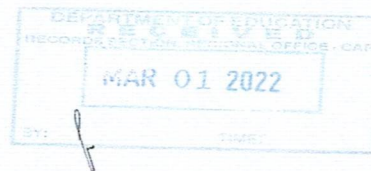




March 1, 2022

DR. ESTELA L. CARIÑO
Regional Director
Cordillera Administrative Region



Dear Dr. Cariño,

Greetings! We hope that you and your family are doing well amidst the COVID pandemic.

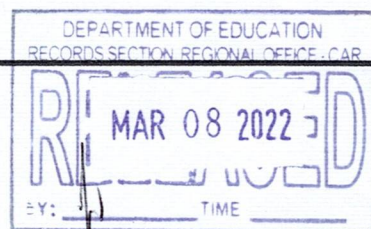
We are **ATRIEV**, or **Adaptive Technology for Rehabilitation, Integration, and Empowerment of Visually-Impaired**, a not-for-profit organization that teaches the blind and visually impaired the use of assistive technology. Our training programs run a range of skills training on computer literacy, basic programming, web design, transcription, blog writing, language communication, public speaking, and life skills, such as work ethic, working in teams, and self-affirmation. Our training and advocacy workshops have reached more than 50,000 people, composed of the blind, their families, teachers, friends, and community workers.

In response to the pandemic, we have launched "eATRIEV" a virtual learning platform where persons with disabilities, teachers, parents, and disability partners can still learn new skills. For more information about our programs and projects, please visit our Facebook page at <https://www.facebook.com/atrievofficial/> and our website at <https://atriev.org/>


Now more than ever, information and communication are crucial for public health and safety as well as to the continued social progress and economic development of everyone. Information and communications technologies (ITs) play a significant role in connecting us to the world while adhering to the current social distancing and self-quarantining directives. In particular, government websites and apps are indispensable as people expect to rely on them for verified information and strong systems. For this reason, it is a must that all digital information, products, and services are accessible to all, including for persons with disabilities.

As an organization working for and with persons with disabilities, we are also affected by the lockdown. Still, it didn't stop us from reaching out to people with whom we could share knowledge and awareness. In this regard, ATRIEV would like to offer you the following training programs, which are free of charge:

1. A six-day **Inclusive Design training** intended for all personnel responsible for creating information, education, and communication materials. The two-hour daily training will teach participants simple techniques to ensure that all their content, whether PDF, PowerPoint, Word, or Spreadsheets, are accessible for persons with visual impairment. Attached in the same email is the detailed course outline.



March 4, 2022



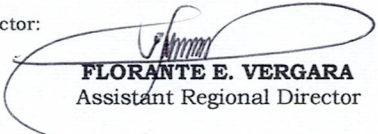
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
WANGAL LA TRINIDAD, BENGUET

**To: All Schools Division Superintendents
All Others Concerned**

For information and dissemination.

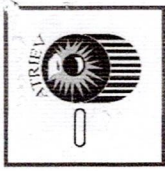
ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

By Authority of the Regional Director:


FLORANTE E. VERGARA
 Assistant Regional Director

CLMD/RCA/dot





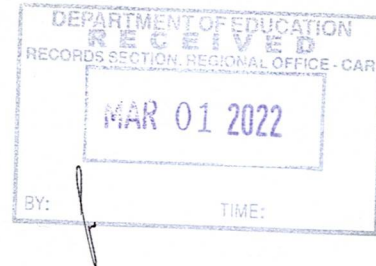
ATRIEV

ADAPTIVE TECHNOLOGY FOR
REHABILITATION, INTEGRATION, AND
EMPOWERMENT OF THE VISUALLY IMPAIRED

... A Vision Beyond Sight...

March 1, 2022

DR. ESTELA L. CARIÑO
Regional Director
Cordillera Administrative Region



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1. A **six-day Inclusive Design training** intended for all personnel responsible for creating information, education, and communication materials. The two-hour daily training will teach participants simple techniques to ensure that all their content, whether PDF, PowerPoint, Word, or Spreadsheets, are accessible for persons with visual impairment. Attached in the same email is the detailed course outline.

2. A **six-day Video Creation for Beginners** intended for all personnel responsible for creating information, education, and communication materials. It is also a two-hour daily training that will teach the participants how to concept a video, video shooting techniques, basics of video editing, and video uploading on YouTube.

We already have training schedules set on Saturdays, from March to June. Please refer to the table below for the dates:

Time Schedule						
AM Schedule: 9:00 AM to 11:00 AM						
PM Schedule: 2:00 PM to 4:00 PM						
Programs	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Inclusive Design Training (IDT)	March 12	March 19	March 26	April 2	April 9	April 23
Video Creation for Beginners	March 12	March 19	March 26	April 2	April 9	April 23

(NOTE: Each session of the online training will be conducted every Saturday.)

We can also set the said trainings in your preferred dates. Just let us know and we will be more than happy to have a meeting with you to discuss it.

For training inquiries, you may contact Ms. Marsh Balcueva through the following numbers:

Mobile: +63 977-7059766, and +63-923-616-4376

Landline: +632-7587-2042

Or send us an email through the following:

inquiry@atriev.org

k.figueroa@atriev.org

Thank you and we look forward to your positive response.

Very truly yours,

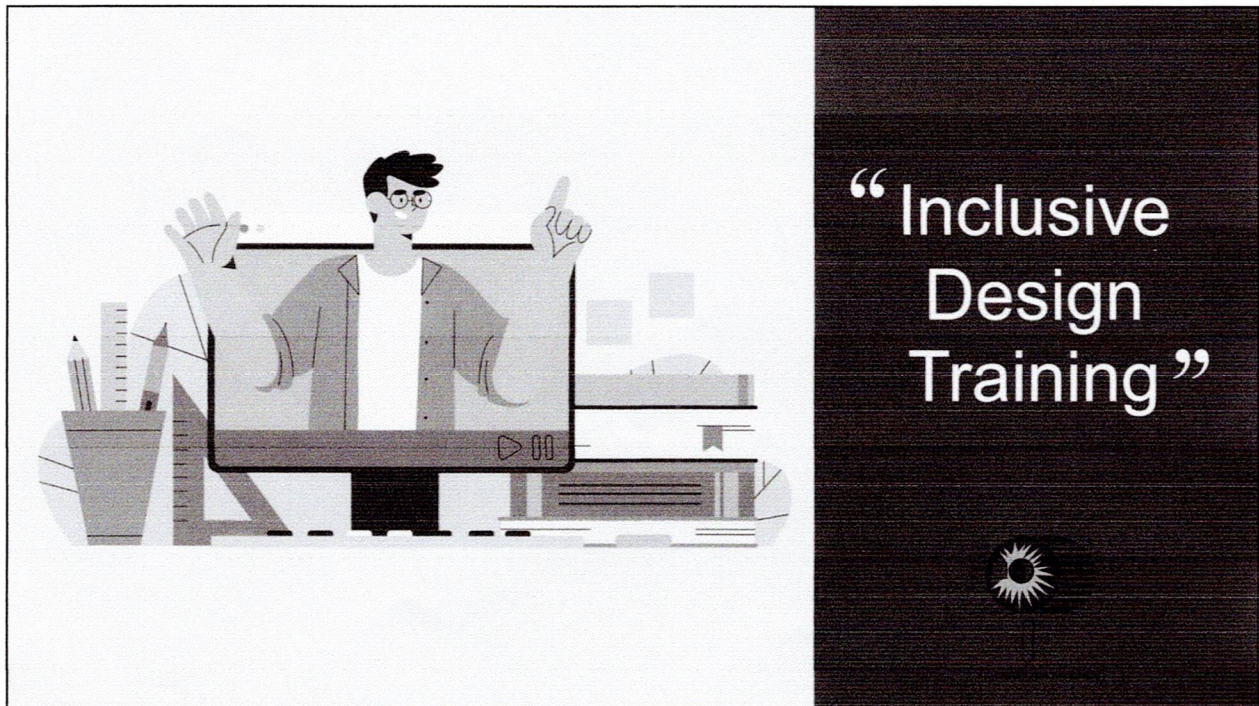


ANTONIO D. LLANES, JR.

Executive Director



Inclusive Design Training



Course Description

Inclusive design training is a six-day online training that aims to provide participants with the knowledge and skills in creating accessible documents for persons with visual impairment using Microsoft productivity tools and other platforms.

Course Qualifications

Participants of this course must be any of the following:

- SPED teacher
 - Receiving teacher
 - Rehabilitation center personnel
 - IT Professional
 - Any person dealing with persons with visual impairment and/or other disabilities
- KT Coordinators*
Division ITDs

Course Contents

- Introduction to Accessible Documents
 - Definition of Accessible Documents and its importance
 - Characteristics of an Accessible Document
 - The Accessibility Checker
 - The NVDA Document Formatting Setting
 - Browse Mode and Focus Mode
- Elements of an Accessible Document
 - Content
 - Table of Contents



- Headings and document structure
- Ordered and unordered list
- Table alt text and headers
- Hyperlink description
- Image alt text
- Font
- Color contrast
- Line spacing
- Glossary
- Elements of an Accessible Spreadsheet
 - Worksheet summary
 - Sheet name
 - Row and Column Headers
 - Hyperlink descriptions
 - Chart and Graph alt text
 - Font
 - Color contrast
 - Style
- Elements of an Accessible PowerPoint
 - Use of predefined layouts
 - Slide titles
 - Logical reading order
 - Image or Video alt text
 - Hyperlink description
 - Font
 - Color contrast
- Photo upload with Alt text
 - Introduction to Facebook photo with alt text
 - Process of adding alt text to a photo
- Introduction to Scanning Apps
 - What are scanning apps?
 - What's their importance?
 - How to use them?

FOR OUR I.T. SPECIALISTS:

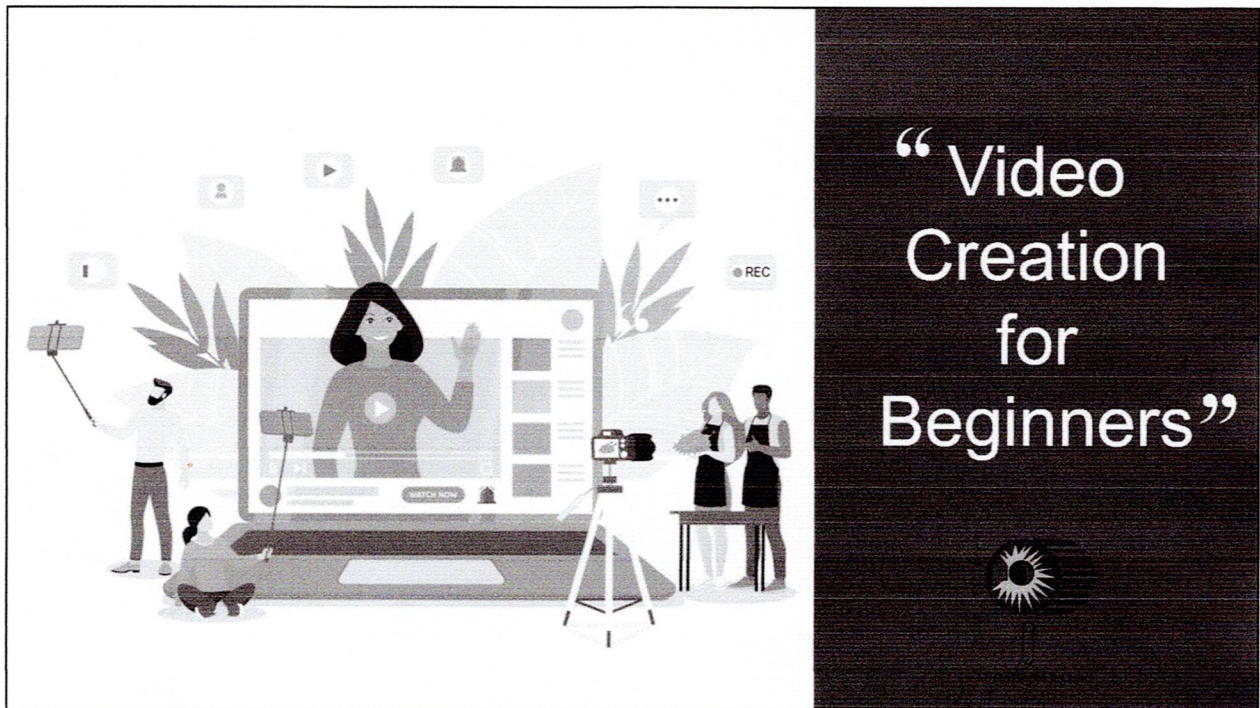
- Introduction to Web Accessibility Guidelines
 - Definition of terms
 - What is WCAG?
 - Why is it important?
- Applying WCAG in a Website
 - Perceivable- Text Alternatives, time-based media, color contrast



- Operable- Keyboard accessible, navigable,
- Understandable- reading level, consistent navigation
- Robust- compatibility
- Introduction to UX
 - Definition of Terms
 - User Experience
 - Design
 - Designer
 - Design thinking
- Design Process
 - Step 1: Empathize
 - Step 2: Define
 - Step 3: Ideate
 - Step 4.1: Create
 - Step 4.2: Prototype
 - Step 5: Test



Video Creation for Beginners



“Video
Creation
for
Beginners”

Course Description

This six-day video creation workshop will teach the participants how to concept a video, techniques in video shooting, basics of video editing, and video uploading on YouTube

Course Qualifications

Participants of this course must be any of the following:

- Professionals and community leaders serving Children with Disability
- Have functional skills in using the computer.

Course Contents

Day 1: Pre-Production Part 1 and Shooting

1. Conceptualizing a video
 - a. Advantages of a using a video
 - b. Types of video
 - c. Video persona
 - d. Video outline
 - e. Video script

Day 2: Pre-Production Part 2

1. Filming a video
 - a. Preparation for a video shoot
 - b. Basic shots and angle in filming
 - c. Tips to concept your video
 - d. Video shoot



Day 3: Post-Production Part 1

1. Windows movie maker
 - a. User interface
 - b. Importing media files
 - c. Trim and split
 - d. Adding music
 - e. Adding text
 - f. Adding animation

Day 4: Post-Production Part 2

1. MS PowerPoint as a video editor
 - a. Importing media file
 - b. Trim and split
 - c. Adding music
 - d. Animation and transition
 - e. Save as mp4

Day 5: YouTube: Online Video Sharing And Social Media Platform

1. YouTube
 - a. Creating a YouTube Channel
 - b. Uploading video on YouTube
 - c. Adding captions

Day 6: Participants' Final Presentation