

Rationale

Clearing the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community.

Quality Information Technology education towards competency among Polytechnic University of the Philippines, Quezon City Branch students.

Recognizing the importance of a scientific culture among Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students, the society shall encourage and promote the advancement of Information Technology

Theme

“Health awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic”,

In cooperation with PUPQC Extension Office.

Goals and Objectives

- To share some knowledge with the participants in terms of using software for doing their works.
- To enhance their knowledge in making digital publication materials..

Venue and Date

- ZOOM-Cloud Meeting Room
- May 17, 2021 to June 11,2021, from 09:00am to 12:00pm

Participants

- Grain Foundations

House Rules

- The participants must follow the facilitators
- Be on time, respect, and participate.

Guidelines

- Register thru online pre-survey.

Mechanics of Implementation

1. Coordination with the persons involve such as the following:
 - Director
 - Academic Affairs
 - Office of Student Affairs and Services
 - Property Custodian
 - Supreme Student Council
 - Adviser of the organization
2. Conduct an orientation with the facilitators
3. Dissemination of information of the event conducted by the organization

Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic

P r o g r a m m e

May 17, 2021
8:30-12:00

Prayer, Lupang Hinirang, PUP Hymn.....	Audio-Visual Presentation
Opening Remarks.....	Dir. Edgardo S. Delmo
Welcome Message.....	Prof. Doris B. Gatan
Program Content & House Rules	
Introduction to the 1 st Speaker	
“Covid-19: Kayang Labanan, Kayang Tuldukan?”.....	Dr. Melisa Puno-Sarapuddin
Introduction to the 2 nd Speaker	
“Mental Health in this Time of Pandemic”.....	Prof. Melanie F. Bactasa
Reminders to Participants	
Closing Remarks.....	Prof. Alma C. Fernandez

Prof. Demelyn E. Monzon

Master of Ceremony

Schedule of Seminar-Training 1st Batch

Health Awareness, Digital Literacy, and Enhancing Work Productivity: Towards an Equipped Filipino Worker in the Midst of the Pandemic

Part I

Mental Health Awareness	Prof. Mhel Bactasa	May 17, 2021
How to Cope up with the Pandemic	Dr. Sarapuddin	May 17, 2021
Information Comm. Technology Literacy	Prof. D. Monzon	May 18, 2021
MS Word	Prof. C. Servigon	May 19 - 21, 2021
MS Excel	Prof. I. Gatchalian	May 24 - 26, 2021
MS PowerPoint	Prof. C. Doromal	May 27 - 28, 2021

Part II

Media and Information Literacy	Prof. A. Ventura	June 7, 2021
Google Drive	Prof. A. Ventura	June 8, 2021
Google Docs/Forms	Prof. A. Fernandez	June 8, 2021
Google Slides	Prof. A. Fernandez	June 9, 2021
Google Sheets	Prof. A. Fernandez	June 10, 2021
Google Sites	Prof. A. Fernandez	June 11, 2021

Part III

English Communication Skills	Prof. Chona Gabasa	June 14-15, 2021
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Part IV

Time Management	Prof. Carl Abalos	June 16, 2021
Work Ethics	Prof. Rox Malabanan	June 17, 2021
Personality Development	Prof. Mhel Bactasa	June 18, 2021
Career Orientation	Prof. Mhel Bactasa	June 19, 2021