

DRICT

DEPED, DIVISION OF ROXAS CITY
ICT MAGAZINE

EXCLUSIVE

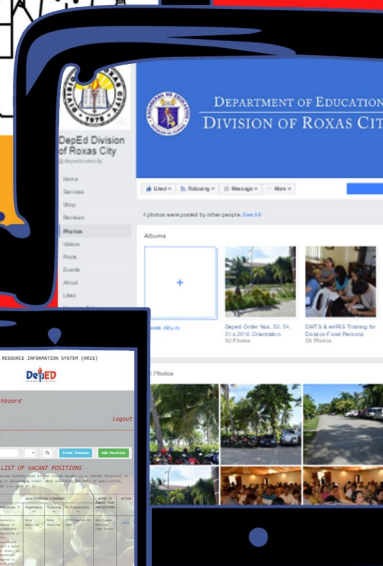
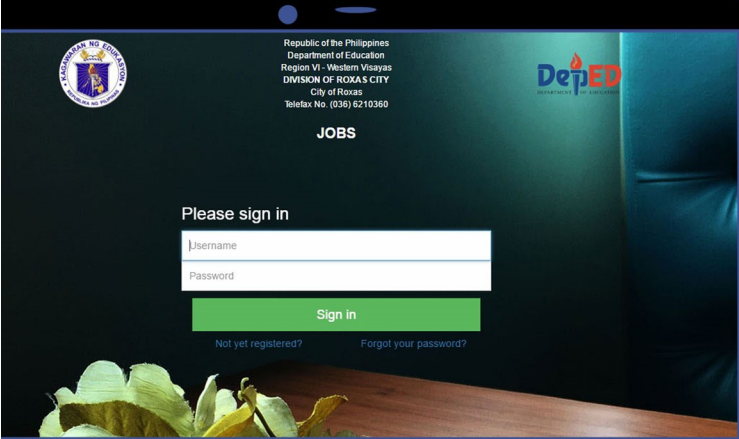
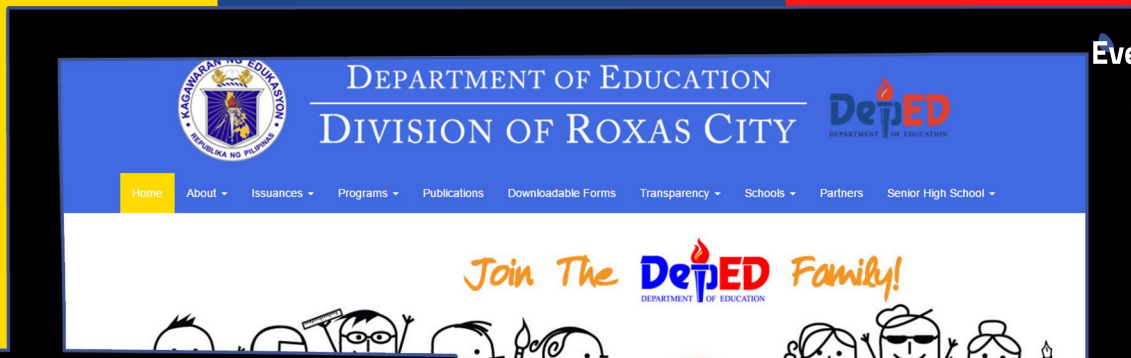
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DECEMBER 2016
ISSUE # 1



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eHRIS Training



QAME Seminar



DMTS Workshop

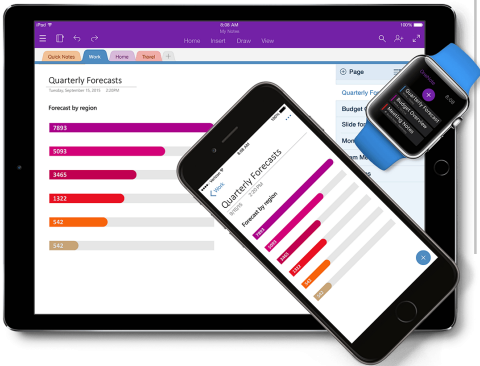
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You will enjoy this digital note-taking app from Microsoft.

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OneNote

Microsoft Corporation Productivity

Top Developer

★★★★★ 171,979

3+

This app is compatible with all of your devices.

Add to Wishlist

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CREATE YOUR WAY

Grab it now! Search **LiveScreen** on Google PlayStore

How about sharing your mobile device's screen over WiFi?

Yes you can! With the screen-mirroring app from Hannes Mitterer & Kevin Wellenzohn.

Works great with Google Chrome, Apple Safari and Firefox.

This app is ideal in sharing whatever is on your phone screen at a presentation in front of an audience, or if you just want to show your family your photos via SmartTV's built-in web browser.



LiveScreen - Screen mirroring

Hannes Mitterer & Kevin Wellenzohn Productivity

★★★★★ 268

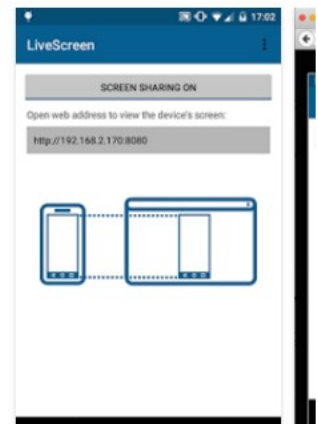
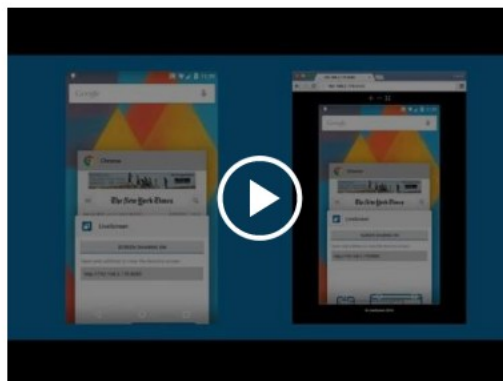
3+

Offers in-app purchases

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This is the first issue of **DRICT** and we invite you to take a journey with us in revolutionizing ICT in Education in DepEd, Division of Roxas City. Information is free and the medium of sharing is limitless. With this, the principle of **DRICT** was born.

In this issue, we feature the ongoing ICT strategies we are implementing in the division. From the division initiative systems — mainly the Document Management and Tracking System (DMTS), enhanced Human Resource Information System (HRIS), Jobs at Division of Roxas City, Quality Assurance and Monitoring Offline System and New and Improved Division Website — to the ICT Literacy Skills Workshops for Teachers and Division Personnel.

Read on and enjoy the first issue of **DRICT**.

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Everyone is an ICT Teacher



ICT Revolution

By Fritz Juele

The ICT revolution in the Division of Roxas City dawned with the launching of the Division Official Website last July 2015, with the implementation of the Document Management and Tracking System (DMTS). The ICT systems research and development in the Division don't end with those first two innovations, thus, the Enhanced Human Resource Information System or the eHRIS was also started in 2016 with its ongoing development. With the need for advancement in ICT resources, those systems are simply the tip of the iceberg.

The Digital age offers a whole new frontier in public service and this erases limits in all we do to better serve the mass public.

The Division website for example increases web presence of the Schools Division Office to the online and social community. It also promotes transparency that enforces accountability in the national government as stated in the Section 93 of the General Appropriations Act of FY2012.

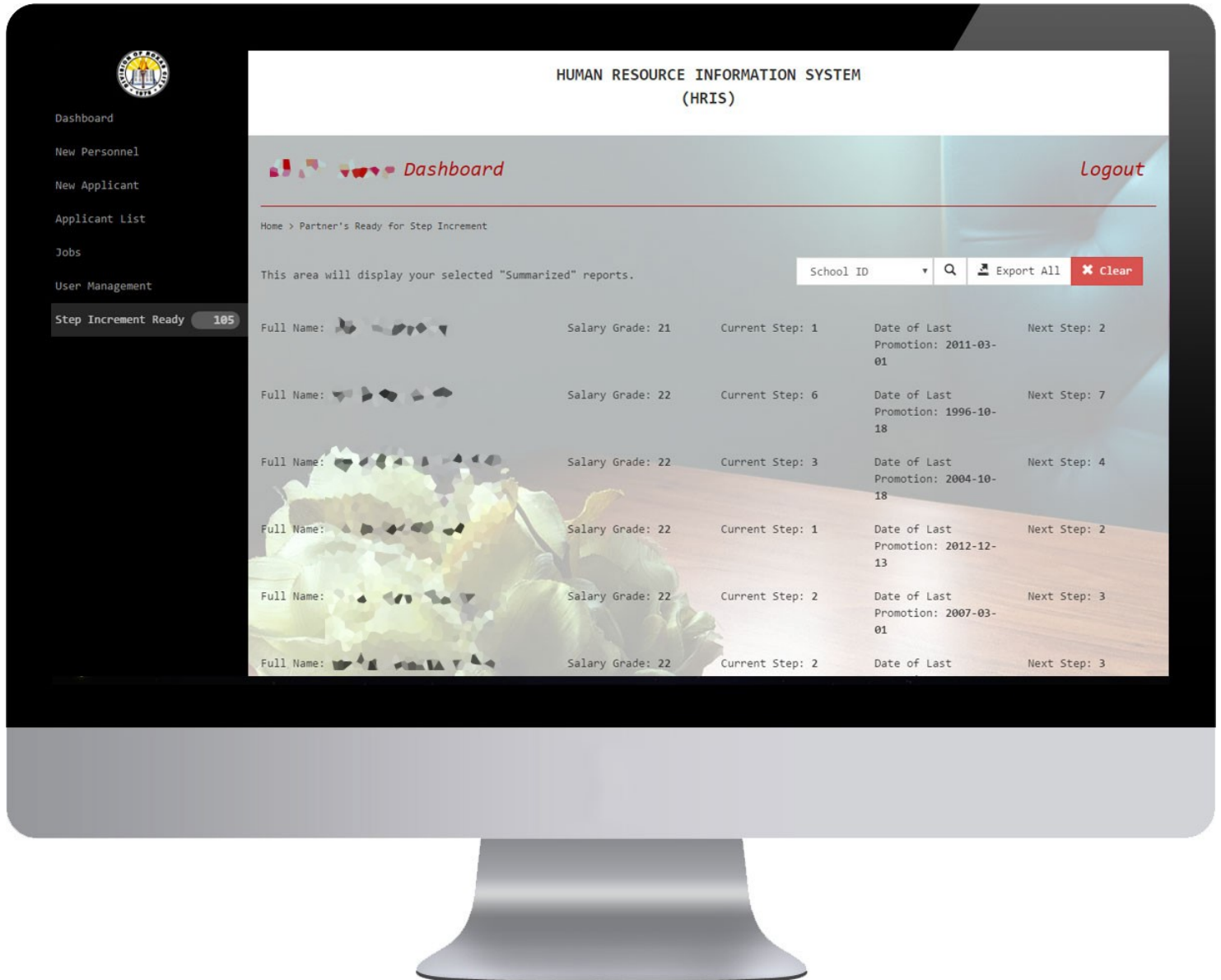
"The potential to improve the services in the Schools Division Office to its clients is ***boundless.***"

The improvement to the daily log system of incoming and outgoing transactions in the different sections of the Division Office is best delivered by the Document Management and Tracking System or the DMTS. The system's main purpose is to log and monitor the location of the document within the office and the action taken before and after the releasing of the same. Simply, it traces the progress of the transaction.

The enhanced Human Resource Information System or eHRIS on the other hand is a tool of beauty and evolution. It lodges the profiles of the division office personnel and it features functions like no other. One of which is the notification indicating the need to make updates for step increments of existing personnel, and the vacancy management system that is integrated in the Division Website. These are just some of the breaking innovations with exciting future enhancements on the way.

The positive impact of social media sites like Facebook, Twitter, YouTube and interactive presentations sites like Microsoft Sway is increasingly felt by everyone. It intensifies communications, dissemination of information, a mode of learning, a window to job opportunities and more.

Overall, the potential to improve the services in the Schools Division Office to its clients is boundless.



The Human Resource Information System Advantage

By Fritz Juele



A system created by a system is a sustainable system. That analogy is simple and direct. In short, it just works.

The enhanced HRIS is:

- A database of the Schools Division Office (SDO) personnel.
- It monitors the Grant of Step Increment for Schools Division Office (SDO) permanent Office and School personnel.
- It also manages the posting of vacancies online.
- and more.

The process on jumping into the system is simple and brief.

Step 1

Visit the enhanced HRIS site.

Step 2

Create an account if you don't have yet.

Step 3

Wait for the approval confirmation email from the system administrator.

Note: Valid and working email is needed.

Step 4

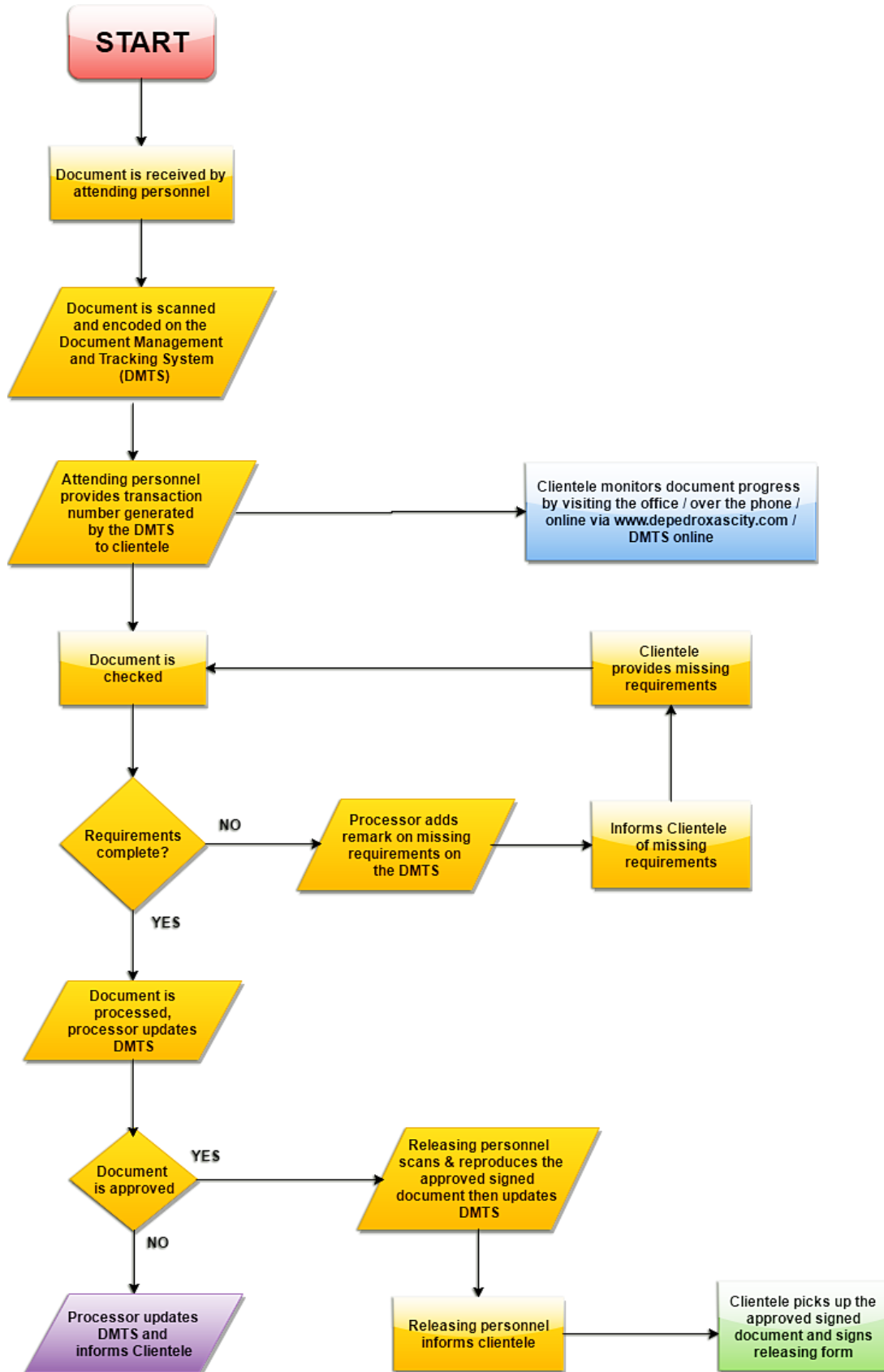
Login and start adding your:

- Personal Information
- Family Background
- Educational Background
- Eligibilities
- Work Experiences
- Trainings & Scholarships
- Awards and Recognition

You can update it anytime and anywhere, online.

Frequent updating of your profile provides the Schools Division Office ways and means to provide assistance to each division and school personnel. New need-based enhancements are currently being developed to maximize the potential of the system. The additional manpower of the Research and Development (R&D) team suggests a positive and achievable development road map for the coming year 2017.

The overwhelming support from the Schools Division Office Higher-ups and its office and school personnel proves that nothing is impossible for DepEd, Division of Roxas City.



Boosting your Records Document Management System

By Fritz Juele

The bulk of transactions in the Division Office seems like a ton of fun. You may have managed to finish up on a pile, but with just one blink comes another that makes your day. The challenge is how to keep it at sight without losing any on your watch. With just a page gone missing, then the game of "hide and seek" begins.

To answer the challenge on document tracking, the Data Management & Tracking System was born.

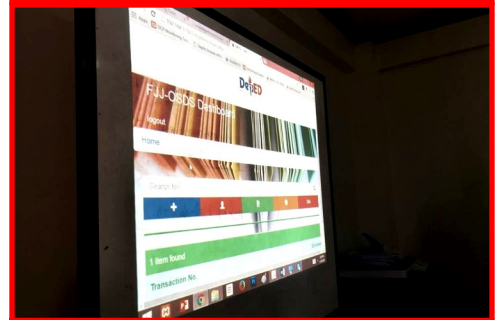
Its plain and simple. Know your way in to the DMTS site, login to your account and search for the transaction number of the document you wish to track. That's it!

You can find not just the traces of where the document has gone, but you can reproduce the same with its scanned electronic copy, download it and print.

The system was built for the management and tracking of documents and its function is limited to the tracking and monitoring of:

- the location of the document,
- the actions done on the document,
- the personnel in-charge of the document,
- the back-up scanned copies of the documents,
- the personnel whom the document is released to,
- and the daily, monthly or yearly document transactions

Trainings & re-orientations were conducted when needed to capacitate and update the skills of the system content managers.



DepEd Roxas City goes Online Outsourcing

By Fritz Juele

Job attraction thru online posting of job vacancies, online job application and submission of required document via email is the next step for DepEd, Division of Roxas City.

Just imagine the world of never ending possibilities for you and for DepEd, Division of Roxas City.

Just follow the easy steps provided, to start your career with us.

These steps are also available on our website, so visit us anytime to know more about the DepEd, Division of Roxas City or you can just scan the QR code on the cover page.

For inquiries, you can reach us thru the following:

Telephone Numbers:

+63 036 621 0360 (FAX)

+63 036 522 1917

Email:

deped.roxascity@deped.gov.ph

depedroxas1975@gmail.com



DEPARTMENT OF EDUCATION DIVISION OF ROXAS CITY



Home About Issuances Programs Publications Downloadable Forms Transparency Schools Partners Senior High School

Home / How to apply

Step 1

Go to recruitment page to see what position you can apply.

depedroxascity.x10host.com/site/recruitment.php

Home / Recruitment

LIST OF VACANT POSITIONS

Click on the up and down arrow buttons next to the column header (i.e. Vacant Position) to sort the list in ascending or descending order.


VACANT POSITION	SALARY GRADE	ITEM NUMBER	QUALIFICATION STANDARDS				WHERE TO SUBMIT YOUR APPLICATION
			Education	Experience	Training	CS Eligibility	
Teacher III	13	OSEC-DECSB-TCH3-420212-2009	Bachelors degree in elementary education or its equivalent with a major or minor, or Bachelors degree in Arts and Sciences with at least ten (10) units in professional education.	None Required	None Required	PBET/Teacher/RA 1080	Baliuagan National High School
Teacher II	12	OSEC-DECSB-TCH2-421583-2016	Bachelors degree in elementary education or its equivalent with a major or minor, or Bachelors degree in Arts and Sciences with at least ten (10) units in professional education.	None Required	None Required	PBET/Teacher/RA 1080	Milibili National High School
Teacher I	11	OSEC-DECSB-TCH1-421353-2015	Bachelors degree in elementary education or its equivalent with a major or minor, or Bachelors degree in Arts and Sciences with at least ten (10) units in professional education.	None Required	None Required	PBET/Teacher/RA 1080	Inzo Arnaldo Integrated School

Step 2

Go to Jobs DepEd Division of Roxas City page to register and apply online. [To visit Jobs, Click here](#)

Click "Not Yet Register" to create an account.

depedroxascity.x10host.com/jobs/index.php


 Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
DIVISION OF ROXAS CITY
 City of Roxas
 Telefax No. (036) 6210360

JOBS

Please sign in

Username

Password


Sign in

[Not yet registered?](#) [Forgot your password?](#)

Step 3

Complete the registration form with a valid email address.

depedroxascity.x10host.com/jobs/index.php


 Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
DIVISION OF ROXAS CITY
 City of Roxas
 Telefax No. (036) 6210360

JOBS

Registration

Full Name

Username

Password

Your password strength is 0%

Email

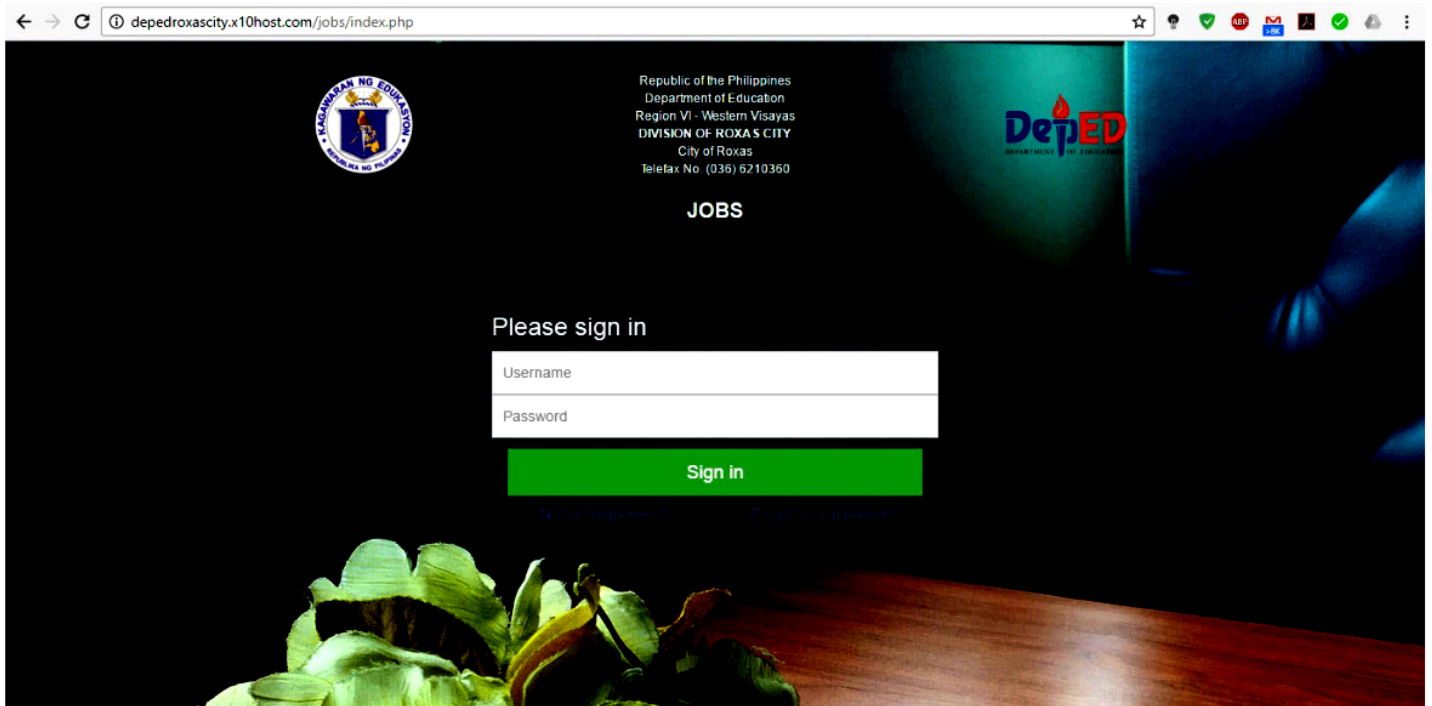
11 DepEd Roxas City goes Online Outsourcing

Step 4

Check your email from time to time for the confirmation email.

Step 5

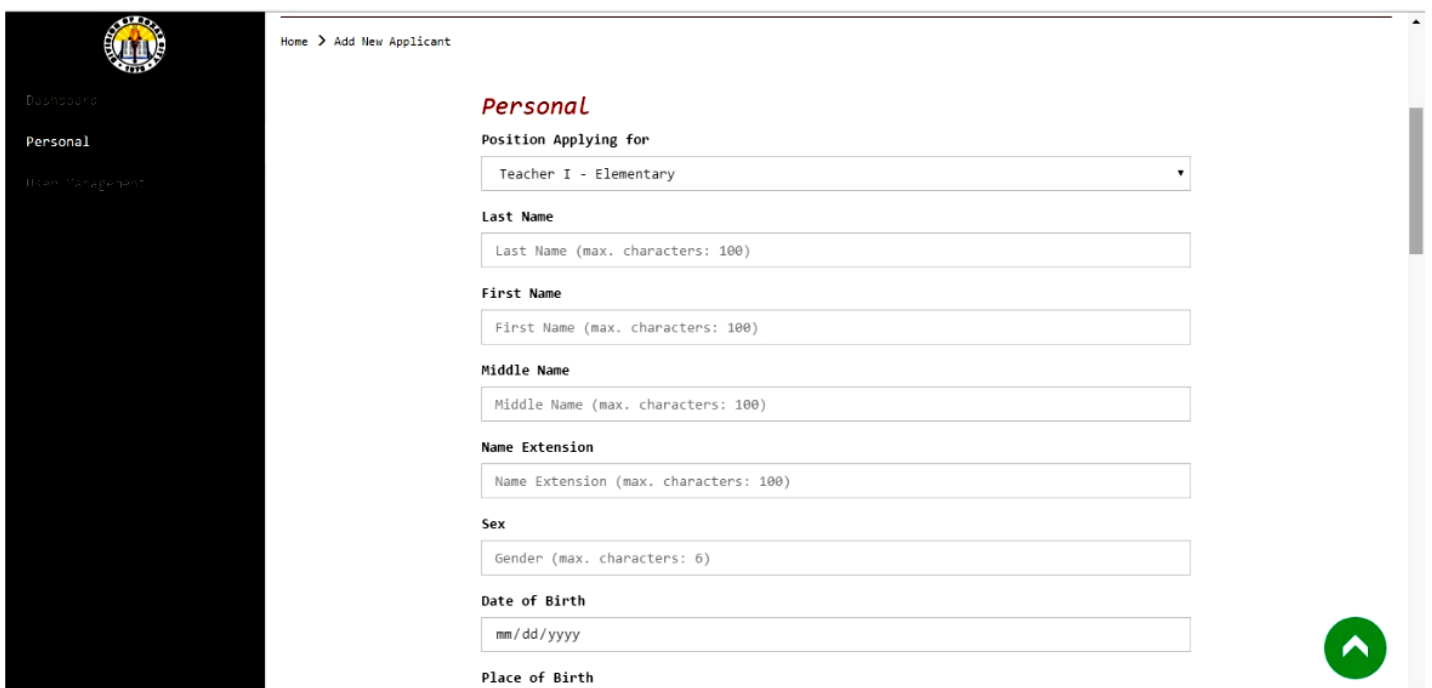
Login to your account.



The screenshot shows a web browser window with the URL `depdroxascity.x10host.com/jobs/index.php`. The page header includes the DepEd logo and contact information for the Division Office in Roxas City. The main heading is "JOBS". Below it, a sign-in form is displayed with the text "Please sign in". The form has two input fields: "Username" and "Password", followed by a green "Sign in" button. There are also links for "Forgot your username?" and "Forgot your password?".

Step 6

Add your personal information



The screenshot shows the "Add New Applicant" form on the DepEd Roxas City Jobs portal. The form is titled "Personal" and includes the following fields:

- Position Applying for:
- Last Name:
- First Name:
- Middle Name:
- Name Extension:
- Sex:
- Date of Birth:
- Place of Birth:

A green arrow button is visible in the bottom right corner of the form area.

Step 7

Click the view button to view the Family Background, Educational Background, Eligibilities, Work Experiences, Trainings Scholarships and Awards & Recognitions form.

The screenshot shows a user dashboard for the Department of Education, Division Office - City of Roxas. The dashboard includes a sidebar with a 'Dashboard' link and a main content area with the following elements:

- Logo:** DepED DEPARTMENT OF EDUCATION
- Text:** Republic of the Philippines, Department of Education, Region VI - Western Visayas, DIVISION OF ROXAS CITY, City of Roxas, Telefax No. (036) 6210360
- Section Header:** JOBS
- User Profile:** Terrance Hu Cue
- Logout Button:** Logout
- Navigation:** Home

Step 8


Add your Family Background.

The screenshot shows the 'Add Family Background' form. The sidebar on the left lists various menu items, with 'Family Background' highlighted. The main content area contains the following form fields:

- Home > Add Family Background**
- Family Background**
- Relationship:** ex. Mother, Father, Wife
- Last Name:** Cue
- First Name:** Terrance
- Middle Name:** Hu
- Date of Birth (For Child Only):** 08/20/2000
- Occupation:** Occupation
- Employer or Business Name:** Employer or Business Name
- Business Address:** Business Address

Step 9

Add your Education Background.



- Dashboard
- Personal
- Family Background
- Educational Background
- Eligibilities
- Work Experiences
- Trainings Scholarships
- Awards and Recognitions

Home > Add Educational Background

Educational Background

Level

Name of School

Inclusive Year From


Inclusive Year To

Year Graduated

Highest Grade / Level / Units Earned (if not graduated)

Course

Major



Step 10

Add your Eligibilities.



- Dashboard
- Personal
- Family Background
- Educational Background
- Eligibilities
- Work Experiences
- Trainings Scholarships
- Awards and Recognitions

Home > Add Eligibility of Cue, Terrance Hu

Eligibilities

Eligibility

Rating

Date of Exam


Place of Exam / Conferment



Back
Save

Step 11

Add your Work Experiences



- Dashboard
- Personal
- Family Background
- Educational Background
- Eligibilities
- Work Experiences**
- Trainings Scholarships
- Awards and Recognitions

Home > Add Work Experience of Cue, Terrance Hu

Work Experience

Inclusive Date From

Inclusive Date To

Position Title


Department / Agency / Office

Monthly Salary

Salary Range / Grade


Step Increment

Status of Appointment



Step 12

Add your Trainings and Scholarships.



- Dashboard
- Personal
- Family Background
- Educational Background
- Eligibilities
- Work Experiences
- Trainings Scholarships**
- Awards and Recognitions

Home > Add Trainings and Scholarships of Cue, Terrance Hu

Training Scholarship

Title of Seminar

Area of Training


Inclusive Dates From

Inclusive Dates To

No. of Hours

Conducted By

Place of Training



Step 13

Add your Awards and Recognitions.

The screenshot shows a web application interface. On the left is a dark sidebar with a navigation menu containing: Dashboard, Personal, Family Background, Educational Background, Eligibilities, Link Extensions, Trainings/Scholarships, and Awards and Recognitions. The main content area has a header with the Department of Education logo, the text 'DIVISION OF ROXAS CITY City of Roxas Telefax No. (036) 6210360', and a 'Logout' link. Below the header, the page title is 'JOBS'. A breadcrumb trail reads 'Home > Add Awards / Recognition Received by Cue, Terrance Hu'. The main form is titled 'Training Scholarship' and is under the heading 'Received Awards / Recognitions'. It contains three input fields: 'Title of Seminar', 'Date Received' (with a placeholder 'mm/dd/yyyy'), and 'Awarding Body'. At the bottom right of the form are two buttons: 'Back' (red) and 'Save' (green).

Step 14

Go to downloadable forms page to download all necessary documents and submit personally at the division office.

[Downloadable forms](#)

Step 15

You can contact us anytime by checking the telephone and email address listed below.

Grab it now! Search **IP Webcam** on Google PlayStore



IP Webcam

Pavel Khlebovich Video Players & Editors

★★★★★ 66,971

3+

This app is compatible with all of your devices.

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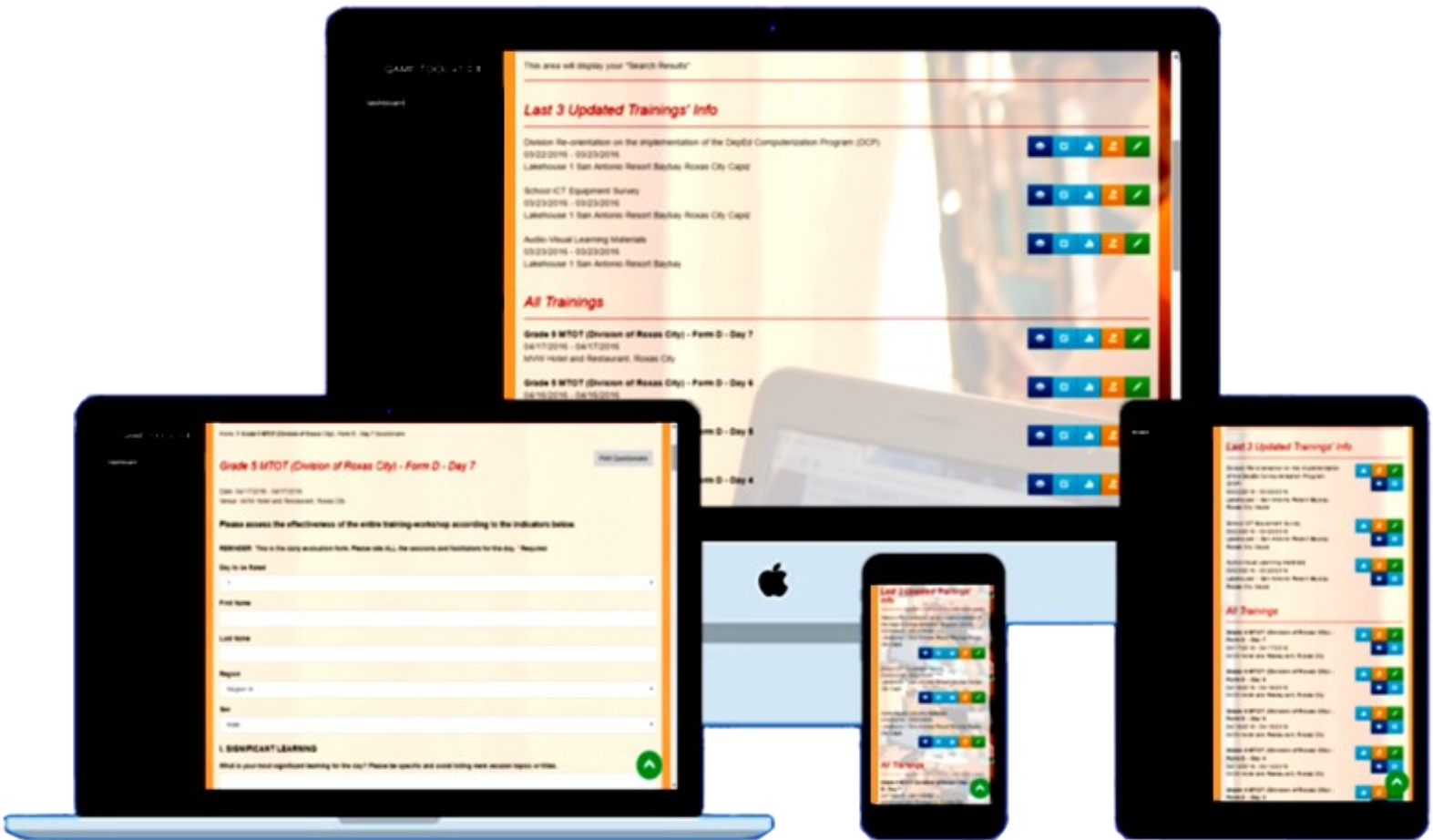
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It's not about surveys only

By Fritz Juele

When you think about surveys, what usually comes to mind is answering an online form of questionnaire to validate overall experience or response to a service, a product or an event.

In the Department of Education, the agency is integrating surveys as a mode to improve the quality of training provided to personnel.

Over the years, different Quality Assurance, Monitoring and Evaluation (QAME) tools were made. Its limitations, however, depend on the following key points:

1. number of participants involve,
2. location or venue,

And in DepED, Division of Roxas City, different strategies were adapted to provide the need of time.

Following the traditional survey with 50 to 100 respondents, a paper format questionnaire is highly effective.

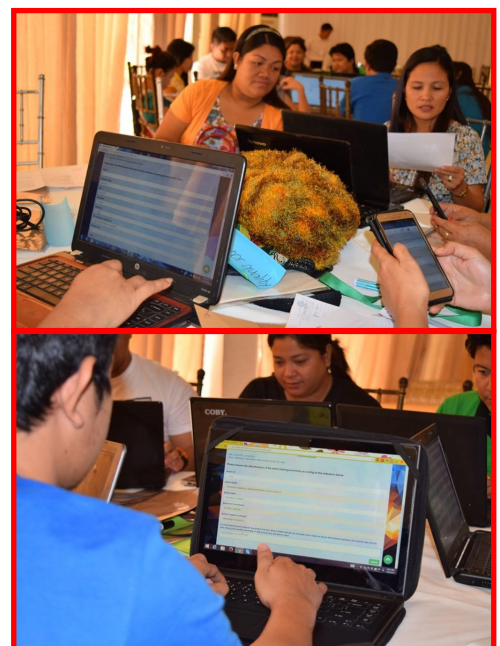
But conducting a survey with more than 300 respondents, the gathering of data, the processing of it to come up a result will seem to be unrealistic.

Google Form is also an option for this type of scenario. But, even on a survey with 50 to 100 respondents, simultaneously accessing the online google form provided with a maximum 15 Mbps internet speed, considering the highest bandwidth in Roxas City, the technostress is still unimaginable. Beyond these options we have for our disposal, yet, another innovation is created, the Quality Assurance, Monitoring and Evaluation (QAME) offline tool.

The system runs on a local webserver, accessible wirelessly using a laptop, desktop and mobile devices.

The tool piloted during the Deped Computerization Program (DCP) Re-Orientation last March 22 and 23, 2016 to School ICT Focal Persons, School Heads, Education Program Supervisors, Education Program Specialist and Chief Education Supervisors. It was used during the Mass Training of Grade V Teachers in Basic Education Curriculum I(BEC) last May 22 to 28, 2016. The results were submitted to the Deped, Region VI Office.

Future enhancements are on the works next year, 2017.



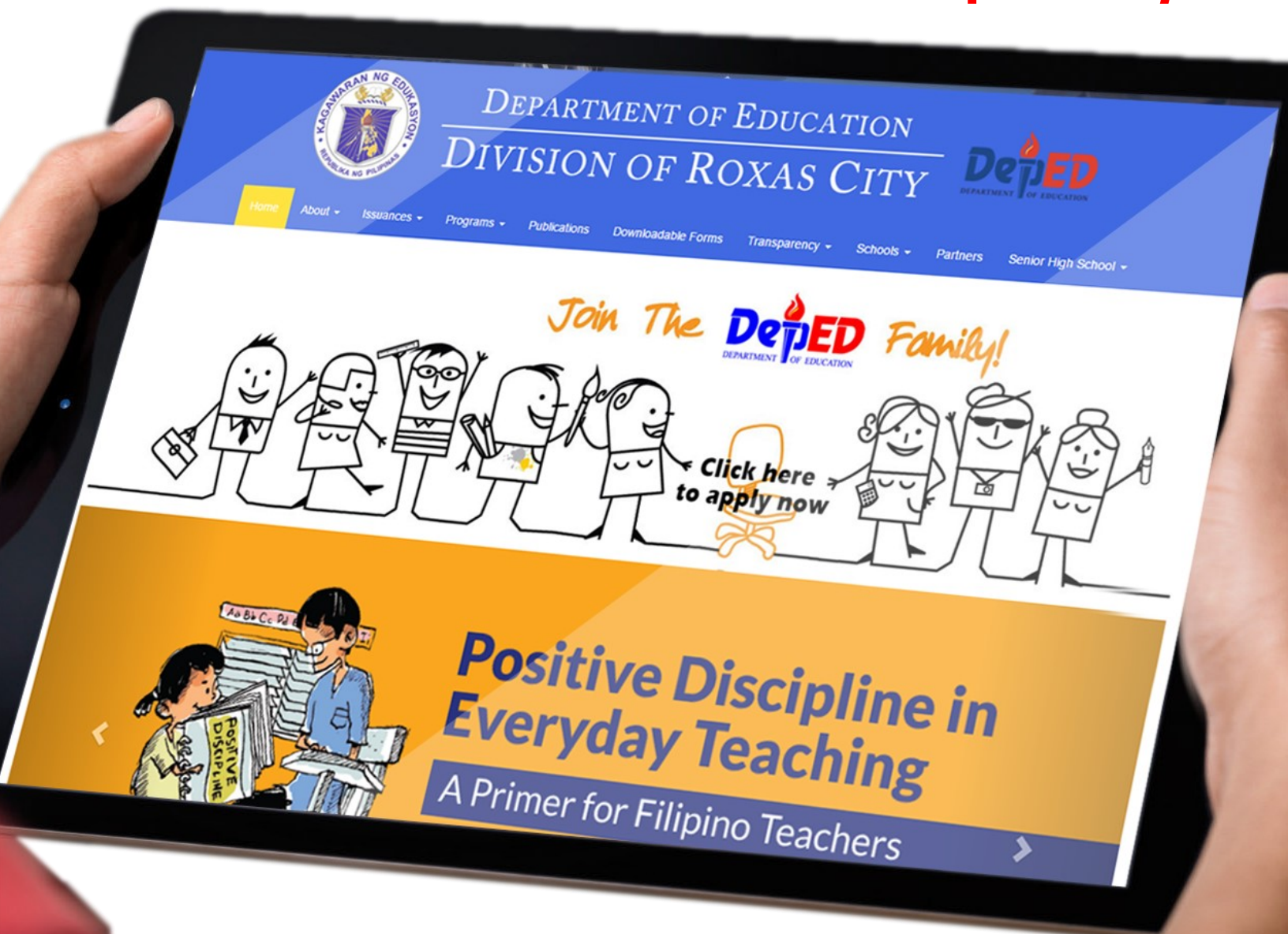
Life-long Learning

Stakeholders
Partnerships

Communications

Jobs

Transparency



Beyond Web Presence

By Fritz Juele

Different websites are built for different purposes. For example, Facebook is for social media, Design Reactor is for customer experience and digital media creation and delivery while hp, cisco and other similar sites, are for their product information and support for their clients.

How about DepEd, Division of Roxas City site?

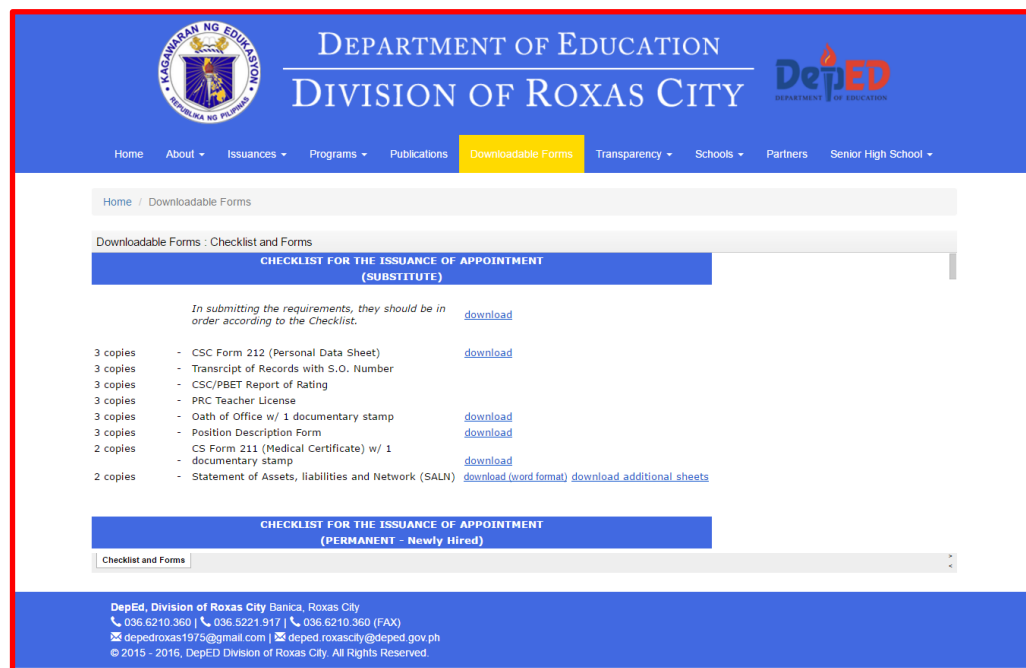
Sometime in 2015, when the site was launched, it showed an overview of the Schools Division Office.

- Its profile with the key players of the organization,
- Vacancies and Registry of Qualified Applicants (RQA)
- its communications thru division orders and memoranda,
- Events and Activities
- Accomplishments
- Programs and Projects
- Transparency Board
- Linkages, Schools and Community Learning Centers

This year, 2016, new features were added:

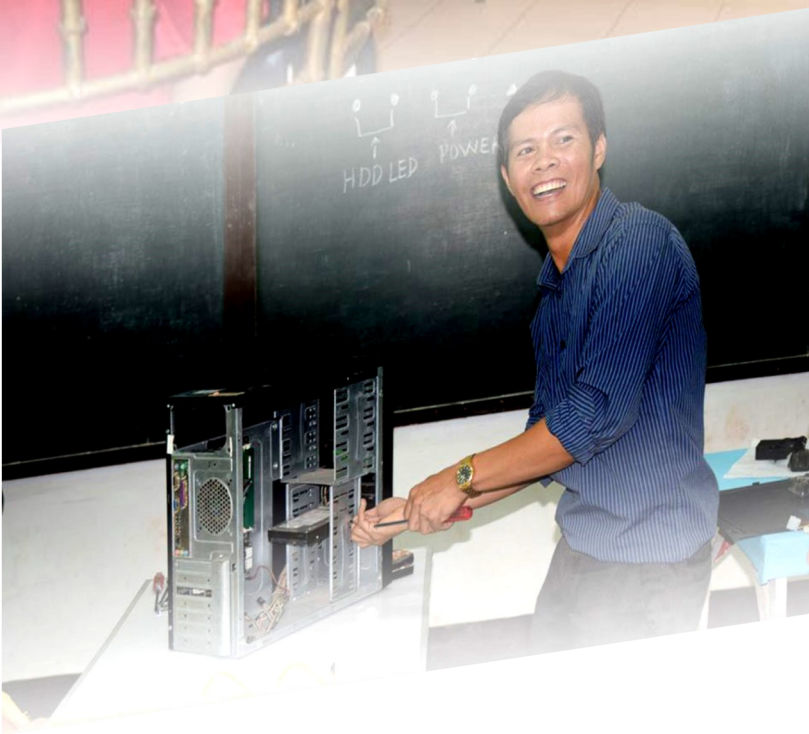
- Vacancies database with Content Management System (CMS)
- Google Suite integration
- Online Job Application and profiling
- Downloadable Checklist and Forms content upgrade
- Microsoft Sway integration

For next year, 2017, what's up for grabs? Well, anything is possible. Watch out and stay tuned.



21

Everyone is an ICT Teacher



Everyone is an ICT Teacher

By Fritz Juele

The term “Everyone is an ICT Teacher” was coined by Mr. Jose Richard C. Lachica, an outstanding ICT teacher and currently the school head of PMRMS SPED.

Taking the quote in context that “It takes a village to educate a child”, this time “It takes the whole world to create an ICT Teacher”.

Nowadays, there are various ways to improve the teachers’ ICT skills. From training - workshops, online blogs, online video tutorials in YouTube, websites that provide ICT Tutorials, android and iOS Educational Apps like EducationHQ & Technology and Innovations Magazine Apps and a lot more.

Working with limited resources is a real challenge. That poses a lot of opportunities for teachers to be more creative and resourceful when developing their ICT Skills. And sometimes, exploring uncharted waters is more rewarding and new skills are learned when least expected.

In DepED, Division of Roxas City, the Information Communication and Technology Unit (ICTU) listens to the needs of its teachers and strategically designs training - workshops, research, develop and provide tools to optimize the learning experience.

Some of the applications introduced during the ICT literacy skills workshops are:

Vysor, Airdroid, 5K Player, LiveScreen, Kaspersky QR Scanner, CamScanner and more.

In this journey, we are not there yet but we’re closer than we were yesterday.



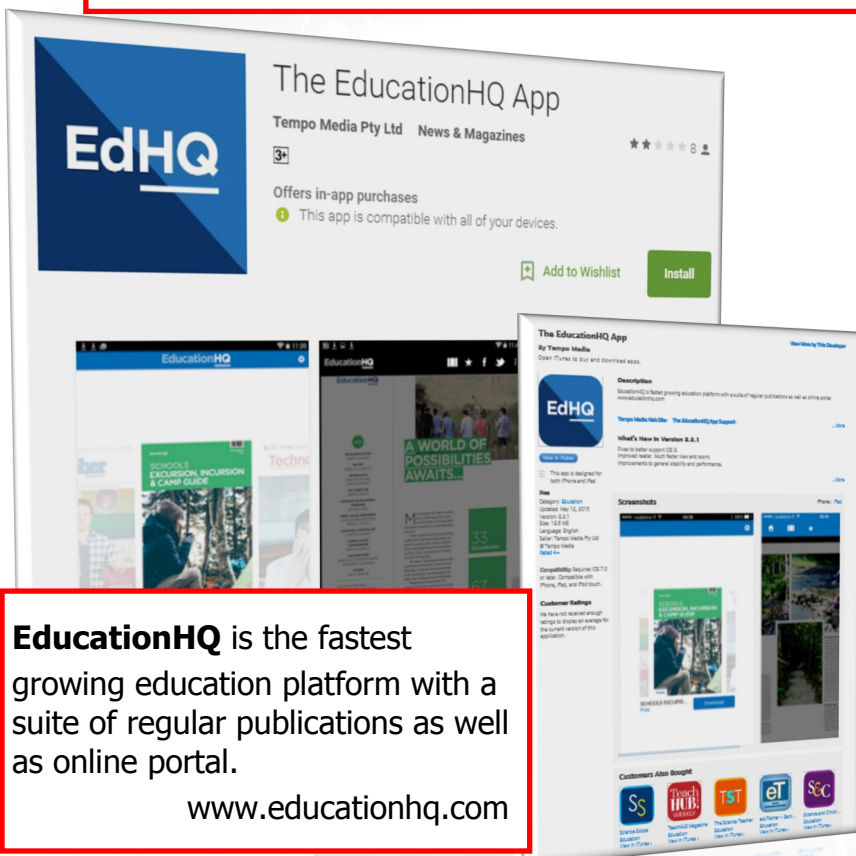
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