**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 Extention 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

1. Conduct an orientation with the facilitators
2. 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 1st Speaker

“Covid-19: Kayang Labanan, Kayang Tuldukan?”…………… Dr. Melisa Puno-Sarapuddin

Introduction to the 2nd 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**

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

**Part II**

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

**Part III**

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

**Part IV**

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