Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

December 7, 2021

DIVISION MEMORANDUM
No. 556 , s. 2021

GOOGLE WORKSPACE TRAINING PROGRAM

To: **Public Schools District Supervisors**
Heads, Public Elementary, Secondary and Integrated Schools
District and School ICT Coordinators
All Others Concerned

1. Please find attached OUA MEMO 00-1221-0030 dated December 2, 2021 regarding the enhancement and introduction of Google Workspace Training Program in partnership with Google for Education and Q Software Research Corporation.

2. The program will hold its **kick-off event** on **December 10, 2021** where application details will be discussed. Please see attached Annex A of the said memorandum for other details.

3. Participants in Region VI are advised to register until December 8, 2021 at 12:00Noon at https://bit.ly/MasterTrainerCluster1. Activity link will be sent to registered email on December 9, 2021.

4. For all future correspondence and queries on this subject, please contact Ms. Catherine Fuller or Ms. Niña Rica Bernas, Technical Assistants II, through telephone number (02) 8633 7264 or email at icts_usd@neap.ph.education.

5. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

Attachment: OUA MEMO 00-1221-0030 dated December 2, 2021

To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY	PROGRAMS	SCHOOLS
TEACHERS	TRAININGS	

/FPJ

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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0030
MEMORANDUM
02 December 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Public School Heads
Regional and Division Information Technology Officers
All Others Concerned

Subject: **GOOGLE WORKSPACE TRAINING PROGRAM**

In line with the success of the Google Suite (G Suite) for Education Enablement Virtual Training Program held last year (OUA Memo 00-1020-0156), the Department of Education (DepEd) through the Information and Communications Technology Service (ICTS) and the National Educators Academy of the Philippines (NEAP), in partnership with Google for Education and Q Software Research Corporation (QSR), will enhance the program (i.e., training courses, examination vouchers, etc.) with the introduction of the above-mentioned subject.

The objectives of the **Google Workspace Training Program** are the following:

1. Enable participants to develop skills necessary to support 21st-century learning and professional development as well as co-create the future of learning.
   a. Support the application of 21st-century learning skills that promote critical thinking, collaboration, creativity, and communication.
   b. Support the development of essential and technical skills to create a holistic approach for education professionals.

2. Provide trainings on the use of Google Workspace for Education (formerly G Suite for Education) tools for everyday functions.

3. Effectively introduce a wider range of Google Workspace for Education tools and other technologies to transform instruction.

4. Enable participants to develop and improve skills as trainers who will help other educators in using classroom technology.

5. Help participants build fundamental and advanced technical skills to effectively use the Admin Console.

6. Establish a pool of Trainers, Google Certified Educators (GCEs) and Google Certified Trainers (GCTs).

7. Highlight the significance of the Master Trainer Program through the kick-off event.

8. Recognize the program and its participants' learning milestones through a culminating activity.

9. Present an overview and conduct support training courses that will reinforce learning opportunities through a holistic approach that combines essential and technical skills offered in the different training programs.

The program will hold its **kick-off event** on **10 December 2021** where application details will be discussed. As for other details, please refer to **Annex A.**

Updates on the programs together with the certification vouchers not provided in this Memorandum will be issued in a separate advisory when needed.

For all future correspondence and queries on this subject, please contact Ms. Catherine Fuller or Ms. Niña Rica Bernas, Technical Assistants II, through (02) 8633 7264 or email at icts.usd@neap.ph.education .

For information and guidance.

ALAIN DEL B. PASCUA
Undersecretary

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Annex A

Activities and Details

I. Kick-Off

A. **Schedule:** 10 December 2021

B. **Registration:** until 08 December 2021 at 12:00 noon

C. **Activity link:** to be sent to registered email on 09 December 2021

Time	Cluster	Assignment and Registration Link
8:00-10:00 a.m.	1	Regions IV-A, VI, X, XI and BARMM https://bit.ly/MasterTrainerCluster1
10:00 a.m.-12:00 noon	2	Regions I, III, MIMAROPA, NCR, and CO https://bit.ly/MasterTrainerCluster2
1:00-3:00 p.m.	3	Regions II, V, VII, VIII, IX, XII, XIII and CAR https://bit.ly/MasterTrainerCluster3

D. **Participants**

The composition of participants will be determined as follows:

1. Each region must be composed of:
   a. Teaching personnel – 65%
   b. Teaching-related personnel – 35%

2. Should there be unfilled slots, it can be re-allocated in this order:
   a. Teaching-related personnel
   b. Teaching personnel
   c. ICT Coordinator
   d. Other teaching positions

3. Permanent DepEd employees with the following positions are highly urged to join:
   a. SG 10 and above positions:
      i. School ICT Coordinator
      ii. School Head/Principal
      iii. Head Teacher
      iv. Master Teacher
      v. Senior Education Program Specialist (SEPS)
      vi. Education Program Specialist II (EPS II)
      vii. Education Program Supervisor (EPS)
      viii. Public School District Supervisor (PSDS)
      ix. Guidance Counselors/Coordinators

Cluster	Office/Region	Total No. of Pax	Recommended Breakdown	
			Teaching (65%)	Teaching Related (35%)
1	IV-A	500	325	175
1	VI	500	325	175
1	X	210	137	73
1	XI	220	143	77
1	BARMM	90	59	31
2	I	280	182	98
2	III	600	390	210
2	MIMAROPA	70	46	24
2	NCR	480	312	168
2	CO	100	65	35
3	II	90	59	31
3	V	195	127	68
3	VII	450	293	157
3	VIII	260	169	91
3	X	80	52	28
3	XII	135	88	47
3	XIII	240	156	84
3	CAR	80	52	28

II. Courses

A. Basic G Suite

This training workshop is designed to give **G Suite for Education** end-users a higher level of understanding of communication and collaboration tools within Google Workspace.

Goal 1: Identify new Google Workspace tools to make work easier and more efficient.

Goal 2: Integrate the use of Google Workspace tools for a seamless workflow.

Goal 3: Formulate practices to initiate change in management of tasks through the use of Google Workspace tools.

To further strengthen the skills and knowledge of basic Google Workspace participants, a supplementary course *(i.e., Be Internet Awesome)* will also be provided that will focus on equipping education professionals with the skills necessary to become responsible digital citizens.

Supplementary Course 1: Be Internet Awesome

This training is designed to give teachers an introduction and higher level of understanding to the *Be Internet Awesome* curriculum developed by Google. This is to provide teachers, learners, parents, and other school community members different resources to be SMART, ALERT, STRONG, KIND and BRAVE while accessing the internet.

B. Google Certified Educator Level 1 (GCE Level 1)

This aims to enable educators and students to demonstrate proficiency in using Google Workspace for Education (GWfE) tools for a more effective and innovative integration of technology in the classroom.

Goal 1: Administer technical assistance to the users of Google Workspace.
Goal 2: Develop a digitally literate community for a more conducive online learning environment.
Goal 3: Establish the significance of collaboration and use this for online learning.
Goal 4: Construct relevant and up-to-date training resources for online learning.

To reinforce learning and encourage its day-to-day application especially in integrating technology in learning implementation, participants can also proceed to take GCE Level 1's supplementary course, *Distance Learning.*

Supplementary Course 2: Distance Learning

This training course focuses on equipping learners with practical skills and strategies in using Google Workspace tools for distance learning. Through this course, education professionals can integrate technology into the classroom.

Goal 1: Identify different online tools and applications in creating an interactive learning environment.
Goal 2: Create an interactive learning material using Google Workspace tools.
Goal 3: Apply advanced online searching techniques for more relevant results.

C. Google Certified Educator Level 2 (GCE Level 2)

This training workshop is designed for educators and classroom teachers who implement Google Workspace. It will push educators to rethink their teaching practice and redefine it with new possibilities. This is for educators with a deeper understanding of Google Workspace and advanced technology integration skills.

The Level 2 Google Certified Educator status indicates that an educator can successfully integrate a wider range of Google for Education tools and other technologies into their teaching practice.

Goal 1: Provide assistance to other GWfE users.
Goal 2: Foster a digitally literate community for a more conducive online learning environment.
Goal 3: Develop advanced skills on the use of collaboration tools and use this for online learning.
Goal 4: Develop training resources for online learning.

To strengthen the skills developed in GCE Level 2 and for the participants to continuously innovate strategies for better learner experiences, supplementary courses are also provided.

Supplementary Course 3: Designing Virtual Learning

This program is designed to equip teachers with the knowledge, skills, and ability to design frameworks for effective learning experiences in different contexts.

Supplementary Course 4: Facilitating Virtual Learning

This program is designed to support teachers in preparing for different modalities that will allow them to future-proof the way they deliver instruction, no matter what situation they encounter.

D. Google Certified Trainer (GCT)

This shall empower educators in using and teaching various GWfE tools in a more efficient manner. It shall also help in finding ways to improve student's learning and foster leadership skills for educators.

Goal 1: Establish key skills to become training leads in their institutions.
Goal 2: Transform the learning environment through skills improvement.
Goal 3: Create a venue for collaboration and hone skills with other Google Certified Trainers around the world.

To be able to lead more effectively, participants are also encouraged to take the supplementary courses: *Foundations of Strengths-Based Development* and *Giving and Receiving Feedback.*

Supplementary Course 5: Foundations of Strengths-Based Development

This training course aims to aid in the development of the participants based on honing one's skills and talents and maximizing its fullest potential.

Supplementary Course 6: Giving and Receiving Feedback

Effective and timely feedback is one of the keys for a successful work interaction. In this training course, participants will be introduced to the value of feedback and the principles behind giving, receiving and seeking feedback.

E. Senior Leaders Lab (SLL)

This training course is designed to be a transformative coaching experience for education professionals. This shall use the design thinking method to equip participants with skills necessary to create an adaptive and responsive workplace.

Goal 1: Provide guidance and planning in transforming schools' practices to easily adapt to change.
Goal 2: Train leaders to be adaptive and innovative.
Goal 3: Create an action plan that allows institutions to easily navigate through changes.

Adapting to constantly changing learning environments requires continuous learning and strategy planning from school leaders. With this, SLL participants can further refine their skills through taking its supplementary courses, *Developing the Growth Mindset* and *Activating the Growth Mindset.*

Supplementary Course 7: Developing the Growth Mindset

This training course aims to guide participants in identifying ways to cultivate their own growth mindset.

Supplementary Course 8: Activating the Growth Mindset

Through this training course, participants will be able to turn their mindsets into observable behavior and positive attitudes that can be applied both in the workplace and at home.

III. Culminating Activity

A. Virtual Master Trainer Conference

1. Components

a. Live-streamed Culminating and Awarding Ceremonies
b. Breakout Rooms for Master Trainer Program Resources and Other NEAP Training Programs
c. GWfE Certification Programs and Google Educator Groups

2. Qualifications

a. Minimum Requirement

i. currently a permanent DepEd employee for at least two (2) years;
ii. must have an active and working official DepEd email; and
iii. with stable internet connection.

b. GCE Level 1

i. must hold at least an **SG 10** position; and
ii. must have working knowledge of Google Workspace applications.

c. GCE Level 2

i. must hold at least an **SG 10*** position and/or be a **GCE Level 1 passer****; and
ii. must be an Educator, Classroom Teacher, Teaching-Related personnel (e.g., EPS, PSDS, EPSA, EPS II, SEPS, etc.) or other Non-Teaching personnel with advanced working knowledge of Google Workspace for Education applications.

*Only those holding **SG 15** and above positions can be accepted in the NEAP Learning Facilitator Training as required by NEAP.

A GCE **Level 1 passer may also be someone who attended the 2020 Training of Trainers conducted by and received examination voucher from NEAP and ICTS-USD. This category applies to those holding positions below SG 15 but not lower than SG 10.

d. GCT

i. must hold at least an **SG 10*** position and be a GCE Level 1 **and 2 passer*;**

ii. must have advanced working knowledge of Google Workspace applications with at least 1 quarter of regular use;

iii. Possible advancement. On becoming a **future Certified NEAP Learning Facilitator**, selected **GCT** participants **must be willing** to undergo the Learning Facilitators (LF) Training (future activity).

*A **GCE Level 2 passer** may also be someone who attended the 2020 Training of Trainers conducted by and received examination voucher from NEAP and ICTS-USD.

e. SLL

i. must be an ITO, SEPS, School Principal, EPS, PSDS, Head Teacher, etc.

ii. must have advanced working knowledge of Google Workspace applications like Drive, Gmail, Docs, Forms, Sheets, etc.

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