



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OF PASAY CITY  
PHILIPPINE NATIONAL SCHOOL FOR THE BLIND

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**TITLE:** Webinar/Training of TEACHERS on Utilization of Different Platforms for Online Distance Learning (ODL)

**DATE:** June 30-July 1, 2020

**VENUE:** Via Google Meet/Team Talk

### **RATIONALE**

In this time of COVID 19 Pandemic, one of the most significant principles in teaching that educators take into consideration is choosing the best and most effective Teaching and learning modalities to meet students' individual differences. PNSB has chosen blended learning, ODL and Self-Learning Module.

The skills in using different platforms for distance learning. addendum to modular approach should be acquired by all teachers to ensure the continuous delivery of quality and accessible education of learners. Google Meet, Zoom and Team Talk are some of these platforms. school's faculty would like to explore to test their effectivity and usability for instruction purposes. To do these teachers should join and actively participate in webinars on the utilization of the aforementioned platforms.

### **OBJECTIVES**

This training aims to:

1. Develop among teachers the skill in using Google Meet, Zoom, and Team Talk, as platforms for Online distance learning.
2. Manifest acquired knowledge on the platform's features, advantages and disadvantages as compared to other online applications
3. Create plans of testing Google Meet, Zoom and Team Talk's effectivity for instruction amongst learners' with visual impairment.



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**MATRIX OF THE ACTIVITIES**

DATE/TIME	TOPICS	PARTICIPANTS	SPEAKER/ FACILITATOR	EXPECTED OUTPUTS
June 30, 2020	Utilization of Google Meet and Zoom	All Teachers	Ms. Mabel Gaerlan SPET 2  Ms. Larnie Lebuna SPET 3	Attendance forms documentation, created meeting links by participants
8:00-12:00	Discussion and Application	Sighted Teachers	Ms. Larnie Lebuna	
1:00-5:00	Discussion and Application	Visually Impaired Teachers	Ms. Mabel Gaerlan	
July 31, 2020	Utilization of Team Talk	All Teachers	Mr. Ronald Manguiat Teacher 1	Accomplished attendance forms of participants, documentation
8:00-12:00	Discussion and Application	Sighted Teachers		
1:00-5:00	Discussion and application	Visually Impaired Teachers		



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**TITLE:** Formatting, Proofreading, and Transcribing Modules and Worksheets Using BANA Template

**DATE:** July 22-24, 2020

**VENUE:** Via Google meet/PNSB SHS E-Lab

### RATIONALE

The greatest challenge that PNSB surmounts right now is the time-bound production of quality assured Learners Materials such as modules and worksheets. Unlike in regular schools, teachers in PNSB need to modify, format, proofread and transcribe LMs into Braille before these get to students. These tasks should be mastered by educators of students with visual impairment. In this time of COVID 19 Pandemic, success of education in public schools, MORE SO in Special Schools like PNSB, depends primarily on the quality of MODULES AND WORKSHEETS BEING PRODUCED AND DISTRIBUTED TO LEARNERS to be used during the implementation of Distance Education.

### OBJECTIVES

This training aims to develop among the participants the following:

1. Show mastery in formatting modules using BANA Template.
2. Produce correctly formatted, proofread, and transcribed modules, worksheets and other LMs in literary English and Filipino.

### MATRIX OF THE ACTIVITIES

DATE/TIME	TOPICS	PARTICIPANTS	SPEAKER/ FACILITATOR	EXPECTED OUTPUTS
July 22, 2020 8:00-5:00	Formatting Modules Using BANA Template <ul style="list-style-type: none"><li>• Introduction to BANA Styles/Applications</li><li>• Tables</li><li>• Transcribers' Note</li><li>• Ascii Code Application/Exercises</li><li>• Special formatting for Filipino documents.</li></ul>	All Teachers	Mr. Ronald Manguiat, Teacher 1	attendance forms documentation, formatted modules of teachers
July 23, 2020 8:00 -5:00	Proofreading <ul style="list-style-type: none"><li>• Opening and Activating DBT</li><li>• Steps in Proofreading Application/Exercises</li></ul>	All Teachers	Mr. Ronald Manguiat, Teacher 1	Attendance filled-up forms, documentation, proofread modules/ worksheets



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<b>DATE/TIME</b>	<b>TOPICS</b>	<b>PARTICIPANTS</b>	<b>SPEAKER/ FACILITATOR</b>	<b>EXPECTED OUTPUTS</b>
July 24, 2020 8:00-5:00	Transcribing Modules/Work Sheets	Sighted Teachers	Mr. Ronald Manguiat, Teacher 1	Transcribed Modules/ Worksheets



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**TITLE:** Training of Teachers on Producing Accessible Documents in Varied Format

**DATE:** August 5 & 6, 2020

**VENUE:** Via Google Meet

### **RATIONALE**

Successful distance learning entails flexibility and adaptability of available resources to anyone and to everyone regardless of their given circumstances. Access to information with this educational platforms is crucial to learning. Access to information must be varied. Learners with visual impairment in particular ought to have not just a single option to access information but rather learners must have options to avail of alternative format of their learning materials that is duly accessible across devices (mobile phones, mp3, desktop, laptop, tablet) using assistive technology.

### **OBJECTIVES**

By the end of this training, teachers are able to:

- Gain understanding about document accessibility.
- Produce accessible documents in Microsoft Word.
- Produce accessible document in other format like PDF and HTML.

### **MATRIX OF ACTIVITIES**

<b>DATE/TIME</b>	<b>TOPICS</b>	<b>PARTICIPANTS</b>	<b>SPEAKER/ FACILITATOR</b>	<b>EXPECTED OUTPUTS</b>
August 5 & 6, 2020  1:00-4:00	Producing Accessible Document in Varied Format <ul style="list-style-type: none"><li>• Understanding the characteristics of accessible documents for learners with visual impairment.</li><li>• Applying Styles in MS Word in producing accessible documents.</li><li>• Applying Alt-Text to images, graphics and other illustrations in the document.</li><li>• Converting documents to accessible PDF and HTML documents.</li><li>• Demonstration and Application - show to sighted teachers how to navigate documents using screen reading programs.</li></ul>	All teachers	Ms. Mabel S. Gaerlan	Attendance Documentation Produced documents in accessible format that is navigable by assistive technologies of visually impaired across devices.



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**TITLE:** Training of Teachers on Hyper Text Mark-up Language (HTML) Conversion to Audio

**DATE:** August 7, 2020

**VENUE:** Via Google Meet

**OBJECTIVES**

1. Equip teachers the skill in converting HTML to audio as supplementary learning materials.
2. Produce HTML materials converted to audio.

**MATRIX OF THE ACTIVITIES**

DATE/TIME	TOPICS	PARTICIPANTS	SPEAKER/ FACILITATOR	EXPECTED OUTPUTS
August 7, 2020 8:00-12:00	HTML Conversion to Audio <ul style="list-style-type: none"><li>• Formatting of HTML materials</li><li>• Conversion to Audio using Daisy Reader</li><li>• Application/Exercises</li></ul>	All Teachers	Mr. Ronald Manguiat, Teacher 1	Attendance forms documentation, converted HTML materials to audio



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**TITLE:** Training of Teachers in Transcribing Illustrative & Technical Materials

**DATE:** August 25, 2021

**VENUE:** Via Google Meet

### **RATIONALE**

In order for an inclusive education to really materialize, key players who will work hard on the process are indispensable. These key players are the teachers. This places the responsibility on the teachers' shoulder to keep themselves well-equipped with the concomitant and relevant skills that will definitely be useful in providing best education for learners with visual impairment. It was acknowledged that it is the circumstances in which individuals find themselves that determine whether or not their individual characteristics are a cause of difficulty; and, more importantly, that other contextual factors (i.e. classroom organization, teaching processes, and teacher attitudes) also contribute to a child's underachievement. (Reid and Peer, p 29; 2016)

With all these things in mind, PNSB conducted this Learning Action Cell (LAC) session to upskill and capacitate the teachers in transcribing illustrative and technical materials for Science and Mathematics materials to bridge the learning gap that may be brought by printed materials that are not readily accessible for learners with visual impairment. Through this LAC session, PNSB will not be instrumental in creating barriers to education of learners with disability; instead, it will enable the school to develop a child-centered and inclusive education by developing accessible learning materials which will eventually make learning to proceed successfully and appropriately. It is said that the more that you have, the more that you can give.

### **OBJECTIVES**

This training helps the teachers to be well-equipped with the concomitant and relevant skills that will definitely be useful in providing best education for learners with visual impairment. This will also help upskill and capacitate their knowledge in transcribing illustrative and technical materials that would bridge the learning gap that may be brought by printed materials that are not readily accessible for learners with visual impairment.



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**MATRIX OF THE ACTIVITIES**

DATE/TIME	TOPICS	PARTICIPANTS	SPEAKER/ FACILITATOR	EXPECTED OUTPUTS
Aug.25, 2021 8:00-12:00	Transcribing Illustrative & Technical Materials <ul style="list-style-type: none"><li>• Definition of Terms</li><li>• Methods of Transcribing</li><li>• Rules in Transcribing Illustrative Materials.</li><li>• Transcribing images and pictures.</li><li>• Transcribing diagrams and charts.</li><li>• Transcribing puzzles and mazes.</li></ul>	All Teachers	Mr. Ronald Manguiat, Teacher 1	attendance forms documentation, transcribed illustrative materials, transcribed technical materials.
1:00 - 4:00	<ul style="list-style-type: none"><li>• Transcribing technical materials for Science and Mathematics.</li></ul>	All Science and Mathematics teachers	Mr. Ronald Manguiat, Teacher 1	documentation, transcribed illustrative materials for Math and Science



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