

July 18, 2020

DR.ROLANDO F. HECHANOVA

President, this Institution

Through:

JUNITO P. MARCELINO

VP for Academic Affairs

Sir;

The SKSU Isulan campus would like to propose a **PILOT WORKSHOP ON BLENDED LEARNING FOR BETTER NORMAL HIGHER EDUCATION INSTRUCTION**. This will be tentatively scheduled on August 4 – 6 and 10, 2020 in the Computer Aided Designing (CAD Lab) and two more Computer laboratories in SKSU Isulan Campus. The expected participants will be the faculty and staff of the College of Industrial Technology and General Education Faculty members.

In connection herewith, please allow as to conduct the said activity in the campus, chargeable against the Faculty Development Fund of Isulan Campus.

Furthermore, resource persons of the said seminar-workshop will be faculty members of our institution and are requested for minimal allowable honorarium.

Attached is the proposed training design for your perusal and positive response.

Respectfully yours,


ABRAHAM S. ACCAD, Ph.D.

Director for Instructional Material
Development Center

Recommending Approval:


RANDY T. BERINA, Ph.D. (CAR)

Dean, College of Industrial Technology


ELMER C. BUENAVIDES, DIT
Campus Director

JUNITO P. MARCELINO, Ph.D.

VP for Academic Affairs

ATTY. MARCO REY GLEYO, RN

Presidential Adviser on International Relation

APPROVED:

ROLANDO F. HECHANOVA, RPAE, Ph. D

President



SULTAN KUDARAT STATE UNIVERSITY
ACCESS, EJC Montilla, Tacurong City
Telephone No. 064-200-4287
Email address: sksuop@gmail.com



COLLEGE OF INDUSTRIAL TECHNOLOGY
Isulan Campus, Isulan, Sultan Kudarat

TRAINING DESIGN

I. BASIC INFORMATION

Title: PILOT WORKSHOP ON BLENDED LEARNING
MODALITY FOR BETTER NORMAL HIGHER EDUCATION
INSTRUCTION

Proponent: SKSU Isulan Campus

Coordinator: Elmer C. Buenavides, DIT
Campus Director – Isulan Campus

RANDY T. BERINA
Dean, College of Industrial Technology

ABRAHAM S. ACCAD, Ph.D.
Director for Instructional Material Development Center

Implementing Agency: Sultan Kudarat state University

Duration: 4 days

Date: August 4-6, and 10, 2020

Venue: SKSU CAD and Computer Laboratory Rooms

Target Participants: 40 Participants

Qualifications: Must be a Computer Literate

Venue Requirement: 8 hour Online can cater extensions for personal laptop.

Source of Fund: SKSU Isulan Campus – Director's Office Fund for Trainings
and Seminars/ Fund 164- Tuition

II. RATIONALE

In response to the pandemic and the challenges towards delivering blended modes of learning, faculty members are bound to update their educational technology capabilities. Considering that SKSU – Isulan Campus is offering computer programs and the College of Industrial Technology is sustaining Level IV, Phase I status in the ACCUP accreditation, this workshop deemed necessary as pilot stage where other campuses could also follow. The areas of Faculty, Curriculum and Instruction and Vision – Mission, Goals and Objectives are core areas in academic institution which need to systematize the simulation of making the blended learning available before the start of the classes on August 17, 2020. To attune with the principles of the 21st Century Teaching – Learning, it is right and proper that the latest applications and software for

III. OBJECTIVES

This training-workshop generally aims to upgrade the IT capability of the faculty and staff of the College of Industrial Technology and other faculty members teaching general education courses the Learning management System (LMS) and organizing the different instructional materials at hand ready when simulation of blended mode is conducted.

Specifically, at the end of the workshop, the participants could be able to:

1. Prepare contextualized slides and movie clips and upload on the depository IM Banks, share and duplicate on cellular phones through QR Code and use through a share – slide mechanism.
2. Upload and download teacher- made worktexts, workbooks, laboratory manuals and other reference materials for co- teachers and learners.
3. Develop quizzes and long examinations in an interactive mode using the computerized assessment tools, and
4. Transpire the e-mode for classroom instruction in knowledge, skills and attitude towards the use of computer-aided tools and applications.

IV. METHODOLOGY

The training –workshop will be a joint effort of the SKSU Administration and the concerned faculty members thus, the following shall be observed to ensure success of the training:

1. The Sultan Kudarat State University-Isulan Campus will take charge of the following:
 - 1.1. Training venue, tables, chairs and white boards; Personal Computers
 - 1.2. Provide at least 40 personal computers and laptops;
 - 1.3. Identify the target participants.
2. The SKSU Administration shall shoulder the following expenses:
 - 2.1. Honorarium for the speakers;
 - 2.2. Provide the materials and other computer peripherals; and
 - 2.3. Provide technical and managerial assistance and supervision
3. Both the SKSU Administration and Faculty member-participants shall see to it that observance of the Standard Operating Procedure is observed.
4. Both the SKSU Administration, staff and faculty member– participants shall strictly observe health protocol such as the proper wearing of face mask, hand-washing, use of alcohol and sanitizers, physical/ social distancing, the systematic use of packed lunch and snacks to prevent contamination and spread of virus.

III. BUDGETARY REQUIREMENT

The budgetary requirements for **PILOT WORKSHOP ON BLENDED LEARNING MODALITY FOR BETTER NORMAL HIGH EDUCATION INSTRUCTION** shall all be charged from the approved budget of SKSU – Isulan campus under the Campus Director's Office intended for trainings and seminars.

For the breakdown of expenses, itinerary and program of activities of the undertaking, please see attached file.

III. WORKING COMMITTEES

Overall Overseer	: ELMER C. BUENAVIDES, DIT Campus Director
Training Coordinator	: ABRAHAM S. ACCAD, Ph.D. Director for Instructional Material Development
Training co- Coordinator	: RANDY T. BERINA, Ph.D. (CAR)
Program and Communication	: MILDRED F. ACCAD, Ph.D.
Documentation and Promotion	: LEMUEL P. BRAVANTE
Training Venue and ICT	: DEXTER C. LEYSA & ICT STAFF
Food and Accommodation	: CELIA R. PERLATA, Ed.D. JENA MAE M. FATAGANI AIREEN BINAG
Health and Wellness	: CHIRADEE MAY P. MARQUEZ, RN

Prepared by:

ABRAHAM S. ACCAD, Ph.D.
Training Coordinator

ELMER C. BUENAVIDES, DIT
Campus Director

Recommending

JUNITO P. MARCELINO, Ph.D.
VP for Academic Affairs

ATTY. MARCO REY GLEYO, RN
Presidential Adviser on International Relation

Approved:

ROLANDO F. HECHANOVA, RPAE, Ph.D.
SKSU President

RANDY T. BERINA, Ph.D. (CAR)
Dean, College of Industrial Technology
Training Co-Coordinator

REYNALDO H. DALAYAP, Ph.D.
VP for Finance and Administration

PROGRAM OF ACTIVITIES AND BUDGETARY REQUIREMENTS
PILOT WORKSHOP ON BLENDED LEARNING MODALITIES FOR BETTER HIGHER EDUCATION INSTRUCTION
 SKSU Auto CADD and Computer Laboratory Rooms
 August 4 – 6 & 10, 2020

DATES AND TIME	ACTIVITIES	BUDGETARY REQUIREMENTS
Day 1, August 4, 2020 7: 30 – 9:00 am	Registration and Opening Program	
9:00 – 12:00	Topic 1 Preparation and Organizing Slides and Movie Clips, storing for Open Access and Confidential Files using Photoshop, Visual Graphics, Movie Maker and other applications Trainer: Lemuel P. Bravante	License Grammarly Software.....PhP6,500.00 License for PDF E-book Converter..... PhP7,000.00 LMS Development PhP10,000.00 SUB – TOTAL PhP23,500.00
1:00- 3:00 pm		
3:00 – 5:00	Topic 2. Converting Word, Excel, PowerPoint and Internet files to PDF using High Quality Applications Trainer: Gregorio C. Ilao	
DAY 2 – August 5, 2020 8: 00 – 10:30 am	Topic 3: Assuring Quality Instructional Materials using Internationally Acceptable software Trainer: Mildred F. Accad	Food for 4 days @ PhP200/day x 40 participants PhP32,000.00
10: 30- 12:00	Topic 4: The use of ZOOM and Google MEET Applications Trainer: Benedict A. Rabut	Honorarium of PhP2,000 each For 10 speakers and jurors PhP20,000.00
1:00 – 5:00	Topic 5: Introduction to the Contextualized Learning Management System for SKSU SMART UNIVERSITY Trainer: Joe H. Silayro	
DAY 3 – August 6, 2020 8: 00 – 12:00 am	Topic 6. Workshop on the Development of IMs using the LMS of SKSU and its Response to Faculty Needs Trainers: Joe Silayro and Cyrus Rael	TOTAL BUDGET..... PHP75,500.00
1:00 – 5:00 pm	Topic 7: Development of Interactive Assessment using the LMS of SKSU SMART UNIVERSITY Trainers: Joe Silayro and Cyrus Rael	
Day4 – August 10, 2020	EVALUATION	
8:00 – 12:00 am	Topic 8: Presentation and Critiquing of CAI-IMA for core Courses; Evaluators: Dr. Abraham S. Accad and Dr. Benedict Rabut	
1:00 - 3:00 pm	for General Education Courses and Prof Educ.; Evaluators Dr. Jesusa D. Ortouse and Rose Viña Tutor	