

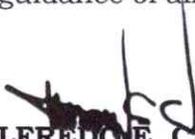
Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Advisory No. 356, s. 2023
 September 19, 2023

**Workshop on the Finalization of Policy Guidelines on the Safe Use of
 Technology in Teaching and Learning**

This is in reference to the attached advisory dated September 18, 2023, from Director Liela P. Areola, Bureau of Learning Delivery, relative to the above-captioned activity on September 25-27, 2023 to be held in Y2 Residence Hotel, Makati City.

For information and guidance of all concerned.


WILFREDO E. CABRAL, CESO III
 Regional Director

Encl.: As stated



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2023- 246

TO : **REGIONAL DIRECTORS**
MINISTER, MINISTRY OF BASIC EDUCATION, HIGHER,
AND TECHNICAL EDUCATION

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOP ON THE DEVELOPMENT OF POLICY**
GUIDELINES ON THE SAFE USE OF TECHNOLOGY IN
TEACHING AND LEARNING

Date : August 17, 2023

In line with the MATATAG agenda in optimizing the use of technology and accelerating the integration of ICT in teaching and learning, the Bureau of Learning Delivery (BLD) will spearhead the conduct of workshops for education technology.

The following are the details of each workshop:

Activity	Date	Venue
Workshop on the Development of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 5-8, 2023	within NCR
Workshop on the Refinement of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 18-20, 2023	
Workshop on the Finalization of Policy Guidelines on the Safe Use of Technology in Teaching and Learning	September 25-27, 2023	

The workshops aim to develop policy guidelines on the safe use of technology in teaching and learning in order to promote a safe and supportive learning environment that harnesses the potential of technology to enhance learning outcomes, while also ensuring that learners and educators are protected from potential risks and harms associated with its use.

The participants from each region shall be composed of supervisors or school head-writers, specialists, and/or Information Technology Officer. The Regional and Division Offices are highly encouraged to fully support the participants to this activity. Participants are requested to register at <https://tinyurl.com/PolicyTechSafe> on or before August 30, 2023.

Participants are expected to arrive at the venue before each workshop commences at 8:00 AM on Day 1. The first meal is breakfast of Day 1 and the last meal is PM snacks on the last day of each activity. Participants are advised to bring their laptop. Compensatory Time-Off (CTO) is requested to be granted to the participants in lieu of the day/s of the workshop that will fall on holidays in accordance with the CSC and DBM Joint Circular No. 2. s. 2004.

Below are the enclosures:

- Enclosure 1.1 – 1.3 - Number of Participants Per Region
- Enclosure 2.1 – 2.3 - Program of Activities
- Enclosure 3 - Criteria for the Selection of Participants

The board and lodging shall be charged against the 2023 BEC funds, while the travelling expenses shall be charged against BEC travel funds downloaded to each region, subject to the usual government accounting and auditing rules and regulations.

For inquiries and other concerns, please contact the EdTech Team through email at bld.od@deped.gov.ph copy furnished bld.tld@deped.gov.ph.

For immediate dissemination and compliance.

Copy furnished:

REVSEE A. ESCOBEDO
Undersecretary for Operations

Enclosure 1.1

List of Participants
Workshop on the Development of Policy on the Safe Use of Technology in
Teaching and Learning
September 05-08, 2023

Region	Number of Participants
I	1
II	1
III	1
IV CALABARZON	1
IV MIMAROPA	1
V	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	1
NCR	4
CARAGA	1

Enclosure 1.2

List of Participants
Workshop on the Refinement of Policy on the Safe Use of Technology
in Teaching and Learning
September 18-20, 2023

Region	Number of Participants
I	2
II	2
III	1
IV CALABARZON	1
IV MIMAROPA	1
V	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	1
NCR	1
CARAGA	1

(Note: Each region is requested to send another set of participant in the refinement workshop)

Enclosure 1.3

List of Participants
Workshop on the Finalization of Policy on the Safe Use of Technology
in Teaching and Learning
September 25-27, 2023

Region	Number of Participants
I	1
II	1
III	1
IV CALABARZON	2
IV MIMAROPA	2
V	2
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CAR	2
NCR	1
CARAGA	1

Enclosure 3

Criteria for the Selection of Writers

Selected participants are expected to:

- Possess adequate knowledge on the activity;
- Have an excellent writing skills and adept with the usage of technology;
- Have an excellent track record in producing quality outputs;
- Have no other participation in other activities on the days of the workshop that requires them to excuse themselves from completing the required days of the workshop;
- Participate actively and provide inputs during the workshop; and
- Be able to strictly meet deadlines; and physical, mentally, and emotionally fit



Republic of the Philippines
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BUREAU OF LEARNING DELIVERY

Enclosure 3

Indicative Program of Activities

**Workshop on the Development of Policy Guidelines on the Safe Use
of Technology in Teaching and Learning
September 5-8, 2023**

TIME	DAY 1	DAY 2	DAY 3	DAY 4
6:00 – 7:45	Registration	BREAKFAST		
7:45 - 8:00		MANAGEMENT OF LEARNING		
8:00 -10:00				
10:00 – 12:00	Opening Program <i>Plenary Session 1:</i> Policy Development Planning Service	<i>Break Out Session</i> Workshop 1: Drafting of the Policy <i>By Section</i>	<i>Plenary 3</i> Presentation of Draft Output and Giving of Feedback	<i>Plenary Session 4:</i> Presentation of Draft Output and Giving of Feedback
12:00 – 1:00	<i>Health Break - Lunch</i>			
1:00 – 2:00	<i>Plenary Session 2:</i> Teaching Beyond Borders: Exploring Technology Safety for Diverse Learners" Q and A Session Presentation of the proposed content outline <i>Specialist</i>	<i>Break Out Session</i>	<i>Break Out Session</i>	Finalization of draft output
2:00 – 3:00		Workshop 1: Drafting of the Policy <i>By Section</i>	Workshop 2: Cross-Review and Incorporation of Feedback on Policy <i>By Section</i>	Submission of Output
3:00 – 5:00				Closing Program
6:00 – 8:00	<i>Dinner</i>			
Officers-of the Day	<i>TLD Specialist</i>	<i>TLD Specialist</i>	<i>TLD Specialist</i>	<i>TLD Specialist</i>



Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

Office of the Director

ADVISORY

September 18, 2023

In reference to the DM-CT-2023-246 dated August 17, 2023 (copy attached), please be advised that the "Workshop on the Finalization of Policy Guidelines on the Safe Use of Technology in Teaching and Learning" on September 25-27, 2023 shall be conducted at Y2 Residence Hotel, Makati City.

For queries and concerns, please contact the EdTech Team through email at bid.od@deped.gov.ph, copy furnished bid.ttd@deped.gov.ph.

for memo s/18
LEILA P. AREOLA
Director IV *pm*