

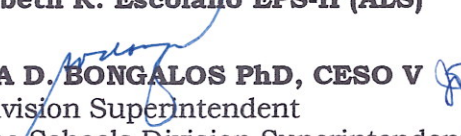


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

MEMORANDUM
CID-2024- 059

TO : **Dr. Legardo R. Palaca Jr. Principal – DCPNHS-SHS**
Mrs. Dolores T. Dahab – Principal III – DCPNHS-JHS
Mrs. Elizabeth R. Escolano EPS-II (ALS)

FROM : **WILFREDA D. BONGALOS PhD, CESO V** 
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **ALS Teachers SkillLab Training**

DATE : **April 22, 2024**

1. This Office, through the Curriculum Implementation Division, disseminates the invitation letter from the Youth Development Coordinator of USAID Opportunity 2.0 Program inviting ALS SHS Teachers of DCPNHS, BPOSA Implementers, AE & JHS ALS Teachers and the Education Program Specialist II in ALS for the upcoming SkillLab Training to be conducted on April 22, 2024 at the DICT Hub, Enerio Street, Poblacion 3, Tagbilaran City.

2. Below is the list of participants for the said training:

Elizabeth Rosil-Escolano	Phebet Jean P. Porol	Presentacion F. Dagondon
Gerry C. Aranzado	Liza A. Belecina	Melonie B. Gumonit
Gay-Fe U. Fudalan	Ma. Claire M. Fudalan	Floriebel B. Jawel
Kaitlin Chely T. Ruedas	Prisco B. Reyes III	Jean B. Son
Mary Jean O. Bitang	Marlon M. Aporado	Jesus I. Tulid
Brian Zhon M. Curiba	Michelle L. Pilayre	Zorah Marie T. Barrera
Riza L. Abarquez	Victor L. Boniel	

3. Dissemination of and compliance with this Memorandum is desired.

WDB/JAAL/CID/JTB/jtb



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

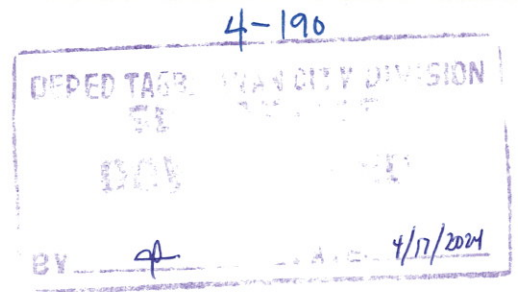
Invitation_SkillLab Training

Ribay, Florabel <FRibay@edc.org>

Tue 4/16/2024 3:43 PM

To:TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

Cc:Janet Butalid <janet.butalid@deped.gov.ph>;LEGARDO PALACA <legardo.palaca@deped.gov.ph>



📎 1 attachments (178 KB)

Letter Invi.SkillLabTraining.DepEd.pdf;

Dear Dr. Bongalos,

Blessed day!

The USAID Opportunity 2.0 will conduct a half-day training to Tagbilaran City ALS Teachers on SkillLab, an online skill-profiling application that helps in gathering an individual's skills and experiences to create a CV and assist in career matching. By developing the capacity among ALS teachers on SkillLab, it is hoped that they will be able to offer this assistance to young job applicants in their respective CLCs, barangays and during job fairs as well.

With this, I would like to invite 20 ALS teachers on **April 22, Monday** at 1:00-5:00PM; May I suggest to distribute the slots to the following:

6 - ALS CLC

5 - BPOSA

7 - ALS SHS

2 - ALS Division Staff

20 Total

Your support will truly contribute to the success of this training.

Sincerely,

FLORABEL L. RIBAY

Youth Development Coordinator
Tagbilaran City, Bohol, Philippines
USAID Opportunity 2.0 Program

Mobile: 09471718394

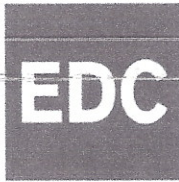
Email: FRibay@edc.org

LI: [LinkedIn Profile](#)

W: <https://opportunity.org.ph/>



You are God's masterpiece. Ephesians 2:10



Education
Development
Center

April 16, 2024

Wilfreda D. Bongalos, Ph.D., CESO V
Schools Division Superintendent
DepEd Division of City Schools – Tagbilaran City

Thru: **Janet Butalid, Ph.D**
Division ALS Focal
DepEd Division of City Schools – Tagbilaran City

Dear Dr. Bongalos:

Warmest greetings!

The USAID Opportunity 2.0 project aims to strengthen second-chance education programs for vulnerable out-of-school youth (OSY) in the Philippines, and the national and local systems supporting them. In order to achieve this goal, a relevant area to focus on is the strengthening of capacity of local systems to deliver workforce readiness training for OSY. One of the basic challenges of OSYs who are planning to apply for employment is the absence of a good resumé brought about by a lack of knowledge on how to create this document. Since a good curriculum vitae is a requirement for most employers in the job application process, OSYs who do not have the skills to make one, nor the opportunity to be assisted in creating a proper CV will be at a disadvantage in being noticed by potential employers and moving on to the next part of the application process.

SkillLab is an online skill-profiling application that helps in gathering an individual's skills and experiences to create a CV and assist in career matching. A training on the SkillLab application will be conducted for Sangguniang Kabataan leaders and ALS teachers so they in turn may assist OSYs in resumé-making. By developing this capacity among SK officials and ALS teachers on SkillLab, it is hoped that they will be able to offer this assistance to young job applicants in their respective CLCs, barangays and during job fairs as well. This assistance in the job application process will help to increase the chances of OSYs in securing job interviews and being hired by employers.

14 SHS
& JHS

With this, we would like to invite our ALS Teachers from ALS JHS and ALS SHS (good for **20 slots**) to attend the SkillLab Training on **April 22, 2024, 1:00PM-4:30PM** at **DICT Hub**, Enerio Street, Poblacion 3, Tagbilaran City.

Thank you for your support and positive response. God bless!

Sincerely,

FLORABEL L. RIBAY
Youth Development Coordinator-Tagbilaran City
USAID Opportunity 2.0 Program
Contact Number 09471718394 (smart)



USAID Opportunity 2.0
Second-Chance Opportunities for Out-of-School Youth

TRAINING OF TRAINERS FOR SKILLLAB ORIENTATION WORKSHOP

Completion Requirement

The following standards/outputs are expected to be met/submitted by the participants for them to be tagged as Completer of the training:

Written Output	Performance Output
1. Registration a. Attendance Sheet b. Online Registration - https://forms.office.com/r/P3HKPafVjh	1. Printed or online copy of the SkillLab-generated CV 2. Active Participation during the session

Technical Requirement for Participants

- Strong, stable internet connectivity
- One gadget per participant – highly encouraged

SkillLab Registration Link

This link is to be accessed on the day of the training.

- <https://skilllab.app/mobile/projects/tagbilaran-city-yd>
Access Code: 166257

Training Agenda

TIME	TOPIC	ACTIVITY
1:00PM – 1:30 PM	Gathering & Preliminaries	Goals and Agenda for the Day Norms and Expectation Setting
1:30PM – 2:00 PM	Building Block 1: Orientation on SkillLab - Skill Profiling	Discussion and Plenary Sharing
2:00PM – 2:30 PM	Building Block 2: Skill Profile and the Information It Contains	Discussion
2:30PM – 4:00 PM	Activity 2: Profile Building in SkillLab	Discussion and Demonstration
4:00PM – 4:30 PM	Debrief: Overall Comments and Feedback	Debriefing
4:30PM – 5:00 PM	Closing and Reminders	



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USAID Opportunity 2.0
Second-Chance Opportunities for Out-of-School Youth

TRAINING OF TRAINERS FOR SKILLLAB ORIENTATION WORKSHOP

TRAINING OVERVIEW

Background

Opportunity 2.0 is a five-year (2020-2025) USAID-funded project that aims to improve education, employment, and livelihood outcomes for valuable out-of-school youth. Implemented by the Education Development Center, Inc. (EDC), Opportunity 2.0 (O2) will contribute to stronger education and workforce development systems at the local and national levels.

As O2 implements its work readiness programs and as a recurring theme surfaced during stakeholder consultations, one of the basic challenges identified among OSYs who are planning to apply for employment is the absence of a good resumé or curriculum vitae brought about by a lack of knowledge on how to create this document. To bridge this gap, O2 partnered with SkillLab a user-friendly skill-profiling online platform that helps youth document their experiences (formal and informal), identify career paths, and facilitate CV-building using AI technology. Using SkillLab, our youth beneficiaries would be able to create their accounts, document their experiences, and download their personalized CVs—a significant step toward securing employment.

In line with this objective, we formally **welcome** you to our **Training of Trainers for SkillLab Orientation Workshop**. In this TOT, we hope to strengthen your capacities on the content and delivery of the SkillLab Orientation.

Overall Goals of the Training

At the end of the training, the participants will be able to:

- Conduct a series of reflective activities for the youth to think about their work experiences and educational background
- Help the youth identify the skills that they have used/developed in their experiences and educational background
- Orient the youth on SkillLab – A Career Profiling Platform
- Guide the youth in creating their SkillLab Career Profile and generate a Resume/CV
- Provide the facilitators with tips and guidance in navigating the Admin Portal