



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 03 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

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

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

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January 30, 2025

Encls.: As stated
Reference: None

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

DATA ANALYSIS

ICT

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:

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

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

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

Lessons	Time	Activities
Introduction / Getting Started	8:30am-8:45am	<ul style="list-style-type: none">• Welcome and Introductions• Overview of Training Coverage
macOS Fundamentals		
Explore	8:45am-9:00am	<ul style="list-style-type: none">• Menu Bar• Finder• Dock
Navigate	9:00am-9:15am	<ul style="list-style-type: none">• Trackpad Gestures• Keyboard Shortcuts• Mission Control• Split View
Personalize	9:15am-9:30am	<ul style="list-style-type: none">• Naming your Mac• Accessibility - Dictation, Text to Speech, Screen Zoom.
Organize	9:30am-9:45am	<ul style="list-style-type: none">• Files and Folders• Stacks• Stage Manager
Search and Research	9:45am-10:00am	<ul style="list-style-type: none">• Safari• Spotlight
Sharing	10:00am-10:15am	<ul style="list-style-type: none">• Airdrop
iLife and iWork		
Creativity & Productivity with Mac	10:15am-11:15am	<ul style="list-style-type: none">• Preview - File Annotation• iLife<ul style="list-style-type: none">- iMovie - Editing Video Contents- GarageBand - Audio Projects (Podcasts)• iWork<ul style="list-style-type: none">- Pages - eBook Creation- Numbers - Charts and Data- Keynote - Animated Presentations
Group Activity	11:15am-12:00nn	<ul style="list-style-type: none">• Creativity for Teaching and Learning (<i>refer to Page 2 - Group Activities</i>)



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Lunch Break : 12:00nn - 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	<ul style="list-style-type: none">• Pakiwan Conservation Center• Mt. Mariveles and Tarak Ridge• Balanga Wetland and Nature Park
Historical and Cultural Attractions	<ul style="list-style-type: none">• Las Casas Filipinas de Acuzar• Zero Kilometer Death March Marker• Orion Heritage Houses
Beaches and Resorts	<ul style="list-style-type: none">• Morong Beach• Bagac Beach• Anvaya Cave
Cultural Festivals and Events	<ul style="list-style-type: none">• Bataan Day (April 09)• Tila Pilon Festival (Balanga)• Pawikan Festival
Culinary Highlights	<ul style="list-style-type: none">• Local Delicacies<ul style="list-style-type: none">• Seafood• Kakanin• Tinapa