

### Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 0 3 2025

DIVISION MEMORANDUM No. 059, s. 2025

# TRAINING OF HEAD TEACHERS AND ELEMENTARY SCHOOL TEACHERS IN THE FUNCTIONALITY OF MACBOOK

To: Assistant Schools Division Superintendent Chief Education Supervisors

Education Program Supervisors
Public Schools District Supervisors
School Heads of Junior High Schools

All Others Concerned

 This Office announces the Face-to-Face Training of Head Teachers and Elementary School Teachers in the Functionality of Macbook in DepEd Bataan, following the schedule below:

No.	Group/District	Date	Venue
1	Department Heads	February 15, 2025	BBB
2	Dinalupihan West	February 16, 2025	San Ramon ES
3	Dinalupihan East	March 1, 2025	Dinalupihan ES
4	Hermosa	March 2, 2025	Hermosa ES
5	Samal	March 8, 2025	Samal SHS
6	Orani	March 9, 2025	Orani North ES
7	Abucay	March 15, 2025	Tomas Pinpin ES
8	Limay	March 16, 2025	Limay ES
9	Pilar	March 22, 2025	Pablo Roman NHS
10	Orion	March 23, 2025	Arellano ES
11	Morong	March 29, 2025	Morong ES
12	Mariveles (Lower)	March 30, 2025	MNHS Poblacion
13	Mariveles (Upper)	April 5, 2025	Cabcaben ES
14	Bagac	April 6, 2025	Bagac ES

- 3. The Objective of the training is to provide teachers who are Macbook recipients with the functional understanding of Mac Operating System, its key features, functionalities, power built-in productivity and creative applications.
- 3. The Training Matrix, which provides a detailed overview of the scheduled activities, participants, and other relevant information, are hereby attached for your reference. (Please See Enclosure No. 1)

















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- 4. Participants to this training are the Department Heads and Elementary School teacher Macbook recipients. (Please refer to this link, https://bit.ly/4hdPsIV)
- 5. This Memorandum also serves as the Travel Authority of the attendees.
- 6. Immediate and wide-dissemination of this Memorandum is earnestly sought.

CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent

January 30, 2025

Encls.: As stated Reference: None

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

DATA ANALYSIS

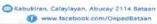
INTERACTIVE PLATFORM

ORIENTATION

TRAINING















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Enclosure No. 1 - Matrix for the Face to Face Training of Department Heads and Elementary School Teachers in the Functionality of Macbook.

#### Teaching and Learning with Mac - Bataan 2025

#### Learning Objective:

- Provide users with a foundational understanding of macOS, its key features and functionalities, and its powerful built-in productivity & creativity apps.
- Empowering Bataan teachers with the skills to harness Mac for dynamic teaching and impactful learning, using Bataan Local Contents
- Achieve 100% Apple Teacher Status

Who should attend: Teachers, Academic Coordinators, School Leaders who recieved a MacBook from LGU

Training Duration: 8:30am - 4:00pm

Lessons	Time	Activities
Introduction / Getting Started	8:30am-8:45am	Welcome and Introductions     Overview of Training Coverage
	macOS Fund	damentals
Explore	8:45am-9:00am	Menu Bar     Finder     Dock
Navigate	9:00am-9:15am	Trackpad Gestures Keyboard Shortcuts Mission Control Split View
Personalize	9:15am-9:30am	Naming your Mac     Accessibility - Dictation, Text to Speech, Screen Zoon
Organize	9:30am-9:45am	Files and Folders     Stacks     Stage Manager
Search and Research	9:45am-10:00am	- Safari - Sportight
Sharing	10:00am-10:15am	Airdrop
	ILife and	iWork
Creativity & Productivity with Mac	10:15am-11:15am	Preview - File Annotation  itile  iMovie - Editing Video Contents  GarageBand - Audio Projects (Podcasts)  Work  Pages - eBook Creation  Numbers - Charts and Data  Keynote - Annotated Presentations
Group Activity	11:15am-12:00nn	Creativity for Teaching and Learning (refer to Page : Group Activities)

















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	Lunch Break: 12	2:00nn - 1:00pm				
Apple Teacher						
Apple Teacher	1:00pm-3:00pm	Apple Teacher Certification - Earning Badges				
Showcase of Group Outputs	3 00pm-3 45pm	Group Project Presentation				
Wrap-Up	3:45pm-4:00pm	Class Photo     Final Reminders				

#### **Group Activities**

Introduce your Group Using PhotoBooth (All Groups)

Tell Audio Stories using GarageBand (to be assigned)

Video Documentary with iMovie (to be assigned)

Interactive Books with Pages (to be assigned)

Tables and Data in Numbers (to be assigned)

Animate Concepts with Keynote (to be assigned)

### Bataan Highlights you can Feature in the Group Project

Nature and Wildlife	Pakiwan Conservation Center     Mt. Mariveles and Tarak Ridge     Batanga Wetland and Nature Patk
Historical and Cultural Attractions	Las Casas Filipinas de Acuzat     Zero Kilometer Death March Marker     Orion Heritage Houses
Beaches and Resorts	Morong Beach     Bagac Beach     Anvaya Cave
Cultural Festivals and Events	Bataan Day (April 09)     Tila Pilon Festival (Balanga)     Pawikan Festival
Culinary Higlights	Local Delicacies     Seafood     Kakanin     Tinapa







