



September 11, 2019

**DIVISION MEMORANDUM**  
**No 351 s. 2019**

**CYBERSAFETY IN SCHOOLS TRAINING**

To: Assistant Schools Division Superintendent  
OIC- Assistant Schools Division Superintendent  
Chief- CID  
OIC, Chief- SGOD  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

1. Relevant to DepEd Memorandum No. 367, s. 2018, the Department of Education advocates for the protection of all children from online abuse, violence, exploitation, discrimination, and bullying through the use of the Cybersafety Lesson Plans for Grade Five to Six and Junior High School.
2. The activity aims the participants to:
  - a. Capacitate on the use of the available Cybersafety Lesson Plans;
  - b. Develop the necessary knowledge, skills, and attitude to conduct cybersafety lessons;
  - c. Develop means of addressing Cybersafety- related incidences; and
  - d. Generate a Municipal Cascading Plan for effective implementation.
3. Participants to this 2-day training are the selected Edukasyon sa Pagpapakatao (EsP) teachers of the Junior High School in each of the 61 schools in the division. Please see attached Administrative Guidelines for additional details.
4. This training shall be held at Bayleaf Hotel on October 17-18, 2019. Participants are expected to be at the training venue as early as 7:00 o' clock in the morning of Day 1. The Opening program shall commence at exactly 8:00 AM.
5. The food, accommodation and training materials of the participants, facilitators and Program Management Team shall be charged against HRD Fund (OSEC-4A-19-2120) as reflected in the Work and Financial Plan for 2019 subject to usual accounting and auditing rules.
6. Refer to the attached template for the List of Facilitators and the Program Management Team.
7. Immediate dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. REPIAO**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

## EXECUTIVE COMMITTEE

**CHERRYLOU D. REPIA**  
Schools Division Superintendent

**ELIAS A. ALICAYA JR, Ed. D.**  
Asst. Schools Division Superintendent

**IVAN BRIAN L. INDUCTIVO**  
OIC, Asst. Schools Division Superintendent

**ELPIDIA B. BERGADO, Ed. D.**  
Chief, Curriculum Implementation Division

**DIANA P. TOPACIO, Ed. D.**  
OIC, Chief, School Governance and Operations Division

## PROGRAM MANAGEMENT TEAM

Training Manager

**Gina B. Dulce**  
SEPS- HRD

Registration &  
Documentation

**Melanie P. Cruz**  
EPS II

QATAME

**Allain B. Alvarez**  
SEPS- M&E

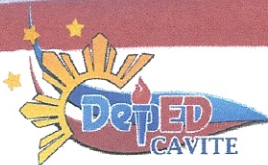
Technical

**Carlo C. Melo**  
ADA I

Medical

**Dr. Reinerio Reyes**  
**Dra. Angelita Orenciano**  
Medical Officers





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### LIST OF TRAINERS/ FACILITATORS

Names	Qualification
1. Ysrael C. Diloy	Senior Advocacy Officer Stairway Foundation, Inc. <a href="http://www.stairwayfoundation.org">www.stairwayfoundation.org</a>
2. Theresa Martinez	Master Teacher Regionally- Trained Facilitator
3. Cynthia Martinez	Master Teacher Regionally- Trained Facilitator
4. Gina B. Dulce	Senior Education Program Specialist- Human Resource Development Regionally- Trained Facilitator

### TRAINING MATRIX

<b>Day 1</b>		
Time	Activity	In- Charge
7:30 -8:00	Registration	
8:00 -8:15	Opening Program	
8:15 -8:30	Levelling of Expectations	Ms. Gina B. Dulce
8:30 -9:00	Mechanics of the Training	Ms. Gina B. Dulce
9:00 -9:15	Tea Break	
9:15 -12:00	Module 1	Mr. Ysrael C. Diloy
12:00 -1:00	Lunch Break	
1:00 – 3:00	Module 2	Mr. Ysrael C. Diloy
3:00 – 3:15	Tea Break	
3:15 – 5:00	Module 3	Mr. Ysrael C. Diloy
5:00 – 7:00	Module 4	Ms. Gina Dulce
<b>Day 2</b>		
8:00 – 8:15	Management of Learning	
8:15 – 9:15	Module 5	Ms. Cynthia Martinez
9:15 – 9:30	Tea Break	
9:30 – 12:00	Module 6	Ms. Theresa Martinez
12:00 -1:00	Lunch Break	
1:00 – 3:00	Module 6	Mr. Ysrael C. Diloy
3:00 – 3:15	Tea Break	
3:15 – 4:00	Clearing House	
4:00 – 5:00	Closing Program	



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## ADMINISTRATIVE GUIDELINES FOR PARTICIPANTS

### PRE- TRAINING REQUIREMENT

1. Participants must have experience being a Facilitator/ Resource Speaker during trainings.
2. It is the responsibility of the participants to monitor their own health concern, though there will be available medical staff in the venue. Maintenance medicines and other medication shall be brought by the participants.

### TRAINING PROPER

#### Attendance

All participants are expected to finish the two- day activity. In case the participant will not be able to finish the activity, a deduction on the desired number of hours shall be reflected in the Certificate of Participation.

In case the participant will leave the training venue, he/ she will make a waiver and submit to the Program Management Team (PMT). The letter should include that the management is not liable for any untoward incident that might happen. However, the training management reserves the right to approve or decline the request.

#### Meals

First meal to be served is AM Snacks of Day 1 and the last meal is snacks on Day 2. Kindly advise the PMT for any food restrictions.

#### Attire

All participants are expected to wear Smart- Casual for the whole duration of the training.

#### Training Evaluation

Daily evaluation of this activity is needed to further improve such training program. In this regard, the participants are expected to evaluate daily and to accomplish the End of the Program Evaluation which were one of the essential requirement of this activity.

#### Departure of Participants

No one is allowed to go home ahead of schedule. Participants are expected to depart only after the closing ceremony.