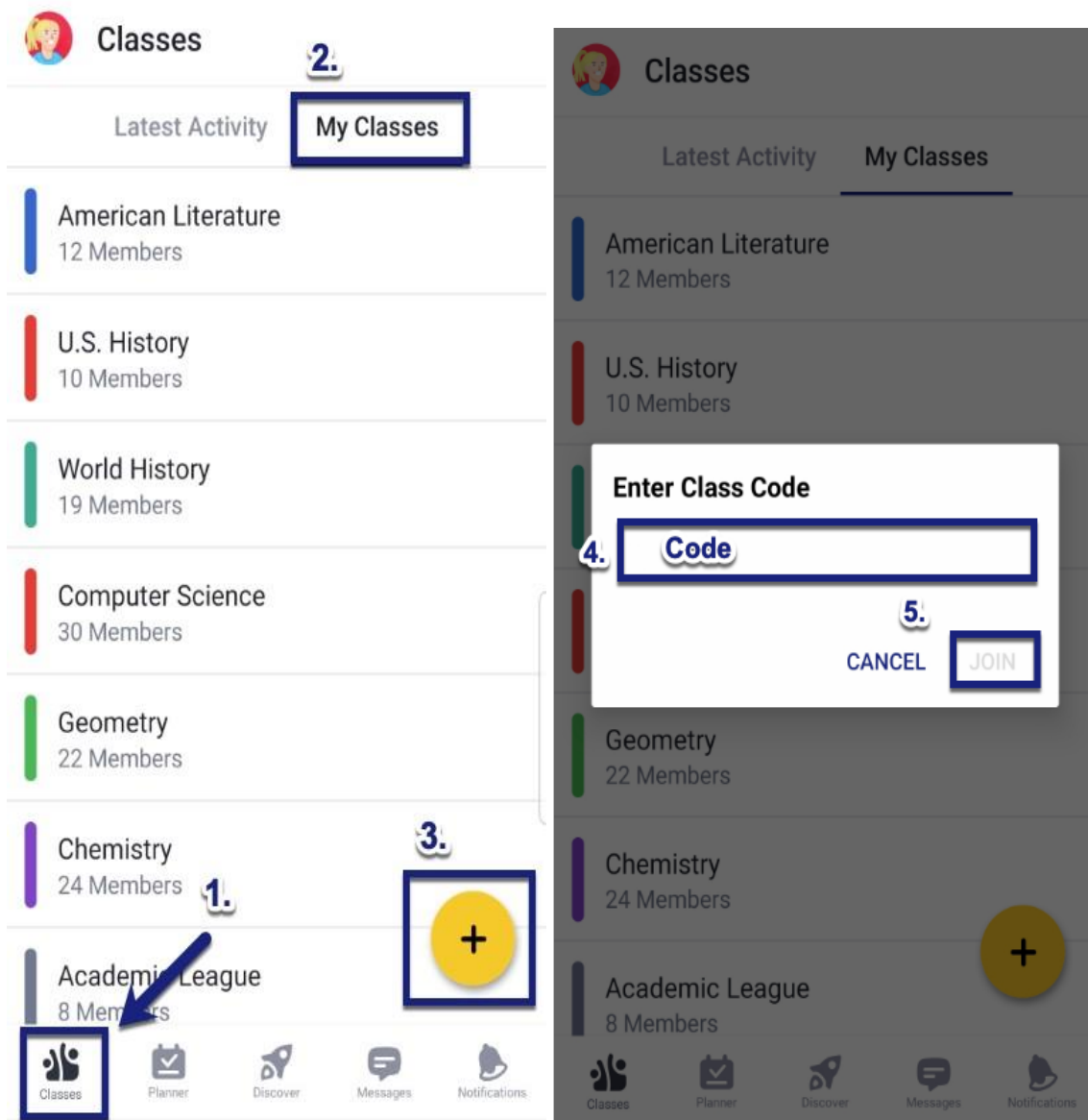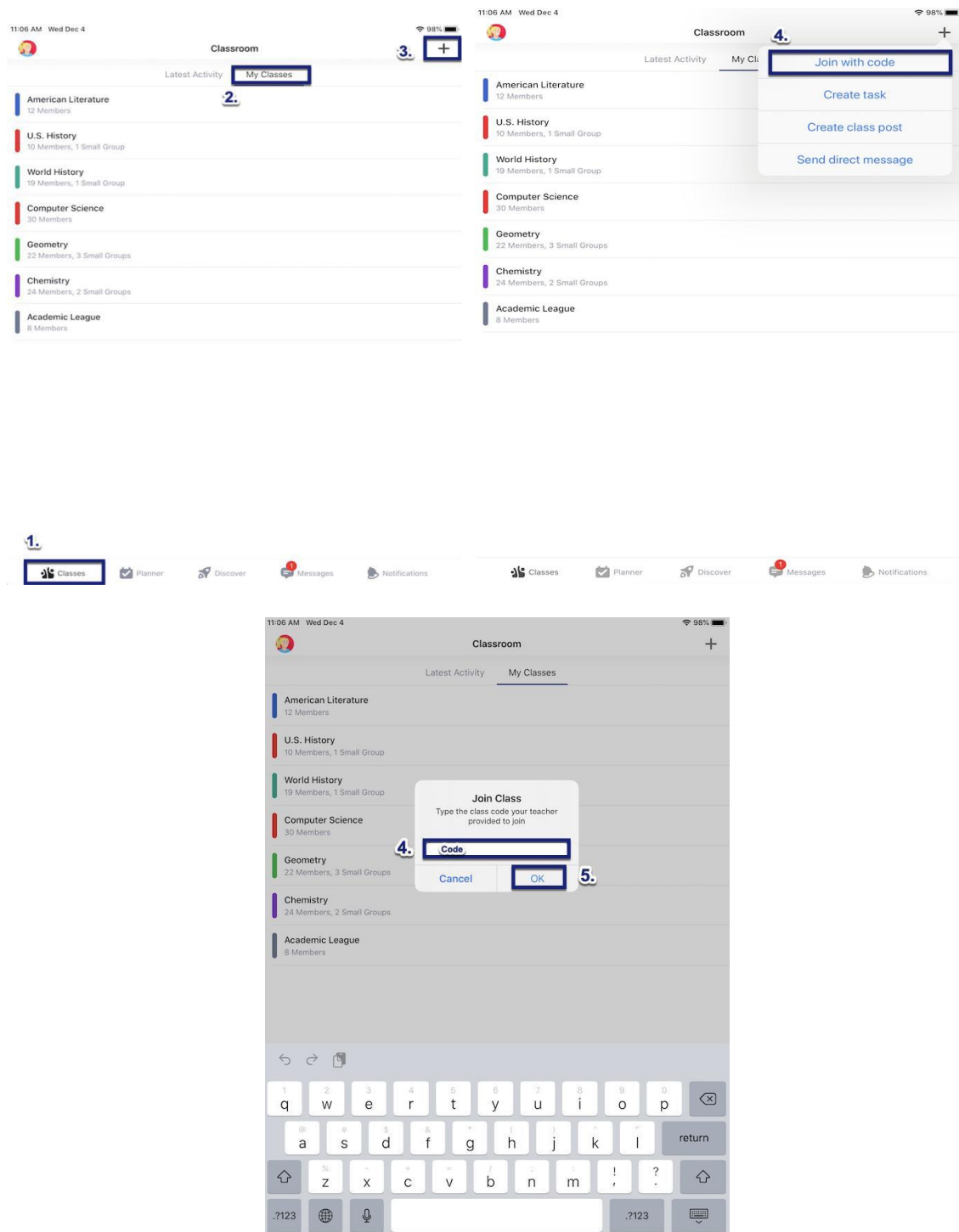
3

Android:

iOS:

32

VIEW A CLASS OR GROUP'S POSTS (ANDROID AND IOS)

If you would like to view Posts for only one specific Class or Group, you can easily do this in the Android and iOS apps. Follow these steps:

1. Tap the "Classes" on the bottom navigation toolbar or tap your profile icon to open up the left sidebar, and tap "Groups and Pages".
   - You will see a list of all the Classes or Groups you have created or joined. You may need to swipe down to scroll down the page and view more classes/groups.
2. Tap the Class or Group where you would like to view Posts.
3. Tap the "Posts" at the furthest left in the upper panel of the page.

Option B:
1. In order to reach the posts of the groups that are not classes, tap your profile icon in the upper left corner of the page.
2. In the left side menu that appears, tap "Groups and Pages".
3. Select the Group that you want to look at.
4. Tap the "Posts" at the furthest left in the upper panel of the page.

33
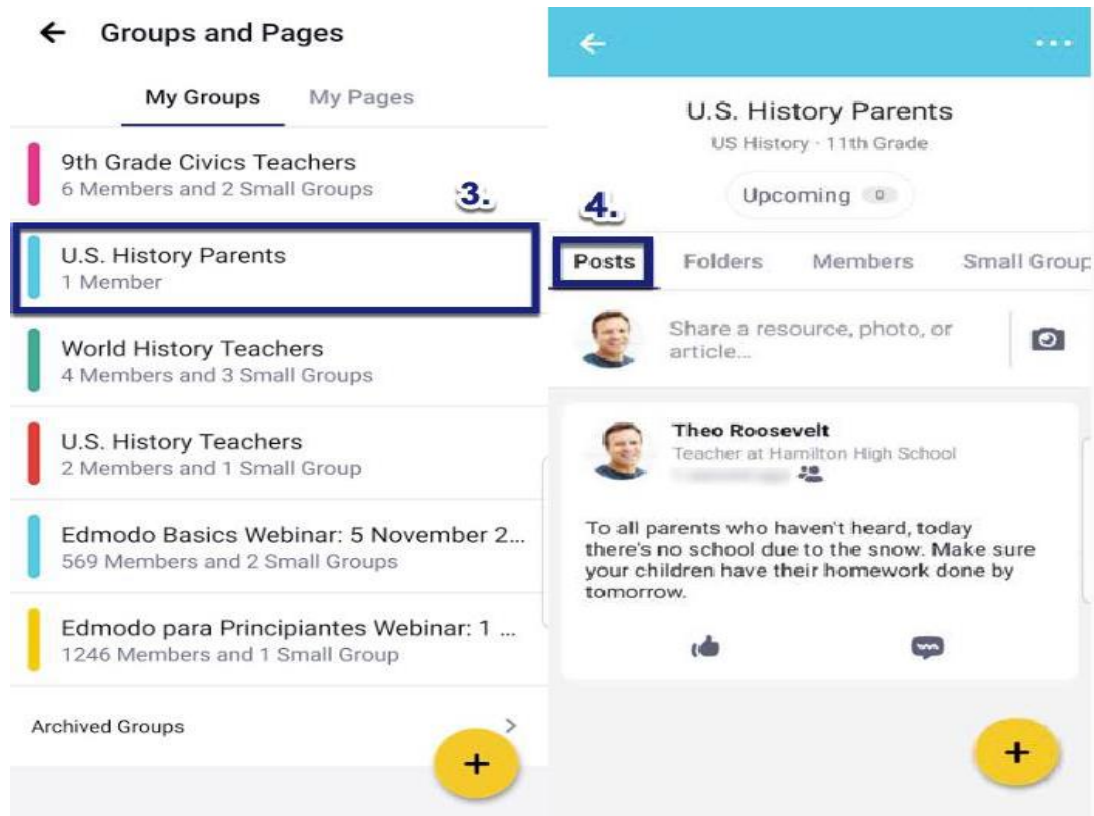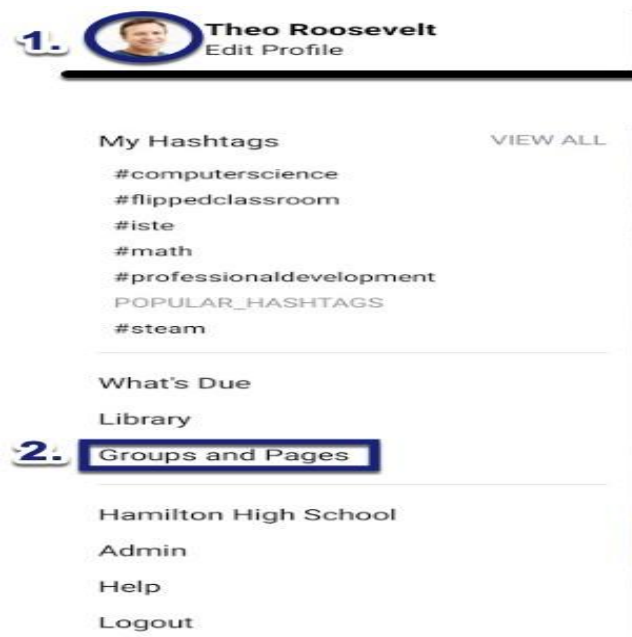
Access Folders Shared with Your Groups (Android and iOS)

Teachers and students can view folders that are shared with their classes or groups from the Android and iOS mobile app. Once the group owner has created folders and shared them with a group, any members of the group can access those folders. To access folders shared with a group:

1. Select "Classes" on the navigation bar or "My Groups" from the "More" menu. A list of classes or groups you are a member of will show.
2. Select the class or group that the folder is shared with.
3. Tap the "Folder" icon in the top navigation bar.
4. Tap a "Folder" to view the resources inside.
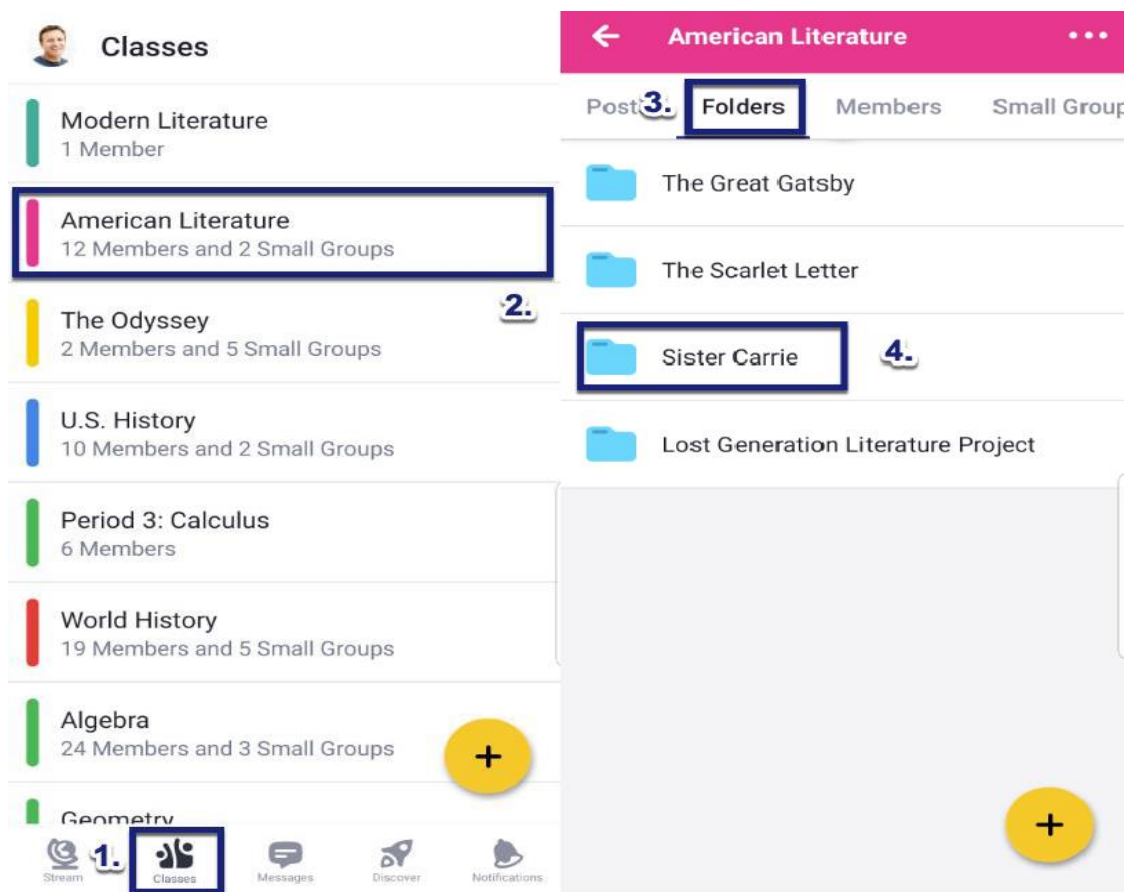
Android

iOS:
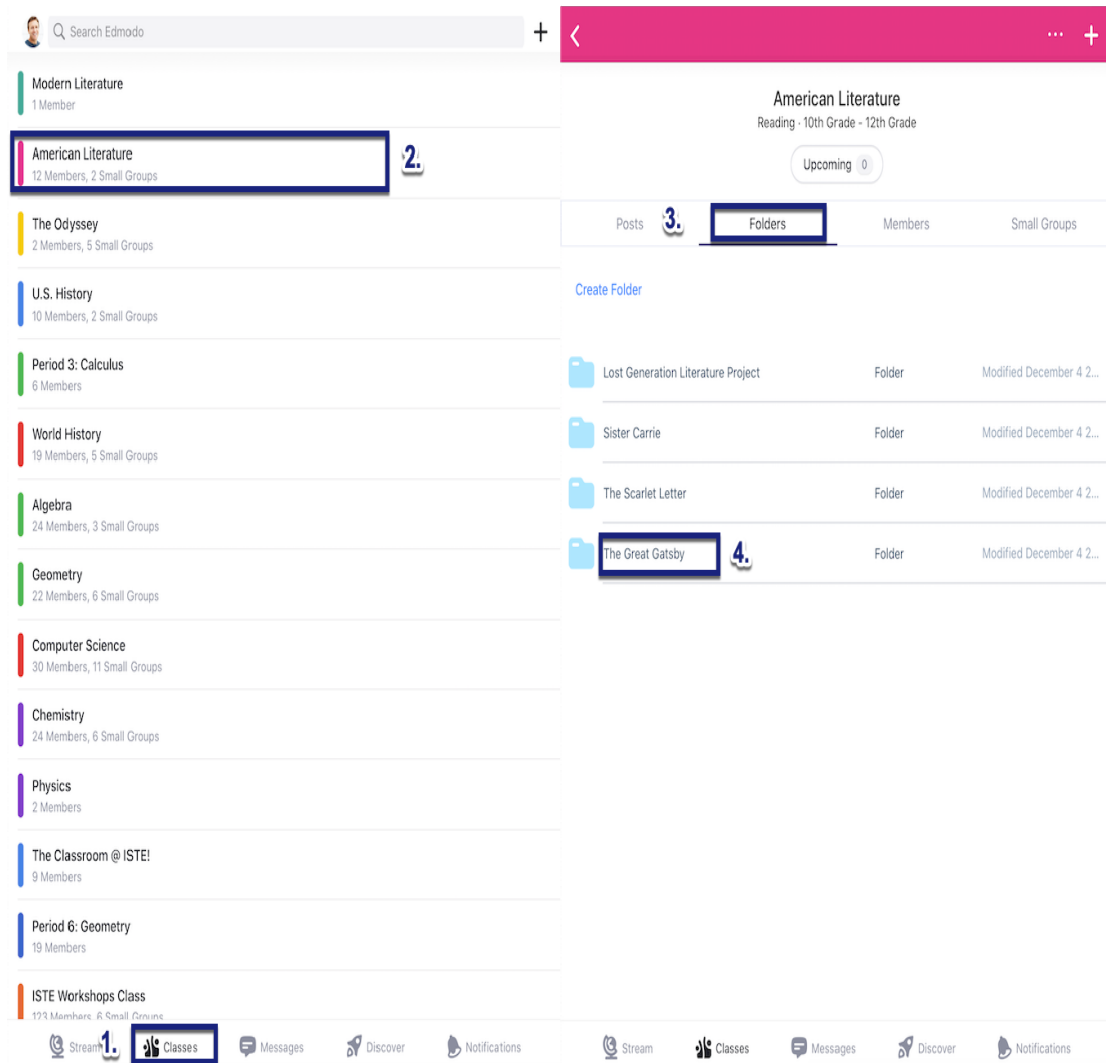
File Sharing (Android)

Are you trying to download and upload files on your Android Device? Look no further! You can send a file directly from another app to Edmodo:

1. Open an outside app such as Microsoft Word and open a file. You can also open a picture from your gallery, an attachment from an email, or a PDF from a supported app.
2. Tap the ⋮ icon at the top right of the screen.
3. Tap the "Send File" tab in the panel that appears.
4. Select "Edmodo" from the list of apps (you may need to tap "See All" to show Edmodo in the list).
5. Choose if you would like to attach the file to a Note, Assignment or simply add the file to your Library/Backpack.
6. The file will be sent to Edmodo.

File Sharing (iOS)

You can send a file directly from another app and attach it to a post or compose a new post and attach files from your camera roll or Library. To upload a file from another app, follow these steps:

1. Open the non Edmodo app and create a new document, or open an existing document.
2. Tap the share icon ⬆️ in the upper right of the screen.
3. Locate and Tap the Edmodo icon. If you do not see the icon at first, select the "More" tab and enable Edmodo.
4. Choose if you would like to attach the file to a Note, Assignment or simply add the file to your Library/Backpack.
5. Proceed with sending the post to your contacts or groups!

Note: Each app will have its own steps for opening a file in Edmodo, and the exact steps above will not always apply depending on the app. As a rule of thumb, look for a "open in" or "share" icon in the app, then select "open in another app," then select Edmodo.

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Open a File in Another App (Android)
When you open files from your Library or stream, you can open the file in another Android app.
1. Tap the "More" tab in your navigation bar.
2. Tap "Library" to show the files and folders in your Library.
3. Tap any file in your Library and it will open up in the format it was intended for.
4. When the file opens, tap the three vertical dots in the upper right corner to access additional options.
5. Tap the "Open with..." tab in the panel that appears.
6. Select the app you would like to open the file.

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Open a File in Another App (iOS)

When you open files from your Library or stream, you can open the file in another iOS app.

1. Tap your profile icon at the upper right of the page.
2. Tap "Library" to show the files and folders in your Library.
3. Tap any file in your Library and it will open up in the format it was intended for.
4. Tap "Share" or "Open in another app" depending on where you are opening the document and select from a list of apps that pops up.
5. If you tap "Share", a list of options will pop-up.
6. Your file will open up in the app that you select.

Note: The Open in button will also allow you to open a file in Safari, send the file to your Library, and attach the file to a Note or Assignment among other things. Experiment with other apps to see how you can integrate them with Edmodo.

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Student Planner (iOS and Android)

The new "Student Planner" on the Edmodo app is an organizational tool that helps students stay on track with their work. It automatically updates the work created by their teachers on Edmodo, but also allows students to create their own custom tasks and classes.

To access Planner:
1. Login to a student account on the Edmodo app.
2. Tap the Planner tab.

Note: Every Assignment, Quiz, or Event created by a student's teacher on Edmodo will automatically appear in their Planner.

Key:
1. ⚙ Planner Settings
2. "What's Due" Section. This area includes your most urgent assignments/quizzes.
3. "Upcoming Section": Quizzes, assignments, and events due later on in the school year.
4. ✛ button: Add additional tasks.
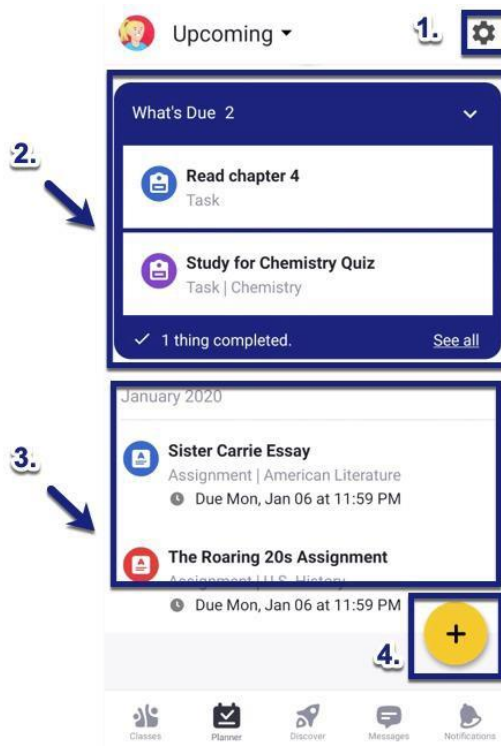
Setting up Your Planner and Tasks:

To create a new task:
1. Tap the '+' button in the lower right corner of the planner.
2. Give the task a description and add a due date/class (optional).
3. Select the type of task (General, Assignment, Quiz, Event).

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    4. Add any notes, including any picture attachments (optional).
    5. Tap "Save".

To set a daily reminder:
    1. Access the Planner Settings by tapping the gear icon.
    2. Tap the toggle to receive daily reminders.
    3. Select the time of day to receive a push notification.

To create a new class:
    1. Access the Planner Settings by tapping the gear icon.
    2. Scroll to the bottom of your list of classes.
    3. Tap "+ Add a class."
    4. Enter a name and select a color.
    5. Tap "Ok"
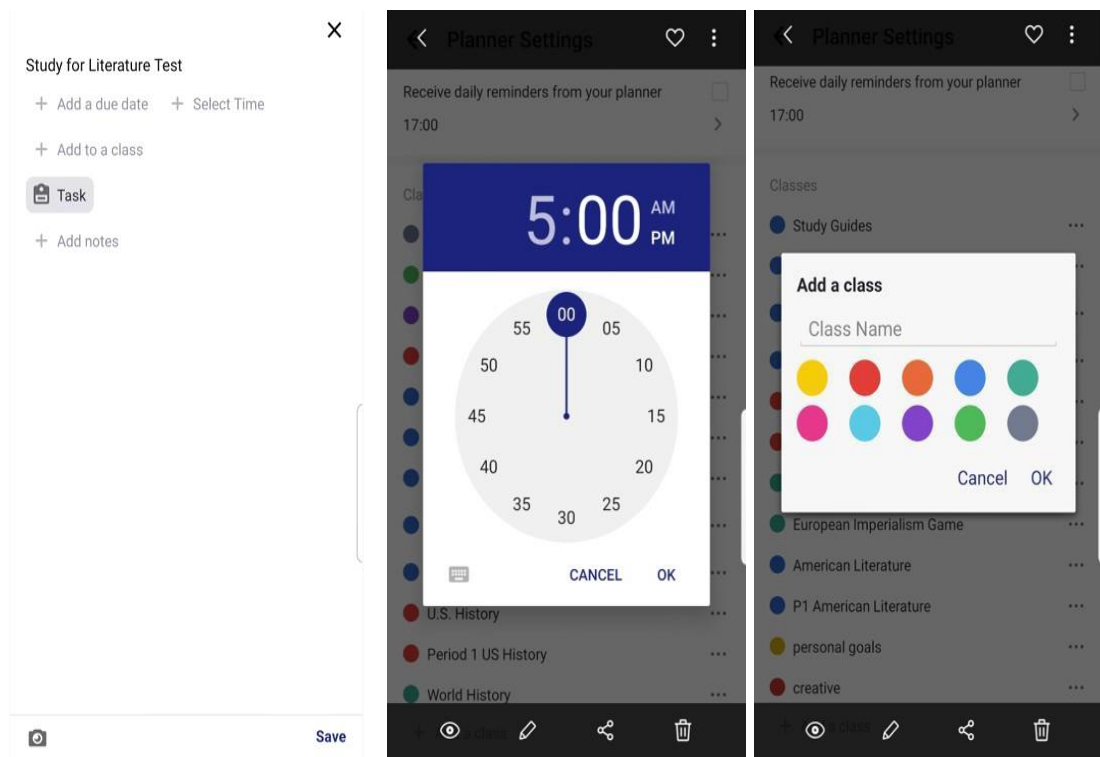
Viewing and Managing Tasks:

To edit or delete a task:
    1. Tap any task to access the task details.
    2. Tap the ellipses symbol (···) in the upper right corner of the task card.
    3. Select "Edit task" or "Delete task."

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Note: Students can only edit or delete student created tasks. Teacher created tasks cannot be edited or deleted by students.

To mark a task complete:
1. Tap any task to access the task details.
2. Tap "Mark as complete" at the bottom of the task card.

Note: Marking a task complete moves the task from "Upcoming" to "Completed." Students can view upcoming or completed tasks by using the Planner filter (3.) at the top of the planner or tapping "See all." (4.)

Note: Tasks will automatically move to "Completed" if they are Edmodo assignments or quizzes that are submitted. Assignment and Quiz grades can be viewed from the list of completed tasks.

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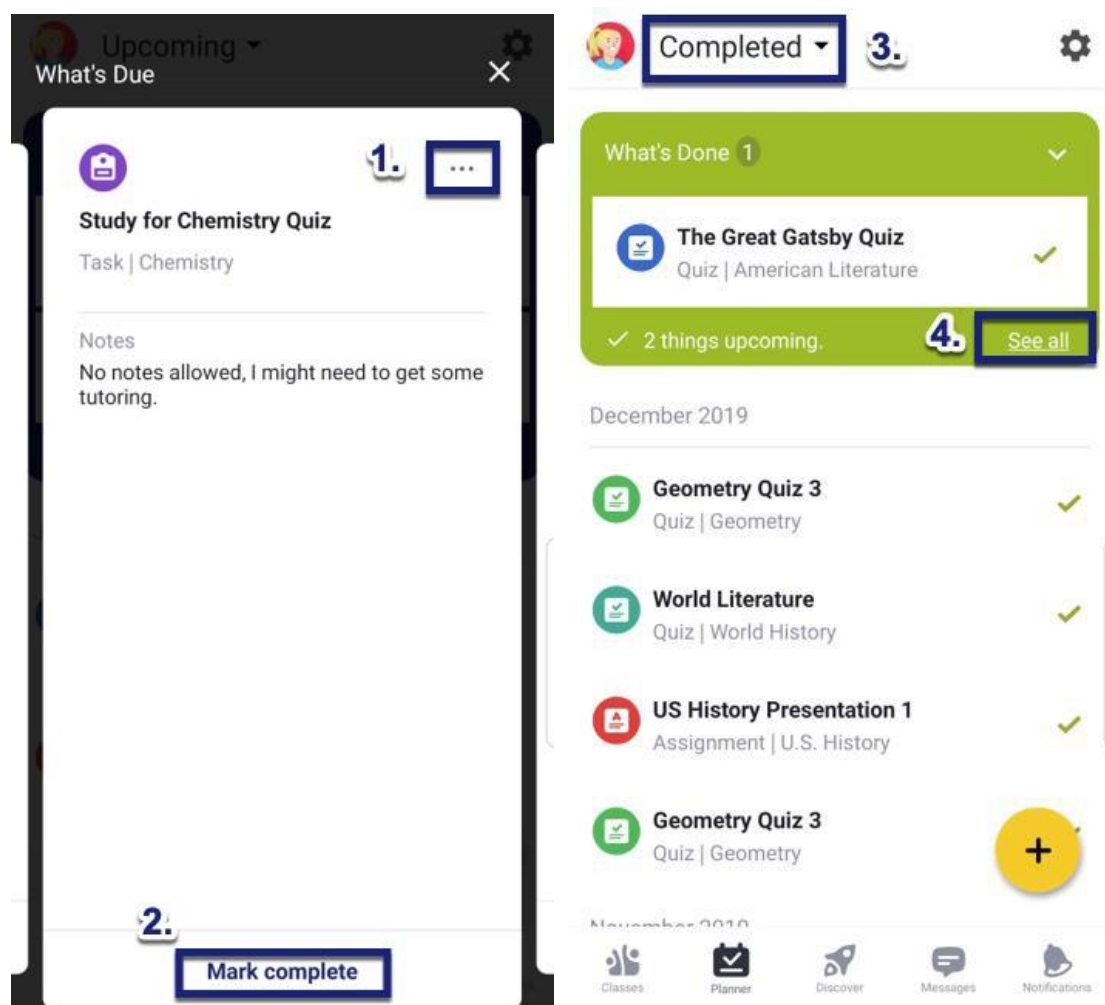
Submitting Assignments on Mobile App (iOS and Android)

You can easily open and submit an assignment for a class within your Edmodo iOS and Android mobile apps. Please follow the steps below to find, create a response for, and submit an assignment:

1. On your mobile device, log into your student account on the Edmodo app.
2. Find the assignment by either tapping on "Classes" and finding the assignment post in the class stream, or tapping on the "Planner" at the bottom toolbar to see a list of all upcoming quizzes and assignments.
   - If you go to the planner section, make sure that you tap on "Upcoming" in the upper tab.
3. Tap on "Submit Assignment" on an assignment page.
4. In the Submissions tab, you can write out your response directly in the text box or attach a file (such as a photo, Word document, PDF, etc.) from your mobile device by clicking on the "Attach" button. Please note that on the mobile app, a draft of the written response will not be saved if students navigate to another part of the app before submitting it. On the web version of Edmodo, written responses created by students are automatically saved as a draft.
5. After the response is completed and the appropriate files have been attached, you can tap on "Submit" at the upper right corner of the page to turn in the assignment.
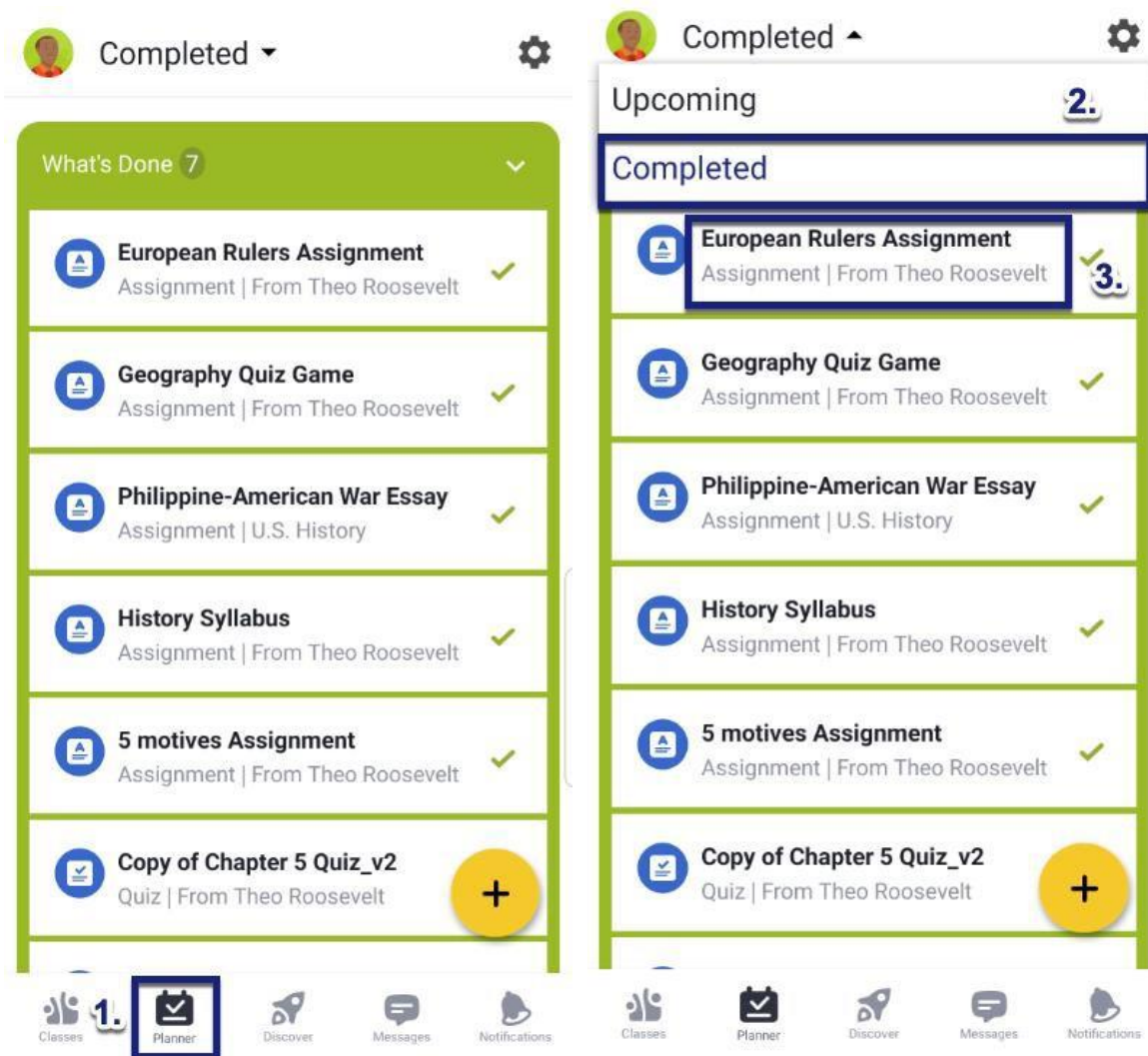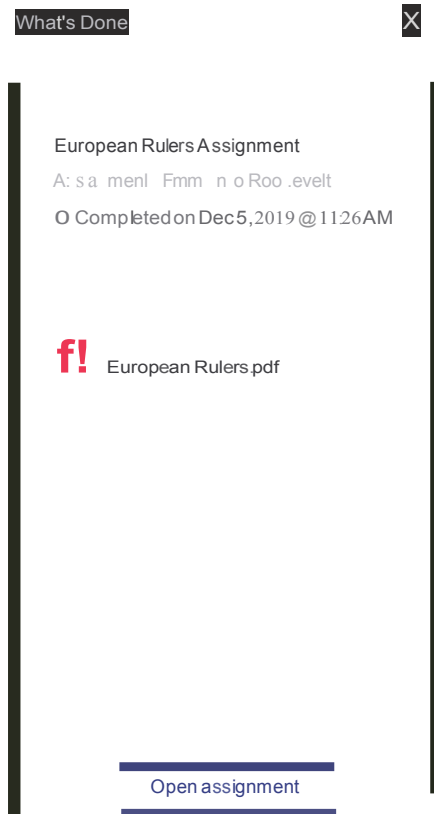
View Grades (Android and iOS)

1. Within the "Notifications" list, tap on the notification that indicates that the teacher has graded your submission.
2. Tap on "Submissions" tab at the top.

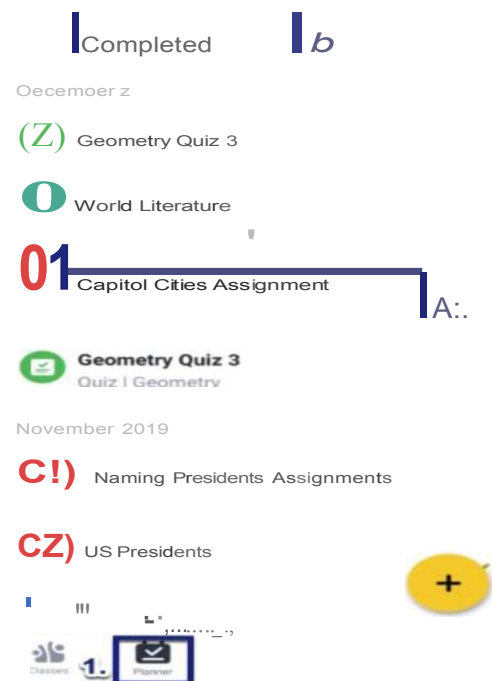
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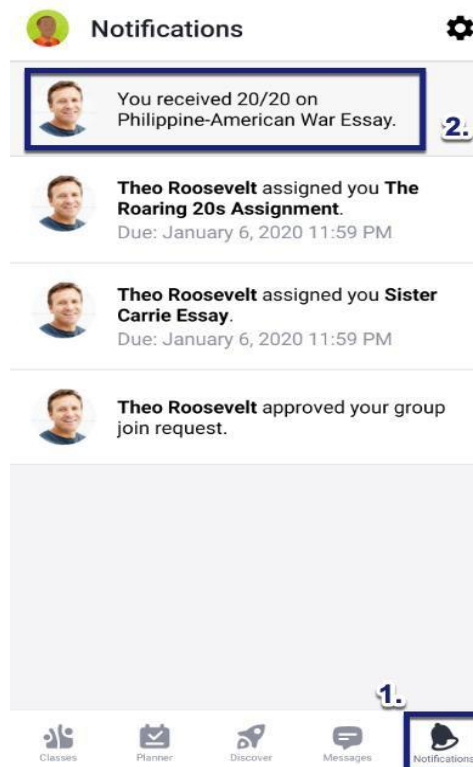
From the "What's Due" tab:

1. Tap on "Planner" tab at the bottom toolbar.
2. Tap on "Completed" tab at the top.
3. From the list of completed assignments and quizzes, you can tap on each item to see your grade (if your teacher has finished grading the item).
4. If you are opening an assignment submission, tap on "Open Assignment" to see the grade.
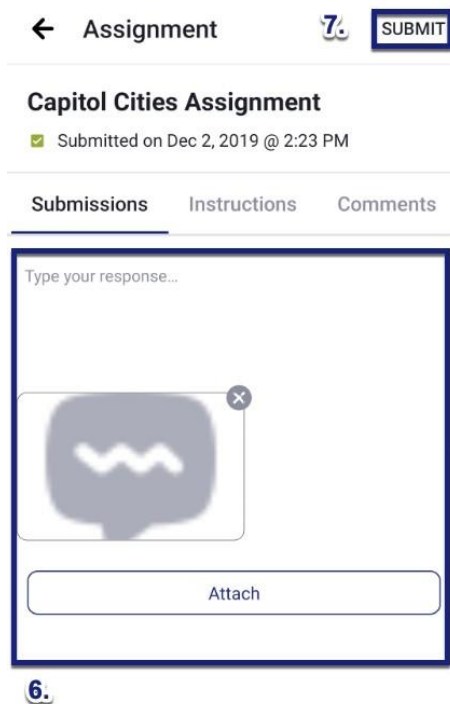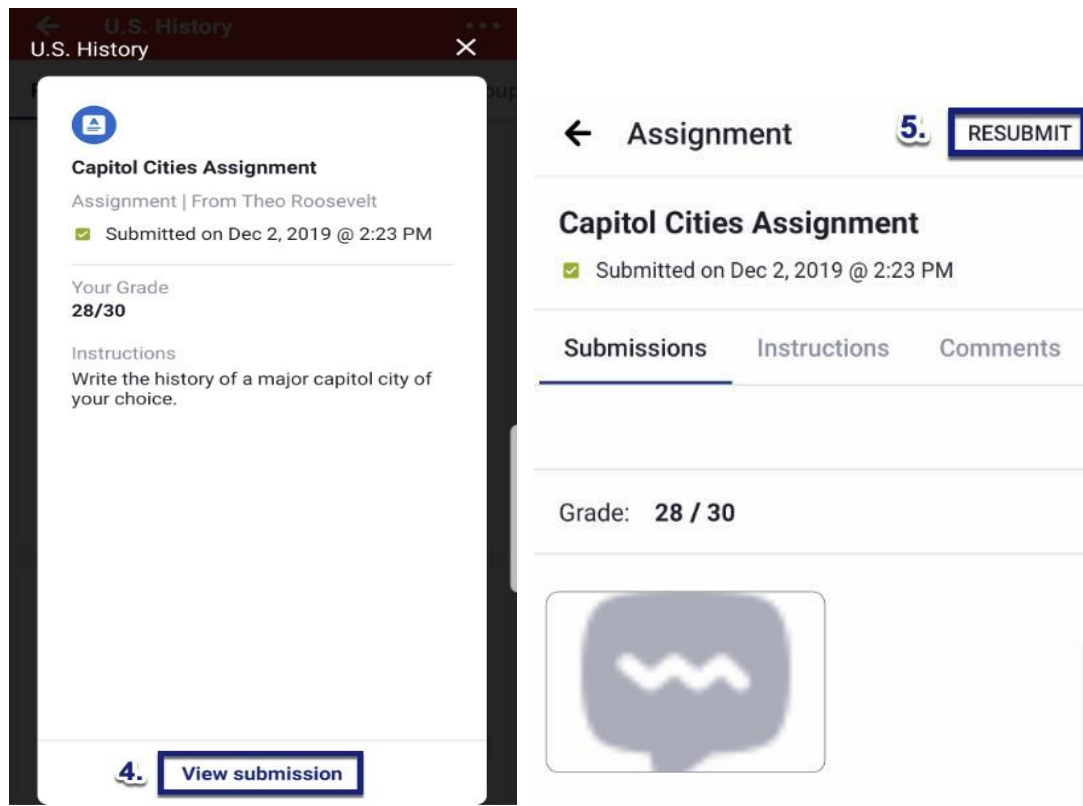

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What's Done   X

European Rulers Assignment

A: s a menl Fmm n o Roo .evelt

O Completed on Dec 5, 2019 @ 11:26 AM

f!   European Rulers.pdf

Open assignment

Resubmit an Assignment (Android)

1. Tap "Planner" in the toolbar at the bottom of the home page.
2. Select the Planner/Completed tab at the top.
3. Tap the assignment you would like to resubmit.
4. Tap "View Submission."
5. Tap "Resubmit" at the upper right corner.
6. Type a new response or attach a file from backpack, file from device, a link, a picture from photo gallery, or take a photo.
7. Tap "Submit Assignment" at the upper right corner to complete the resubmission.

Completed   b

Oecemoer z

(Z) Geometry Quiz 3

O World Literature

01 Capitol Cities Assignment   A:.

Geometry Quiz 3
Quiz | Geometrv

November 2019

C!) Naming Presidents Assignments

CZ) US Presidents

+

Classes 1. Planner

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iOS

1. Tap "Planner" in the toolbar at the bottom of the home page.
2. Select the Planner/Completed tab at the top.
3. Tap the Assignment you would like to resubmit.
4. Tap "View Submissions."
5. Tap "Resubmit Assignment" at the bottom page.
6. Type a new response or attach a file from Backpack, file from Device, a Link, a Picture from Photo Gallery, or Take a photo.
7. Tap "Submit Assignment" at the bottom of the page to complete the resubmission.
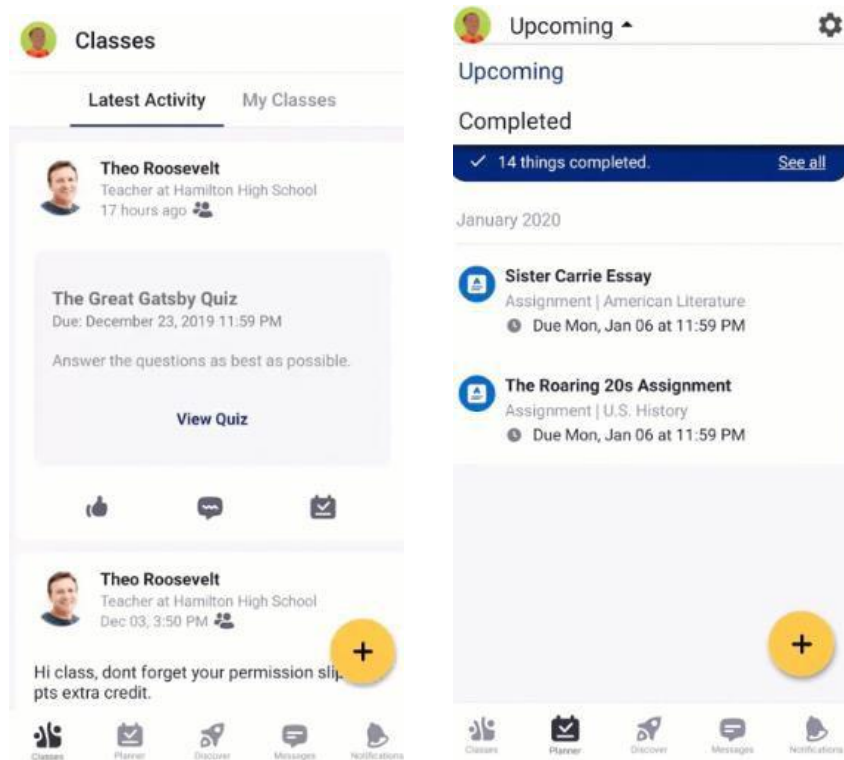

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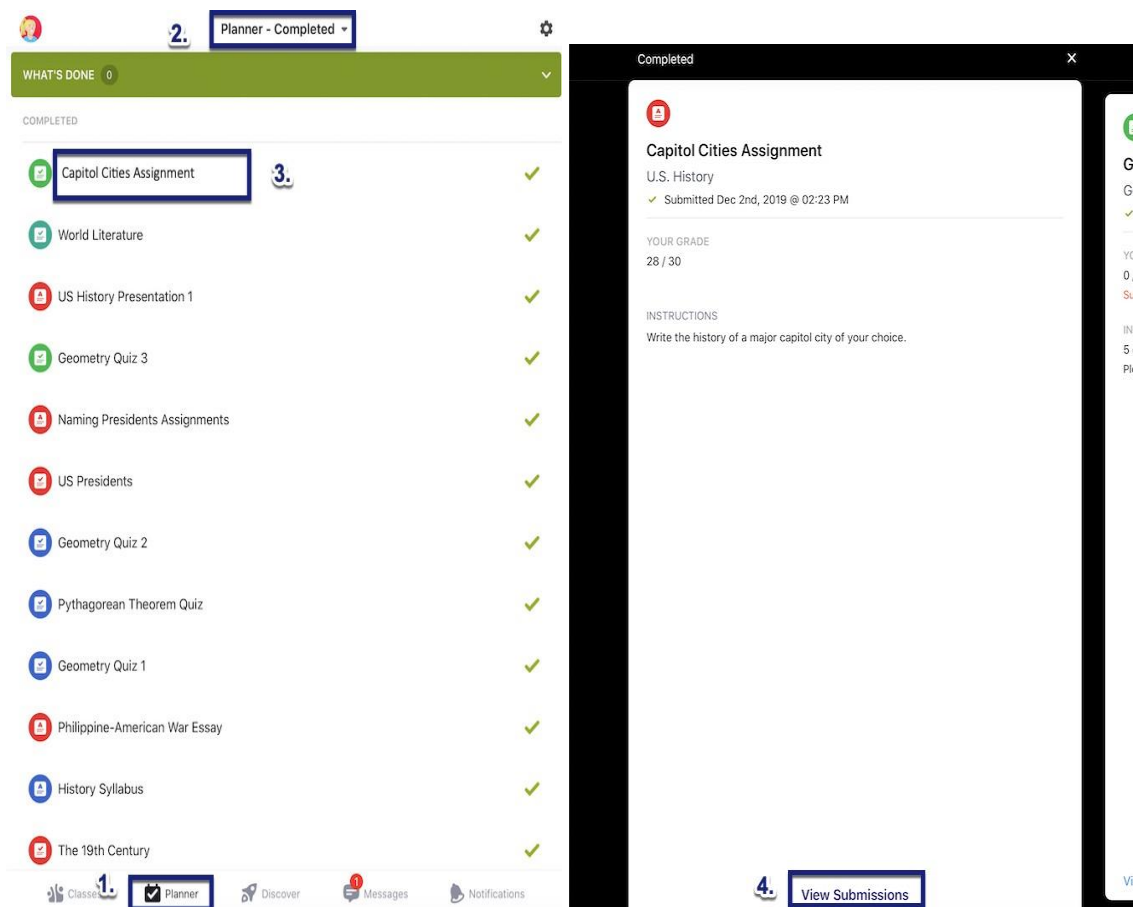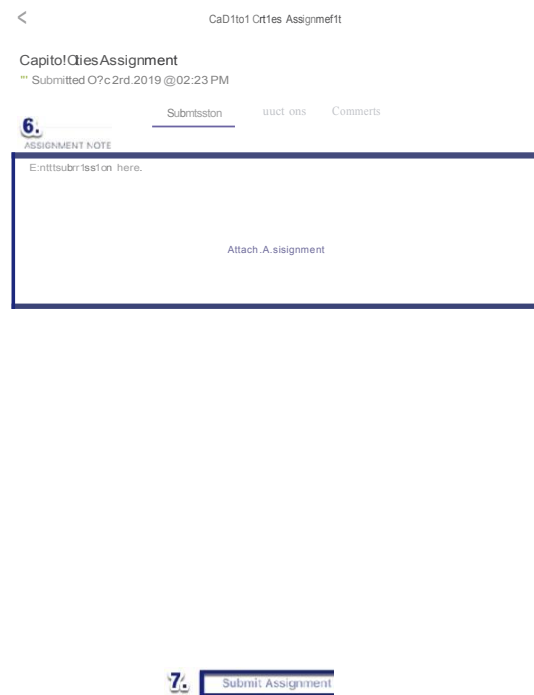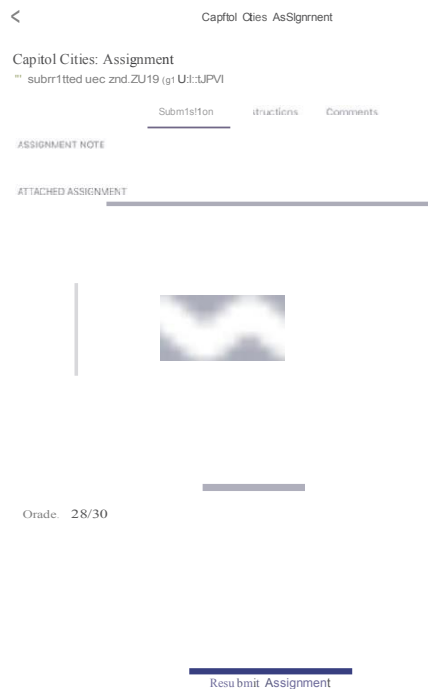
Taking a Quiz (Android and iOS)

1. In the "Classes" view, tap the "My Classes" tab and choose your class. Then find the quiz post in your class stream. Tap "View Quiz on Android or Take Quiz on iOS." You can also find a list of your quizzes in the Assignment Center.

2. Once you have opened your quiz, tap "Take Quiz" to start working. This will also begin the countdown timer or resume the timer if you already started the quiz.
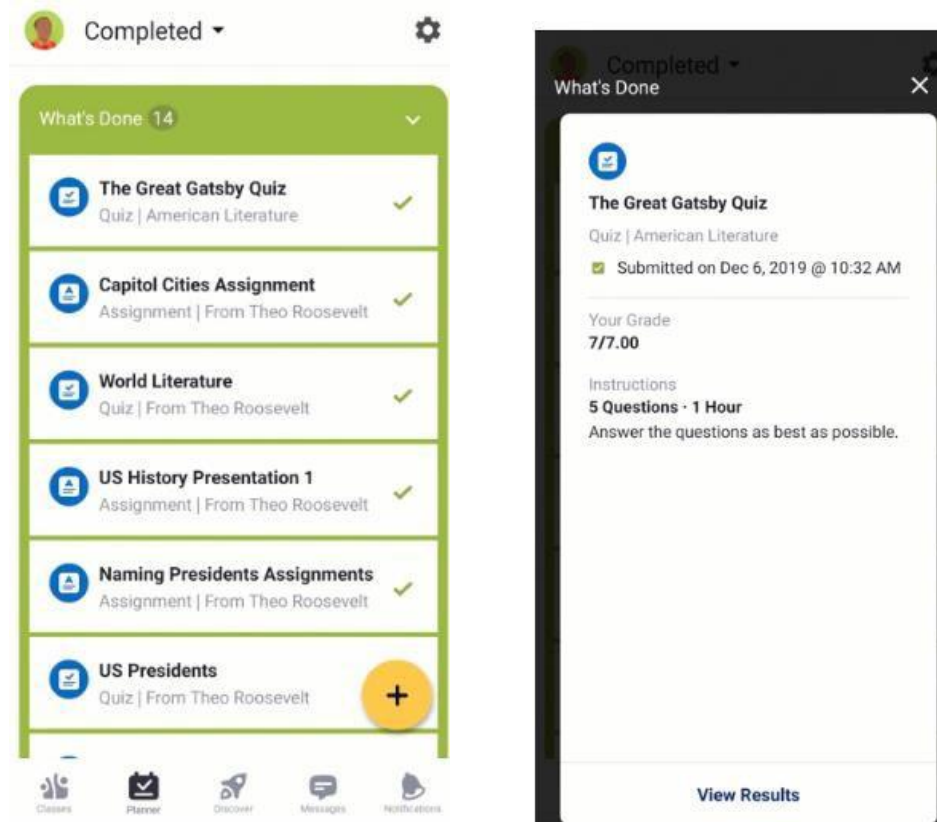

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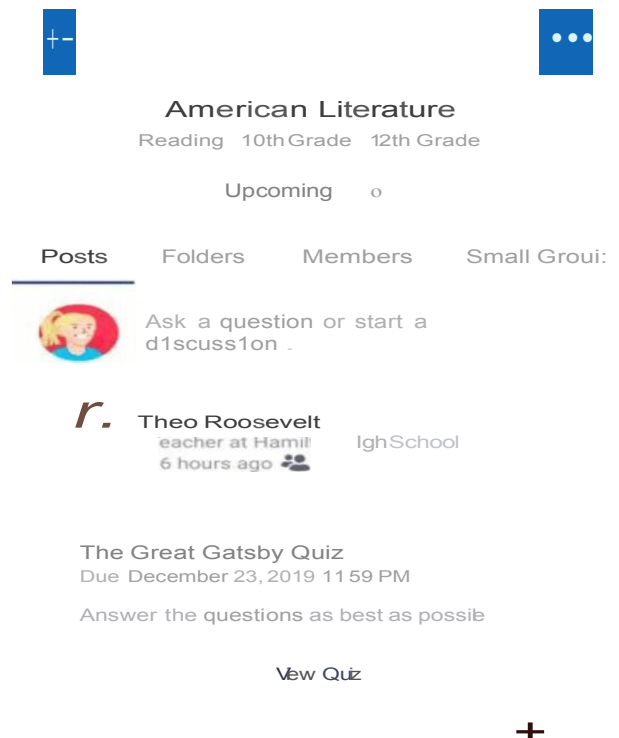
3. Tapping "Next" or the back arrow at the top of the questions allows you to navigate between questions. Then, answer each question by following the instructions for each question type:

   - Multiple Choice: Tap an answer to select which answer you believe is correct.
   - Short Answer: Tap the "Write your answer here" box to bring up the keyboard to enter your answer.
   - True or False: Tap an answer to select which answer you believe is correct.
   - Matching: Tap one of the empty spaces to bring up a list of possible matches. Once you select a match the next item you select will have all of the remaining choices. You can tap the X icon on the right side of a match to return that to the list.
   - Fill in the blank: Tap the underlined area to bring up the keyboard to enter your selection.

4. Once you have answered all questions you will be taken to an overview of all questions. You can tap a question to go back and change your answer.
5. If you are ready to submit your quiz you can navigate to the end of the quiz by pressing "Next" until you are through all questions.
6. Tap "Finish" at the upper right of the app to finish up and then "Submit" on the box confirming your selection.

View Quiz Results - Students (Android and iOS)

1. Go to your "Planner".
2. At the upper tab on the Planner Page, tap "Completed."
3. Tap the quiz that you would like to look at.
4. Tap "View Results" at the bottom.

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Reference

Edmodo. (2020). Edmodo Help Center. Retrieved May 17, 2020, from
https://support.edmodo.com/hc/en-us

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