



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.9 DPWH
11-18-2021

November 16, 2021

MEMORANDUM

FOR : Director **CONSTANTE A. LLANES, JR. CESO III**, PS
Director **TIBURCIO DL. CANLAS**, BOD
OIC-Director **MA. VICTORIA S. GREGORIO**, PrS
Director **GLIRICIDIA C. TUMALIUAN**, IAS
Director **ERIC A. AYAPANA**, BOC
OIC-Director **MEDMIER G. MALIG**, BQS
Director **NERIE D. BUENO**, BRS
OIC-Director **ANDRO V. SANTIAGO**, SRS

SUBJECT : **Training on Facilitating Online Learning (Phase 1 of the Capacity Development Strategy for the DPWH Devolution Transition Plan)**

In line with the Capacity Development Strategy for the DPWH Devolution Transition Plan (DTP) prepared by the Technical Working Group (TWG) and its secretariat in compliance with the Executive Order (E.O.) No. 138 series of 2021 and its Implementing Rules and Regulations (IRR), the Human Resource and Administrative Service will conduct the above-mentioned training on **November 23 – 24, 2021** via Zoom application.

As part of the Phase 1 of the Capacity Development Strategy for the DTP, the objective of the Training on Facilitating Online Learning is to equip the identified Subject Matter Experts (SMEs) from Central Office with knowledge and skills to effectively facilitate and deliver virtual learning sessions using best practices and appropriate learning methods to the ROs and DEOs in providing capacity development interventions to LGUs.


In this regard, the identified SMEs (copy of list attached) are directed to participate in the above-mentioned training on the said dates. To confirm the attendance and to register to the training, the SMEs are required to accomplish the following online forms **on or before November 19, 2021**:

Online Forms	Link
1. Participant's Profile	https://tinyurl.com/TFOL2021
2. Pre-Test	https://tinyurl.com/PreTestDTP1

The meeting link will be forwarded to the e-mail address registered in the participant's profile. Also, please ensure that the participant will have access to a computer, laptop or mobile phone with camera and stable internet connection during the sessions.

Attached is the session schedule for your reference. For any concerns, please contact Ms. Darlene Angelu V. Peña at local 43337 or email at penadav@dpwh.gov.ph.

For compliance.


ATTY. MICHAEL S. VILAFRANCA
Director IV
Human Resource and Administrative Service

List of Identified Subject Matter Experts (SMEs) from Central Office

(Participants to the Training on Facilitating Online Learning)

Office	Identified SMEs	
Planning Service (PS)	<p>Nenita R. Jimenez Madelyn B. Loyola Inna Clarisse Mae M. Santos Rosemarie B. del Rosario, DSD. Maria Victoria O. Lofamia Ara Charise C. Salcedo Michiko Marie Quiachon- Lea Yvette Aguilar Reggie Marie Gabales Erlynrose Mari Nazareno Maximo Ewald Montana II Elmo Atillano Pelita Galvez Philip Legaspi</p>	<p>Arie Peñaranda Guilleanne Medina Yvette Kirsten Rivera Alexander Generoso Castro Cheryl Livara Rowin O. Pascua Anthony Errol T. Legislador Predesvinda M. Garcia Jeanett B. Melendez Anna Carmina V. Lacsina Melanie A. Ramis Rickmann Joy L. Morden Novee Ralph A. Edicto Ralph Joed A. Dela Cruz</p>
Bureau of Design (BOD)	<p>Dindo M. Macabante Cherisse D. Bagan Samuel A. Bertillo Peter James T. Esquibil Lara Marisse T. Inguito Jerome V. Katigbak Richard V. Lomboy</p>	<p>Engracio C. Ponce Jr. Mark Gerson P. Baril Myra Donne T. Chua Daryl Paul B. De La Rosa Daniel C. Matanguihan Luvinci D. Tan</p>
Procurement Service (PrS)	<p>Dir. Ma. Victoria S. Gregorio Lilibeth J. Fajardo</p>	<p>Mary Grace N. Obja-an Roberto P. Ting, Jr.</p>
Internal Audit Service (IAS)	<p>Luz Dela Rosa</p>	
Bureau of Construction (BOC)	<p>Robie Shem T. Ocray Nico E. Funa Ryan M. Cabarubias</p>	<p>Cherizalyn M. Unabia Aljon L. Dimalanta John Rayven Topacio</p>
Bureau of Quality and Safety (BQS)	<p>Gerardo A. Macalinao Carolyn A. Leyesa Belma N. Montaña</p>	
Bureau of Research and Standards (BRS)	<p>Materials Testing Division Concrete Section, Research and Development Division Asphalt Section, Research and Development Division Soil and Aggregates Section, Research and Development Division Technical Services Division <i>(Names to be finalized by BRS)</i></p>	
Stakeholders Relations Service (SRS)	<p>Rolando C. Rodolfo</p>	

Training on Facilitating Online Learning
Phase 1 of the Capacity Development Strategy for the
DPWH Devolution Transition Plan (DTP)

COURSE SCHEDULE

DAY & TIME	TOPIC	RESOURCE SPEAKER/S
DAY 1		
8:30 AM –8:40 AM (10 mins)	Admitting of Participants	Training Administrator
8:40 AM 9:20 AM (40 mins)	Opening Program <ul style="list-style-type: none">Opening PrayerNational AnthemPresentation of ParticipantsProgram Overview and ExpectationsIcebreaker	Training Administrator Director Michael S. Villafranca
9:20 AM -9:40 AM (20 mins)	Discussion on the Training Requirements <ul style="list-style-type: none">Activity and Session PlanPresentation Materials	Ms. Michelle Cruz-Villegas
9:40 AM – 11:00 AM (1 hour & 20 mins)	Welcome Remarks	Usec. Ma. Catalina E. Cabral
	Overview of the DPWH Devolution Transition Plan (DTP)	Usec. Ma. Catalina E. Cabral / DTP Technical Working Group
11:00 AM – 12:00	* Lunch Break *	
12:00 – 5:00 PM	Foundations of Digital Learning <ul style="list-style-type: none">Training FundamentalsTraining CycleAdult Learning PrinciplesDigital Learning 101Types of Digital LearningBenefits of Online LearningSimilarities and Differences of Facilitating Face to Face and Online Learning	Ms. Marby Tabungar
	Effective Online Learning Facilitation <ul style="list-style-type: none">Online Learning MethodsPreparing Learning Materials and ActivitiesFacilitation TechniquesOnline Learning Engagement TechniquesDo’s and Don’ts in Online LearningOnline Learning Tips and Tricks	
DAY 2		
12:00 – 5:00 PM	Online Learning Tools and Techniques <ul style="list-style-type: none">Effective use of Online Tools and TechnologyUsing Online Tools for various Learning ActivitiesHow to use Breakout Rooms and Online platform featuresHow to use Mentimeter for interactive learningHow to use Quizziz for gamified online assessmentsHow to use Ideaboardz for idea generationHow to use Canva for creating presentation materials and learning videos	Ms. Marby Tabungar
5:00 PM – 5:15 PM (15 mins)	Closing Remarks	Director Constante A. Llanes
5:15 PM – 5:30 PM (15 mins)	Post Training Evaluation	Training Evaluator