



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 29, 2023

DIVISION MEMORANDUM

No. 407, s. 2023

**TYPING WORKSHOP FOR STUDENTS OF TYPEPHIL'S PILOT SCHOOLS
IN THE DIVISION OF NORTHERN SAMAR**

To: Assistant Schools Division Superintendent
Chief Education Supervisor – Curriculum Implementation Division
Education Program Supervisor – Technology & Livelihood Education
Education Program Supervisor – Alternative Learning System
Senior Education Program Specialist – Social Mobilization and Networking
Division TypePhil Core Working Committee
School Heads and TypePhil Coordinators
– Lavezares CES, BBCMAIS, San Isidro NHS and Pambujan NHS
All Others Concerned

1. In partnership with the Provincial Government of Northern Samar and in adherence to the Memorandum of Understanding (MOU) dated May 29, 2019, between CodePhil, Bagong Kulturang Pinoy (BKP), DepEd Northern Samar, and the Lavezares-Local Government Unit, the Division of Northern Samar, through the Curriculum Implementation Division and the Division TypePhil Core Working Committee, shall conduct a **Typing Workshop for Students from TypePhil's Pilot Schools in the Division of Northern Samar**. The workshop details, including dates, venues, and participants, are provided below:

Date	Participants	Venue
December 11, 2023	San Isidro National High School Students - 40 ALS Learners - 5 ALS Coordinator - 1 Program Management Team - 10 Training Team - 5 Total 61	San Isidro National HS e-classroom
December 12, 2023	Basilio B. Chan MAIS Students - 40 ALS Learners - 5 ALS Coordinator - 1 Program Management Team - 10 Training Team - 5 Total 61	Basilio B. Chan MAIS e-classroom




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December 13, 2023	Lavezares Central ES	Basilio B. Chan MAIS e-classroom
	Students - 40	
	ALS Learners - 5	
	ALS Coordinator - 1	
	Program Management Team - 10	
	Training Team - 5	
Total 61		
December 14, 2023	Pambujan National HS	Pambujan NHS e-classroom
	Students - 40	
	ALS Learners - 5	
	ALS Coordinator - 1	
	Program Management Team - 10	
	Training Team - 5	
Total 61		

2. This activity primarily aims to enhance students' proper typing skills in the pilot schools of Northern Samar, contributing to the development of their digital literacy skills.
3. The Division TypePhil Core Working Committee, reorganized through Division Memorandum No. 392, s. 2023, shall lead and oversee this activity.
4. Lunch and two (2) snacks will be charged to the Provincial Special Education Fund (SEF) 2023. Travel expenses, per diems, and other activity-related expenditures will be charged to their School MOOE, following existing accounting rules and regulations.
5. This Memorandum serves as Travel Authority of the participants.
6. Dissemination of this Memorandum is highly desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
 OIC-Schools Division Superintendent

DepEd Northern Samar
 Division Office
 By: 
 Date: 11-11-2023

Enclosure No. 1 to Division Memorandum No. 407, 2023

A. Program Management Team

Gaudencio C. Aljibe, Jr., PhD, CESO VI	Schools Division Superintendent
Crista Joy C. Abogadie, PhD, CESO VI	Assistant Schools Division Superintendent
Alex B. Rejuso, PhD	Chief, Curriculum Implementation Division
Lucila R. Balondo, EdD	Education Program Supervisor – TLE/EPP
Rudel C. Lutao	Senior Education Program Specialist – SM&N
Agustin B. Estinopo, Jr., PhD	Lavezares I District In-charge/ Chairman, Division TypePhil Core Working Committee
Maria Teresita D. Urbano, EdD	Principal IV, Lavezares CES
Luisito N. Fraga	Principal IV, BBCMAIS
Emma V. Merino, PhD	Principal IV, Pambujan NHS
Rhea A. Ballesta, EdD	Principal IV, San Isidro NHS
Randy O. Canales	Master Teacher III, Lavezares CES
Diana Mae A. Calixtro	ICT Teacher/Coordinator, Lavezares CES
Franco C. Aquino	ICT Teacher/Coordinator, BBCMAIS
Myra S. Suitos	ICT Teacher/Coordinator, San Isidro NHS
Jomar E. Balanquit	ICT Teacher/Coordinator, Pambujan NHS

B. Training Team/Resource Speakers

Randy O. Canales	Master Teacher III, Lavezares CES
Diana Mae A. Calixtro	ICT Teacher/Coordinator, Lavezares CES
Franco C. Aquino	ICT Teacher/Coordinator, BBCMAIS
Myra S. Suitos	ICT Teacher/Coordinator, San Isidro NHS
Jomar E. Balanquit	ICT Teacher/Coordinator, Pambujan NHS



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 Catarman

Training Matrix/Schedule of Activities
TYPING WORKSHOP FOR STUDENTS OF TYPEPHIL'S PILOT SCHOOLS IN THE
DIVISION OF NORTHERN SAMAR

Time	Activity/Topic	Resource Speaker/In-charge
8:00am – 8:30am	Arrival/Registration	Pilot School
8:30am – 9:00am	Opening Program	Pilot School
9:00am – 9:45am	Understanding TypePhil <ul style="list-style-type: none"> • CodePhil and TypePhil • Creating a New Account • Logging into an Existing Account • Exploring the Main Page • Exploring the Navigation Bar • Stats Page, Exam & Learn Page 	Randy O. Canales Master Teacher III, Lavezares CES
9:45am-10:30am	The Benefits of Using TypePhil Chapter 0: The Basics <ul style="list-style-type: none"> • The Importance of Touch Typing • Metrics for Calculating Improvement • Body & Hand Posture • Keyboard and Finger Maps • Ways to Improve your Typing Skills 	Myra S. Suitos Master Teacher San Isidro NHS
10:30am-12:00am	Chapter 1: The Home Row Chapter 2: Shift and Basic Punctuations Chapter 3: Top Row	Diana Mae A. Calixtro Teacher III Lavezares CES
12:00nn-1:30pm	LUNCH BREAK	
1:30pm – 3:00pm	Chapter 4: Bottom Row Chapter 5: Number Row Chapter 6: Advanced Content	Jomar E. Balanquit Teacher III Pambujan NHS
3:00pm – 4:00pm	Games (Space Race/ Ready, Set, Type/ Challenge)	Franco C. Aquino Teacher III, BBCMAIS
4:00pm – 5:00pm	Closing Program	Pilot School

Prepared by:

RANDY O. CANALES

MT-III/Division TypePhil Core Working Committee

Noted by:

LUCILA R. BALONDO, EdD
 EPS-TLE/EPP

Recommending Approval:

ALEX B. REJUSO, PhD
 Chief, CID

APPROVED:

GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
 Schools Division Superintendent