



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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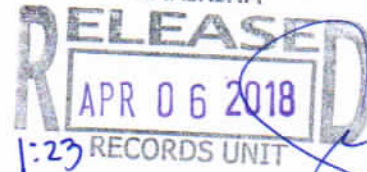


April 4, 2018

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools Only

DIVISION OF CITY SCHOOLS
MARIKINA



Please be informed that there will be an Orientation and Training Workshop on the Implementation of the **Online Learners Access (OLA)** on **Tuesday, April 10, 2018**, at **Sta. Elena High School – Computer Lab1**, Marikina City with the following schedule.

Participants	Time
Elementary: 1) Kinder Coordinators 2) Grade 1 Level Leaders 3) School ICT Coordinators	9:00 A.M. – 12:30 P.M.
Secondary: 1) SHS Asst. Principals or SHS Coordinators 2) Grade 7 Level Leaders 3) Secondary ICT Coordinators	1:30 – 5:00 P.M.

Attached is the training matrix for the said activity.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

**ORIENTATION AND TRAINING-WORKSHOP ON THE
IMPLEMENTATION OF THE ONLINE LEARNER'S ACCESS (OLA)
PROGRAM (April 10, 2018)**

Venue: Sta. Elena High School – Computer Lab1, Marikina City

Activities	Time	Participants
OLA Program Orientation	Elementary: 9:00AM -12:30PM & Secondary: 1:30-5:00PM	Elementary and Secondary School Principals
OLA Workshop <ul style="list-style-type: none"> • OLA dashboard • Searching registration records • Enrolling learners • Editing learner information • Printing the enrolment form 		<i>Elementary</i> Kinder Coordinators Grade 1 Level Leaders ICT Coordinators <i>Secondary</i> Grade 7 Level Leaders SHS Asst. Principal or SHS Coordinators ICT Coordinators

EXECUTIVE COMMITTEE

Sheryll T. Gayola, OIC, *Office of the Schools Division Superintendent*
 Dr. Elizalde Q. Cena, *Chief Education Supervisor, SGOD*
 Dr. Elisa O. Cerveza, *Chief Education Supervisor, CID*

WORKING COMMITTEE

Program Development Group

Doris R. Jasme, *Planning Officer III*
 Ryan Lee Regencia, *IT Officer I*
 Nomerlito T. Salamida, *Computer Operator*
 Maria Cliar F. Frogosa, *Computer Operator*

Program Monitoring and Evaluation

Leah A. de Leon, *Education Program Supervisor*
 Maria Chona E. Sarmiento, *Senior Education Program Specialist I*
 Dr. Benjamin C. Cruz, Jr., *Senior Education Program Specialist I*

Technical Support

School ICT Coordinators
 Roseoe G. Katipunan, *Computer Operator*

IMPLEMENTING UNITS

All Elementary and Secondary Schools
 Kindergarten, Grade 1, Grade 7, and Grade 11 Level Leaders / Coordinators