

July 18, 2020

**DR.ROLANDO F. HECHANOA**

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 us 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. HECHANOA, RPAE, Ph. D**  
President



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**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 21<sup>st</sup> 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

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

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

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

Approved:

**ROLANDO F. HECHANOA, RPAE, Ph.D.**  
SKSU President

**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
<b>Day 1, August 4, 2020</b>	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	License Grammarly Software..... PhP6,500.00
1:00- 3:00 pm		Trainer: <b>Lemuel P. Bravante</b>	License for PDF E-book Converter .. PhP7,000.00 LMS Development ..... PhP10,000.00 <b>SUB – TOTAL .....</b> PhP23,500.00
3:00 – 5:00		Topic 2. Converting Word, Excel, PowerPoint and Internet files to PDF using High Quality Applications  Trainer: <b>Gregorio C. Iao</b>	
<b>DAY 2 – August 5, 2020</b>	8: 00 – 10:30 am	Topic 3: Assuring Quality Instructional Materials using Internationally Acceptable software Trainer, <b>Mildred F. Accad</b>	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: <b>Benedict A. Rabut</b>	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: <b>Joe H. Silayro</b>	
<b>DAY 3 – August 6, 2020</b>	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: <b>Joe Silayro</b> and <b>Cyruz Rael</b>	<b>TOTAL BUDGET..... PHP75,500.00</b>
1:00 – 5:00 pm		Topic 7: Development of Interactive Assessment using the LMS of SKSU SMART UNIVERSITY Trainers: <b>Joe Silayro</b> and <b>Cyruz Rael</b>	
<b>Day4 – August 10, 2020</b>		<b>EVALUATION</b>	
8:00 – 12:00 am		Topic 8: Presentation and Critiquing of CAI-IMA for core Courses; Evaluators: <b>Dr. Abraham S. Accad</b> and <b>Dr. Benedict Rabut</b> for General Education Courses and Prof Educ.; Evaluators <b>Dr. Jesusa D. Ortouste</b> and <b>Rose Viña Tutor</b>	
1:00 - 3:00 pm			

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