



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

December 4, 2023

**DIVISION MEMORANDUM**

No. 412, s. 2023

**UPDATES ON THE CONDUCT OF THE DIVISION 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 reference to Division Memorandum No. 407, s. 2023 pertaining to the conduct of **Typing Workshop for Students from TypePhil's Pilot Schools in the Division of Northern Samar**, this Office, through the Curriculum Implementation Division and the Division TypePhil Core Working Committee, hereby announces the updated dates, venues, and participants as provided below:

<b>Date</b>	<b>Participants</b>	<b>Venue</b>
December 11, 2023	<b><u>San Isidro National High School</u></b>	San Isidro National HS e-classroom
	Students - 40	
	ALS Learners - 5	
	ALS Coordinator - 1	
	Program Management Team - 10	
	Training Team - 5	
	<b>Total 61</b>	
December 12, 2023	<b><u>Pambujan National HS</u></b>	Pambujan NHS e-classroom
	Students - 40	
	ALS Learners - 5	
	ALS Coordinator - 1	
	Program Management Team - 10	
	Training Team - 5	
	<b>Total 61</b>	



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Enclosure No. 1 to Division Memorandum No. 412, 2023

**A. Program Management Team**

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

**B. Training Team/Resource Speakers**

<b>Randy O. Canales</b>	Master Teacher III/District ICT Coordinator, Lavezares CES
<b>Diana Mae A. Calixtro</b>	Teacher III/ICT Coordinator, Lavezares CES
<b>Franco C. Aquino</b>	Teacher III/ICT Coordinator, BBCMAIS
<b>Myra S. Suitos</b>	Master Teacher I/ BKP Coordinator, San Isidro NHS
<b>Geraldine C. Flores</b>	T-II/SHS ICT Coordinator, Pambujan NHS



Enclosure No. 2 to Division Memorandum No. 412, 2023



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

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

December 11-14, 2023 (San Isidro NHS, Pambujan NHS, Lavezares CES, & BBCMAIS)

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

Prepared by:

**RANDY O. CANALES**

Master/Teacher-III/Proponent  
 Co-chair, TypePhil Core Working Committee

Recommending Approval:

**ALEX B. REJUSO, PhD**  
 Chief, CID

APPROVED:

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