Office of the Schools Division
Superintendent

DIVISION MEMORANDUM   **April 12, 2024**
No.   293   , s. 2024

ADAPTIVE TECHNOLOGY FOR REHABILITATION, INTEGRATION, AND EMPOWERMENT OF VISUALLY IMPAIRED, INC. (ATRIEV)

To: Assistant Schools Division Superintendent
       Chief, CID and SGOD
       Teaching and Non-Teaching Personnel
       All Others Concerned

1.   This Office hereby disseminates the communication received from Maricris Balcueva, Communications Officer/Program Support Assistant, dated April 11, 2024, inviting interested participants to this online CPD-accredited training program from **Adaptive Technology for Rehabilitation, Integration, and Empowerment of the Visually Impaired, Inc. (ATRIEV)**.

2.   Please refer to the attached communication for your reference.

3.   Immediate dissemination of this Memorandum is desired.

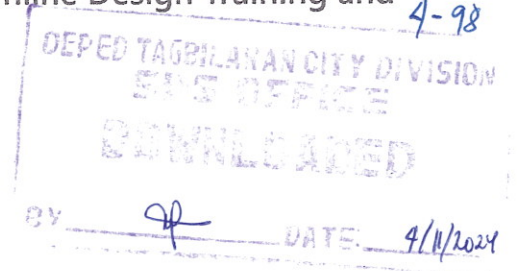**WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo

📢 **Accessible Learning for All: Enroll in Our Inclusive Online Design Training and Earn 9 CPD Units**

Continuing Professional Development <cpd@atriev.org>

Thu 4/11/2024 11:00 AM

To:programs@atriev.org <programs@atriev.org>

📎 3 attachments (1 MB)

PROGRAM OF ACTIVITIES - Inclusive Design Online Training on Document Accessibility (2024).pdf; ATRIEV I.T. Center for the Blind (Brochure).pdf; Facebook Ad Image Template 500 x 280 Pixels (CPD Approved).jpg;

Greetings!

We are Adaptive Technology for Rehabilitation, Integration, and Empowerment of the Visually Impaired, Inc. (ATRIEV), a non-government organization that provides ICT-enabled programs and services for persons with disabilities and stakeholders working for and with persons with disabilities. We offer numerous programs in the Philippines and other countries that have helped thousands of persons with disabilities, professionals, and stakeholders resulting in thousands of success stories and ensuring that nobody will be truly left behind.

We are reaching out to invite you to enroll in our CPD-accredited training program, Inclusive Online Design Training on Document Accessibility. The program aims to train educators with the tools and skills in designing, creating, and producing digital documents that are accessible to learners with different disabilities. By joining the program, you will:

◆ Increase your awareness and practice as a teacher towards compliance with disability-related principles and policies.

◆ Be equipped with different methods in creating accessible electronic learning materials for persons with disability towards an inclusive learning environment.

◆ Gain knowledge and skills necessary to develop your curriculum and advance your career as an educator.

Program Details:

◆ PRC Accreditation No.: PTR-2022-383

◆ Program Title: Inclusive Online Design Training on Document Accessibility

◆ Program Accreditation No.: PROG-2024-74788

◆ Target Participants: Licensed Professional Teachers (LPT)

◆ Venue: Online via Microsoft (MS) Teams

◆ Dates: June 21-22, 2024

◆ CPD Units: 9

◆ Registration fee: Php 900.00

◆ Deadline for Payment: June 7, 2024

To register for the training program, click on the link provided:
bit.ly/ATRIEV_IDTDocumentAccessibility.

For program validation, please visit: https://cpdas.prc.gov.ph/public/main-page.aspx

To help you assess the program, we've also attached a copy of the training program, as well as a brochure that provides more information about our organization and the services we offer. We highly encourage you to consider joining our CPD accredited program and to share this information with your colleagues who might also be interested. Should you have any further inquiries, please do not hesitate to contact us.

Don't miss this opportunity to enhance your skills and contribute to the advancement of education in our society. Sign up now and join us in this exciting program!

Kind regards,

Maricris Balcueva

Communications Officer/ Program Support Assistant

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www.atriev.org
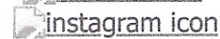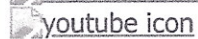
ATRIEV, Inc.
Creating Vision Beyond Sight
logo

facebook icon   linkedin icon   twitter icon
youtube icon   instagram icon

Adaptive Technology for Rehabilitation, Integration, and Empowerment of Visually Impaired, Inc., Official Address Room 604 CULMAT Building,1270-1330 E. Rodriguez Sr. Avenue, Quezon City 1108, Metro Manila, Philippines

Adaptive Technology for Rehabilitation, Integration, and Empowerment of Visually Impaired, Inc.

"Creating Vision Beyond Sight"

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Program for Inclusive Design Online Training Focusing on Document Accessibility

June 21 to 22, 2024

Day 0

Time	Description/Activities	Methodology	Evaluation Period	Person-in-Charge
	Preliminaries Registration & Pre-Evaluation (prior to the training/pre-requisite to participation)	Google form	Registration & Pre-Evaluation Completed Before the Training Started/Prerequisites for attendance	• Maricris Balcueva • Jaelene Cristel Mina

Day 1

Time	Description/Activity	Methodology	Evaluation Period	Person-in-Charge
08:00 am - 08:30 am	• Log in of Participants • Opening Program with Training Orientation • Checking of attendance • Doxology • National anthem • Opening remarks • Leveling of expectations • Course overview •	• Doxology video with sign language interpretation • National Anthem video with sign language interpretation • Zoom poll and reactions for expectations. • PowerPoint presentation on the course overview		• Carol Catacutan-Sam • Mr. Antonio Llanes, Jr. Executive Director, ATRIEV (Welcome Remarks)

08:30 am - 09:15 am	Introduction of the training team and the first resource speaker Course pretest	Google Form	Pretest results	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
09:15 am - 10:00 am	Lesson 1: Overview of Document Accessibility • Document accessibility defined • Types of disabilities that are impacted by	• Lecture • PowerPoint presentation	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate

	internet and computer use • Principles of Web Accessibility Guidelines			Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
10:00 am - 10:15 am	Bio break			• Carol Catacutan-Sam
10:15 am - 11:00 am	Lesson 2: Overview on the Laws and Policies that support Inclusive Design for learning. • National and International Standards	• Lecture • PowerPoint presentation	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala

				(Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:00 am - 11:45 am	Lesson 3: Accessibility Checker • Elements of an accessible document • Manual accessibility check • Microsoft's Built-in Accessibility Checker and Assistant	• Lecture • PowerPoint Presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker)

				• Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:45 am - 12:00 pm	• Question and Answer	• Discussion	Active participation through chat or speech	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

Time	Session/Topic	Methods	Evaluation	Resource Persons
				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
12:00 pm – 01:00 pm	Lunch break			• Carol Catacutan-Sam
01:00 pm – 01:30 pm	Introduction to Afternoon Session • Icebreaker • Review of the first three lessons • Introduction of the next resource speaker	• Video of the dance icebreaker • PowerPoint presentation		• Jaelene Cristel Mina
01:30 pm – 03:00 pm	Lesson 4: Images • Alternative text defined • Rules of writing alternative text for images • Process of adding alternative text to relevant images • Using AI tools to generate Alt Text	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate

				Resource Speaker)
				• Ebenchito Pabia (Moderator)
				• Jhon Kennit Figueroa (Moderator)
				• Maricris Balcueva (Moderator)
03:00 pm – 03:15 pm	Bio Break			• Carol Catacutan-Sam
03:15 pm – 04:15 pm	Lesson 5: Hyperlinks • Hyperlinks defined • Use of hyperlinks • Process of adding meaningful hyperlinks	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator)
				• Maricris Balcueva (Moderator)
04:15 pm - 04:45 pm	• Question and Answer	• Discussion Demonstration	Active participation through chat or speech	• Nerikka Escario (Resource Speaker/CPD Program Manager)
				• Jaelene Cristel Mina (Alternate Resource Speaker)
				• Joshua Christian Regala (Alternate Resource Speaker)
				• Rachele Mae Quirimit (Alternate Resource Speaker)
				• Gerard Perry Novela (Alternate Resource Speaker)
				• Ebenchito Pabia (Moderator)
				• Jhon Kennit Figueroa (Moderator)
				• Maricris Balcueva (Moderator)

Time	Description/Activity	Methodology		Person-in-Charge
04:45 pm - 05:00 pm	• Recap on the day 1 session • Reminders about the day 2 session	• Lecture • PowerPoint presentation		• Carol Catacutan-Sam

Day 2

Time	Description/Activity	Methodology	Evaluation Period	Person-in-Charge
08:00 am - 08:45 am	• Checking of attendance • Doxology • Review on the previous lessons • Overview of the upcoming lessons • Introduction of the first resource speaker	• Doxology video with sign language interpretation • Lecture • PowerPoint presentation		• Carol Catacutan-Sam
08:45 am - 10:00 am	Lesson 6: Color Contrast • Color contrast defined • Manual and automatic checking of color contrast	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate

				Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
10:00 am - 10:15 am	Bio break			• Carol Catacutan-Sam
10:15 am - 11:45 am	Lesson 7: Language • Principles of Plain Language • Readability Score Microsoft Built-in Readability Test	• Lecture • PowerPoint presentation Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
11:45 am - 12:00 pm	Question and Answer	Discussion	Active participation through chat or	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)

Time	Activity	Methodology		Resource Person
12:00 pm - 01:00 pm	Lunch break			• Carol Catacutan-Sam
01:00 pm - 01:30 pm	• Introduction to Afternoon Session • Icebreaker • Review of the first 2 lessons • Introduction of the next resource speaker	• Video of the dance icebreaker • PowerPoint presentation		• Jaelene Cristel Mina
01:30 pm - 02:00 pm	Lesson 8: Heading Structures • Use of headings • Proper hierarchy of headings • Navigation using headings	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator)

				• Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
02:00 pm - 03:00 pm	Lesson 9: Tables • Importance of an accessible table • Process of making an accessible table	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat or reactions	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)

Time	Topic	Method	Output	Resource Persons
03:00 pm - 03:15 pm	Bio break			• Carol Catacutan-Sam
03:15 pm - 03:40 pm	Lesson 10: Converting a Word Document into an Accessible PDF • Importance of Accessible PDF • Process of converting a Word document to accessible PDF using Microsoft Word	• Lecture • PowerPoint presentation • Demonstration	Active participation through chat and reaction	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
03:40 pm - 04:20 pm	Hands-on Activity: Making 3-5 pages DepEd learning material accessible and converting it into an accessible PDF	Hands-on application	An accessible PDF with the following elements:	• Nerikka Escario (Resource Speaker/CPD

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			• Images with alternative text • Meaningful Hyperlinks • Good color contrast • Readable font size • Sufficient line spacing • Proper Heading structure • No found issues in the built-in accessibility checker	Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian Regala (Alternate Resource Speaker) • Rachele Mae Quirimit (Alternate Resource Speaker) • Gerard Perry Novela (Alternate Resource Speaker) • Ebenchito Pabia (Moderator) • Jhon Kennit Figueroa (Moderator) • Maricris Balcueva (Moderator)
04:20 pm - 04:40 pm	Course post-test	• Google Form	Post-test results	• Nerikka Escario (Resource Speaker/CPD Program Manager) • Jaelene Cristel Mina (Alternate Resource Speaker) • Joshua Christian