



Republic of the Philippines  
**LEYTE NORMAL UNIVERSITY**  
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Management  
System  
ISO 9001:2015

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January 04, 2021

001647

**Office Order No. 243**  
*series of 2021*

**To :**

**Ms. Aiko A. Larion**

**From : Dr. Jude A. Duarte**



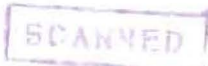
In the exigency of service, you are hereby directed to act as Resource Speakers in the conduct of a webinar workshop on Technology-Based Learning via Continuing Professional Development (CPD) across Professions on January 16, 23, & 30, 2021 facilitated by the Center for Teaching Excellence Review Center.

As such, you will be given an honorarium in the amount of ₱500.00 per hour of delivery and another ₱500.00 per hour for preparation of materials for the said webinar.

For your guidance and compliance.

**JUDE A. DUARTE, DPA**  
University President

Cc: **Records** HRMO Accounting File



**LEYTE NORMAL UNIVERSITY**  
**Center for Teaching Excellence**

Accreditation No. 2018-196



# WEBINAR WORKSHOP

*on*

*Technology-Based Learning via  
Continuing Professional Development (CPD)  
across Professions*

*With CPD Credit Units!*



**DR. PERLITA M. VIVERO**  
FACILITATOR

**Resource Speakers:**



**MR. ORLANDO P. VINCULADO JR.**

Faculty, Professional Education Unit  
Leyte Normal University

**TOPIC:**

- Management of E-mails and Google Calendar Hacks

January 16, 2021 | 8:00 AM - 11:00 AM and 1:00PM - 3:00PM



**MR. MICHAEL DELL A. TUAZON**

Faculty, Professional Education Unit  
Leyte Normal University

**TOPIC:**

- MS OneNote and Excel for Technical Report

January 23, 2021 | 8:00 AM - 11:00 AM and 1:00PM - 3:00PM



**MS. AIKO A. LARION**

Faculty, IT and Computer Education Unit  
Leyte Normal University

**TOPIC:**

- Facilitating Office Meetings with Trello

January 30, 2021 | 8:00 AM - 11:00 AM and 1:00PM - 3:00PM