



Republic of the Philippines
Department of Education
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Pasig City



Alternative Learning System K to 12 Basic Education Curriculum

Learning Strand 6 DIGITAL CITIZENSHIP (BL to JHS)

May 2019

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

LEARNING STRAND 6: DIGITAL CITIZENSHIP

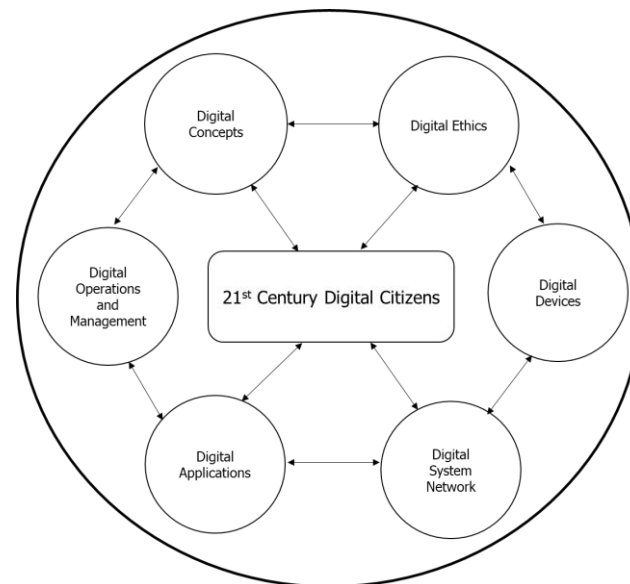
Twenty-first-century Philippine society is replete with myriad rapidly changing information and communication technologies (ICTs). The ways people plan, develop, implement, and communicate ideas and knowledge have been transformed as computers, the internet, social media, and mobile devices have become increasingly pervasive. To adapt to these changes, Filipinos need to develop a whole new range of ICT-related skills to be effective citizens in an increasingly digital world. This Learning Strand addresses the needs of ALS learners to develop basic skills in ICT use and digital literacy. Accordingly, a new Learning Strand has been added to the ALS Curriculum focused on "Digital Citizenship" for 21st-century Filipino citizens. This Learning Strand seeks to help equip ALS learners with critical knowledge, skills, and values to be able to live and work effectively as part of the digital universe.

Digital Citizen is someone who develops the skills and knowledge to effectively use the internet and other digital technology, especially in order to participate responsibly in social and civic activities. (Collins Dictionary).

Digital Citizenship is the continuously developing norms of appropriate, responsible and empowered technology use. (Ribble & Park. The Digital Citizenship Handbook for School Leaders, 2019).

Digital Literacy is the ability to define, access, manage, integrate, communicate, evaluate and create information safely and appropriately through digital technologies and networked devices for participation in economic and social life. (Digital Literacy and Beyond, UNESCO 2018).

Below is the schematic diagram for this new Learning Strand.



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The schematic diagram shows that the overall goal of this Learning Strand is to produce 21st-century digital citizens who are confident in using ICT and digital tools in a responsible and ethical manner. Digital Citizenship is needed to achieve this goal. Digital Citizenship is the capacity of every ALS learner to safely and responsibly generate, apply, and share digital information in multiple formats from a wide range of sources using computers or mobile devices.

To achieve digital citizenship, ALS learners need both ICT-related knowledge and skills, and the ability to integrate such skills and knowledge across the competencies listed in the other five Learning Strands of the ALS curriculum. This is the application part where the learners utilize their digital knowledge and skills as tools to communicate with others and solve problems in daily life. Each of the other five Learning Strands will thus go hand in hand with Learning Strand 6.

This Learning Strand covers the following digital citizenship competencies:

Content Standard	Performance Standard
Digital Concepts	Explain basic concepts related to use of information communication technologies (ICTs) in an increasingly digital world
Digital Operations and Management	Demonstrate knowledge of basic hardware operations, software operations, and file management in using a computer.
Digital Applications	Use common office application software packages (word processing, spreadsheet, presentation software) to produce documents and manage information as tools to solve problems in daily life.
Digital System Network	Navigate the digital global system to search for information and resources and communicate with others in everyday life.
Digital Devices	Make use of mobile devices as tools to access information and communicate with others.
Digital Ethics	Demonstrate ethical practices and values in using technology in the 21st century.

The learning competencies and skills in this Learning Strand are sequenced from the simplest to the most complex and based on the content standards. Leveling of the learning competencies will start at Lower Elementary up to Advanced Junior High School

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Here is a sample of digital citizenship Integration across the competencies of other Learning Strands

Example 1: LS 1 (Speaking): PSB 32. Make and prepare for an oral presentation

LS 6: PSA 2. Compare the experiences of people using technology in the 21st century to those who lived in the 20th century

Example 2: LS 4: PSA 4.1.2. Cite examples of situations or occasions in which self-discipline could or should be practiced

LS 6: PSF 3. Practice respectful conduct when using the internet

- Sensitivity to national and local cultures
- Avoiding identity misrepresentation and fraud
- Observing internet etiquette while chatting, emailing, blogging, and using social media

Example 3: LS 2: (Scientific Thinking): PSB 8.6.1 Make a simple project proposal to address one prevalent problem

LS 6: PSC 3.2. (Word Processing) Make use of formatting in paragraphs

- Create and/or merge paragraph(s)
- Practice in aligning text: use align, indent as tools
- Alignment of text: left, center, right, justified
- Indent paragraphs: left, right, first line
- Apply spacing: between paragraphs, above, below, single, 1.5 lines, double line

ICT integration goes beyond merely using computer hardware and software as communication and information management tools. It also includes empowering ALS learners to explore the potentials offered by mobile devices, social media, and other digital media in order to navigate the digital world. This journey as 21st-century digital citizens requires such learners to be practicing sound digital ethics and values so that ICT and other digital tools are used responsibly and safely amid rapid technological changes. This includes guarding against potential risks and threats found in the digital world, and maximizing the opportunities and potentials of ICT and other digital technologies as tools for personal and professional development and improving one's quality of life as a 21st-century digital citizen.

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Learning Strand 6: Digital Citizenship

Content Standard: Digital Concepts

Performance Standard A: Explain basic concepts related to the use of information communication technologies (ICTs) in an increasingly digital world

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
1	Define Information and Communication Technology (ICT) using examples in daily life		LS6DC-DC-PSA-LE-1		√		
2	Compare the experiences of people using technology in the 21 st century to those who lived in the 20th century <ul style="list-style-type: none"> ● characteristics of technologies used ● advantages and disadvantages 		LS6DC-DC-PSA-LE-2		√		
3	Explain the key differences between so-called digital natives and digital migrants		LS6DC-DC-PSA-LE-3		√		
4	Give examples from daily life of the advantages and disadvantages of the 21 st century in terms of ICT		LS6DC-DC-PSA-LE-4		√		
5	Describe the computer and its characteristics		LS6DC-DC-PSA-LE-5		√		
6	Identify the different types of computer and their applications in daily life <ul style="list-style-type: none"> ● supercomputer ● mainframe computer ● minicomputer ● microcomputer 		LS6DC-DC-PSA-LE-6		√		
7	List the different types of microcomputer and its use in everyday life <ul style="list-style-type: none"> ● desktop computer ● sound & navigation of a car ● netbook ● laptop/notebook ● PDA (personal digital assistant) ● tablet PCs ● mobile tablets ● smartphones 		LS6DC-DC-PSA-LE-7		√		

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
8	Identify the parts of a desktop computer		LS6DC-DC-PSA-LE-8		√		
9	Explain the functions of each of the parts of a desktop computer		LS6DC-DC-PSA-AE-9			√	
10	Explain the difference between computer hardware and software		LS6DC-DC-PSA-AE-10			√	
11	Identify different types of computer hardware accessories and their respective functions		LS6DC-DC-PSA-AE-11			√	
12	Identify different types of computer software and the tasks they are used for		LS6DC-DC-PSA-AE-12			√	

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Learning Strand 6: Digital Citizenship

Content Standard: Digital Operations and Management

Performance Standard B: Demonstrate knowledge of basic hardware operations, software operations, and file management in using a computer

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
1	Demonstrate understanding on how to operate a computer <ul style="list-style-type: none"> ● to turn on a computer ● to turn off/shutdown a computer ● to restart a computer 		LS6DC-DO-PSB-LE-1		√		
2	Demonstrate how to manage personal files in a computer <ul style="list-style-type: none"> ● open/close a file ● edit a file ● save a file ● delete a file ● locate a file ● search a file ● sort a file ● create a folder ● rename a folder ● delete a folder ● organize folders ● management directory paths and network locations ● share folders ● back-up file 		LS6DC-DO-PSB-LE-2		√		
3	Explain the procedure of operating other computer peripherals <ul style="list-style-type: none"> ● printer ● scanner ● photocopier ● web camera ● USB flash drive ● external hard drive ● Multimedia Projector ● earphone/headset 		LS6DC-DO-PSB-AE-3			√	

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<ul style="list-style-type: none"> • microphone/speaker 						
4	Demonstrate knowledge of installing and opening software programs <ul style="list-style-type: none"> • computer peripherals (e.g. printer) • applications (e.g. Adobe Photoshop, Pagemaker) • Educational Games 		LS6DC-DO-PSB-AE-4			√	
5	Identify the different potential problems of a desktop computer <ul style="list-style-type: none"> • Computer Viruses • Hardware Malfunctions • Software Issues 		LS6DC-DO-PSB-JHS-5				√
6	Demonstrate the procedure of troubleshooting basic problems of a desktop computer		LS6DC-DO-PSB-JHS-6				√

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Learning Strand 6: Digital Literacy

Content Standard: Digital Applications

Performance Standard C: Use common office application software packages (word processing, spreadsheet, presentation software) to produce documents and manage information as tools to solve problems in daily life

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
A. Word Processing							
1	Make use of a word-processing application to produce different documents used in everyday life	EPP5IE-0f-15 EPP5HE-0h 21 EPP5IE-0j-21	LS6DC-DA/WP-PSC-AE/JHS-1			√	√
2	Demonstrate how to open/close a word processing application		LS6DC-DA/WP-PSC-AE -2			√	
3	Create a new document based on the different available templates		LS6DC-DA/WP-PSC-AE/JHS 3			√	√
4	Demonstrate how to save a document to a location on a drive		LS6DC-DA/WP-PSC-AE -4			√	
5	Save documents under another name to a location on a drive		LS6DC-DA/WP-PSC-AE/JHS-5			√	√
6	Demonstrate how to save a document as another file type like: <ul style="list-style-type: none"> • rich text format • word template • PDF • web page 		LS6DC-DA/WP-PSC-AE/JHS-6			√	√
7	Apply knowledge in switching between open documents		LS6DC-DA/WP-PSC-AE/JHS-7			√	√
8	Use available HELP functions		LS6DC-DA/WP-PSC-AE/JHS-8			√	√
9	Distinguish the different use of magnification/ zoom tools		LS6DC-DA/WP-PSC-AE-9			√	
10	Determine the use of the different toolbars: <ul style="list-style-type: none"> • display • hide built-in toolbars • restore • minimize the ribbon 		LS6DC-DA/WP-PSC-AE-10			√	

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
11	Demonstrate the creation of new word processing document		LS6DC-DA/WP-PSC-AE-11			√	
12	Show how to switch between page view modes		LS6DC-DA/WP-PSC-AE/JHS-12			√	√
13	Demonstrate how to enter text into a document		LS6DC-DA/WP-PSC-AE-13			√	
14	Identify the process of inserting symbols or special characters		LS6DC-DA/WP-PSC-AE/JHS-14			√	√
15	Determine the use of the display and hide nonprinting formatting marks like: spaces, paragraph marks, manual line, break marks, tab characters <ul style="list-style-type: none"> • spaces • paragraph marks • manual line • break marks • tab characters 		LS6DC-DA/WP-PSC-AE/JHS-15			√	√
16	Demonstrate how to select character, word line, sentence, paragraph, and entire body text		LS6DC-DA/WP-PSC-AE-16			√	
17	Apply knowledge in editing content by: <ul style="list-style-type: none"> • content entry • removal of characters • words within existing text • by overtyping to replace existing text 		LS6DC-DA/WP-PSC-AE-17			√	
18	Use a simple search command for a specific word and/or phrase		LS6DC-DA/WP-PSC-AE-18			√	
19	Use a simple replace command for a specific word and/or phrase		LS6DC-DA/WP-PSC-AE-19			√	
20	Show how to copy, move text within a document and between open documents		LS6DC-DA/WP-PSC-AE-20			√	

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
21	Apply understanding of the following commands: <ul style="list-style-type: none"> • delete text • undo command • redo command 		LS6DC-DA/WP-PSC-AE-21			√	
22	Demonstrate use of formatting commands in a word processing document		LS6DC-DA/WP-PSC-AE/JHS-22			√	√
23	Apply different types of text formatting: <ul style="list-style-type: none"> • text formatting: font sizes, font types • text formatting: bold, italic, underline, subscript, superscript • different colors to text • case changes to text • automatic hyphenation 		LS6DC-DA/WP-PSC-AE-23			√	
24	Make use of formatting in paragraphs <ul style="list-style-type: none"> • create and/or merge paragraph(s) • insert and/r remove line break • practice in aligning text: use align, indent, tab tools • alignment of text: left, center, right, justified • indent paragraphs: left, right, first line • set, remove and use tabs: left, center, right, decimal • apply spacing: between paragraphs, above, below, single, 1.5 lines, double line • add a box border and shading/background color to a paragraph • apply an existing character style to selected text • apply an existing paragraph style to one or more paragraphs • copy format tool 		LS6DC-DA/WP-PSC-AE/JHS-24			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
25	<p>Demonstrate good practice in table creation, table formatting, and inserting graphical objects create a table ready for data insertion</p> <ul style="list-style-type: none"> • insert and/or edit data in a table • select rows, columns, cells, entire table • insert and delete: rows and columns • modify cell border: line style, width, color • add shading/background color to cells • insert an object (picture, image, chart, drawn object) to a specified location in a document • select an object • copy and/or move an object within a document and/ or between open documents • resize and/or delete an object 	EPP4IE-0g-13	LS6DC-DA/WP-PSC-AE/JHS-25			√	√
26	<p>Demonstrate the process of mail merge</p> <ul style="list-style-type: none"> • prepare a document, as a main document for a mail merge • select mailing list or other data file for use in a mail merge • insert data fields in a mail merge main document • merge a mailing list with a letter • label document as a new file or printed output • print mail merge outputs 	CS_ICT11/12-ICTPT-Ic-d-4	LS6DC-DA/WP-PSC-AE/JHS-26			√	√
27	<p>Finalize a document using page setup, headers/footers, spell checking, and printing commands</p> <ul style="list-style-type: none"> • document orientation: portrait, landscape • paper size • margins of entire document: top, bottom, left, right 		LS6DC-DA/WP-PSC- AE/JHS-27			√	√

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<ul style="list-style-type: none"> • insertion of a page break in a document • deletion of a page break in a document • add text in headers & footers • edit text in headers & footers • add field in headers, footers: date, page number, file name • apply automatic page numbering to a document • spell check a document • make changes like: correcting spelling errors, deleting repeated words • add words to a built-in custom dictionary using a spell checker • preview a document • print a document from an installed printer using output options like entire document, specific pages, number of copies 						
B. Spreadsheets							
28	Make use of the spreadsheet application to generate different documents	EPP4IE-0g-14 EPP5HE-0h-21	LS6DC-DA/S-PSC- AE/JHS -28			√	√
29	Demonstrate how to open/close a spreadsheet application		LS6DC-DA/S-PSC- AE/JHS -29			√	√
30	Create a new spreadsheet based on the different available templates		LS6DC-DA/S-PSC-AE/JHS-30			√	√
31	Demonstrate how to save a spreadsheet to a location on a drive		LS6DC-DA/S-PSC-AE/JHS-31			√	√
32	Show how to save a spreadsheet under another name to a location on a drive		LS6DC-DA/S-PSC-AE/JHS-32			√	√
33	Demonstrate how to save a spreadsheet as another file type like: <ul style="list-style-type: none"> • Excel template • text • PDF • Web Page 		LS6DC-DA/S-PSC-AE/JHS-33			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
34	Apply knowledge in switching between open spreadsheets		LS6DC-DA/S-PSC-AE/JHS-34			√	√
35	Use available HELP functions		LS6DC-DA/S-PSC-AE/JHS-35			√	√
36	Distinguish the different uses of magnification/zoom tools		LS6DC-DA/S-PSC-AE/JHS-36			√	√
37	Determine the use of the different toolbars: <ul style="list-style-type: none"> • display • hide built-in toolbars • restore • minimize the ribbon 		LS6DC-DA/S-PSC-AE/JHS-37			√	√
38	Demonstrate understanding of using cells in a spreadsheet		LS6DC-DA/S-PSC-AE/JHS-38			√	√
39	Demonstrate understanding that a cell in worksheet should only contain one element of data		LS6DC-DA/S-PSC-AE/JHS-39			√	√
40	Make use of creating lists: <ul style="list-style-type: none"> • avoid blank row and columns in the main body of list • insert blank row before the total row • ensure cell bordering lists are blank 		LS6DC-DA/S-PSC-AE/JHS-40			√	√
41	Show how to insert and select a cell <ul style="list-style-type: none"> • enter a number, date, text in a cell • select a cell, range of adjustment and non adjacent cells, entire worksheet 		LS6DC-DA/S-PSC-AE/JHS-41			√	√
42	Explain the process of revising data elements in the spreadsheets <ul style="list-style-type: none"> • copy content of a cell: cell range within a worksheet, between worksheets, between open worksheets • use the autofill tool • copy handle tool to copy • increment data entries 		LS6DC-DA/S-PSC-AE/JHS-42			√	√

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<ul style="list-style-type: none"> • move content of a cell • worksheet, between worksheets, between open spreadsheets • delete cell contents 						
43	Apply the process of modifying rows and columns <ul style="list-style-type: none"> • choose a row, range adjacent and nonadjacent rows • select a column, range of adjacent and nonadjacent columns • insert rows and columns • delete rows and columns • adjust column widths: row heights to a specified value, to optimal width or height • freeze/unfreeze row and/or column titles 		LS6DC-DA/S-PSC-AE/JHS-43			√	√
44	Demonstrate suitable practices in customizing worksheets <ul style="list-style-type: none"> • switch between worksheets • insert a new worksheet • delete a worksheet • delete rows and columns • use meaningful worksheet names rather than accept default names • copy a worksheet within a spreadsheet • move a worksheet within a spreadsheet • rename a worksheet within a spreadsheet 	TLEIE6-0f-12	LS6DC-DA/S-PSC-AE/JHS-44			√	√
45	Employ good practices in using arithmetic formulas and functions in spreadsheets		LS6DC-DA/S-PSC-AE/JHS-45			√	√
46	Apply different practices in formula creation: refer to cell references rather than type numbers into Formulas		LS6DC-DA/S-PSC-AE/JHS-46			√	√
47	Create formulas using cell references and arithmetic operators		LS6DC-DA/S-PSC-AE/JHS -47			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
48	Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!		LS6DC-DA/S-PSC-AE/JHS-48			√	√
49	Use relative, absolute cell referencing in formulas		LS6DC-DA/S-PSC-AE/JHS-49			√	√
50	Employ the following spreadsheet functions: <ul style="list-style-type: none"> • sum • average • minimum • maximum • count • COUNTA • round 		LS6DC-DA/S-PSC-AE/JHS-50			√	√
51	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <		LS6DC-DA/S-PSC-AE/JHS-51			√	√
52	Demonstrate the use of number/dates and contents in a spreadsheet		LS6DC-DA/S-PSC-AE/JHS-52			√	√
53	Apply the process of formatting cells in spreadsheet: <ul style="list-style-type: none"> • display numbers to a specific number of decimal places • display numbers with/without a separator to indicate thousands 		LS6DC-DA/S-PSC-AE/JHS-53			√	√
54	Format cells to display a date style		LS6DC-DA/S-PSC-AE/JHS-54			√	√
55	Format cells to display a currency symbol		LS6DC-DA/S-PSC-AE/JHS-55				√
56	Setup cells to display number as percentages		LS6DC-DA/S-PSC-AE/JHS-56			√	√
57	Change cell content appearance: <ul style="list-style-type: none"> • font sizes • font types 		LS6DC-DA/S-PSC-AE/JHS-57			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
58	Apply formatting to cell contents: <ul style="list-style-type: none"> • bold • italic • underline • double underline 		LS6DC-DA/S-PSC-AE/JHS-58			√	√
59	Apply different colors to cell content and cell background		LS6DC-DA/S-PSC-AE/JHS-59			√	√
60	Copy the formatting from: <ul style="list-style-type: none"> • a cell • cell range to another cell • cell range 		LS6DC-DA/S-PSC-AE/JHS-60			√	√
61	Use alignment and border effects in customizing a cell in a spreadsheet <ul style="list-style-type: none"> • text wrapping to contents within a cell, cell range • cell contents alignment: horizontally, vertically • cell content orientation • merge cells • center a title in a merged cell • border effects to a cell • cell range: lines, colors 		LS6DC-DA/S-PSC-AE/JHS-61			√	√
62	Determine the suitable way of creating and editing charts in spreadsheet		LS6DC-DA/S-PSC-AE/JHS-62			√	√
63	Create different types of charts in a spreadsheet: <ul style="list-style-type: none"> • column chart • bar chart • line chart • pie chart 		LS6DC-DA/S-PSC-AE/JHS-63			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
64	Edit different types of charts in a spreadsheet: <ul style="list-style-type: none"> ● selection of a chart ● change of chart type ● move a chart ● resize a chart ● delete a chart ● add a chart title ● remove a chart title ● edit a chart title ● data labels to a chart: values/numbers, percentages ● chart area background: color, legend, fill color ● color change in a chart: column, bar line, pie slice ● color change in a chart: font size, color of chart title, chart axes, chart legend text 		LS6DC-DA/S-PSC-AE/JHS-64			√	√
65	Demonstrate the preparation of outputs in a spreadsheet in terms of setup, checking, and printing <ul style="list-style-type: none"> ● worksheet margins: top, bottom, left, right ● worksheet orientation: portrait, landscape ● paper size ● adjustment of page setup to fit worksheet contents on a specified number of pages ● add, edit, delete text in headers, footers in a worksheet ● insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers ● check and correct spreadsheet calculations and text ● turn on, off display of gridlines, display of row and column heading for printing purposes 		LS6DC-DA/S-PSC-AE/JHS-7			√	√

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<ul style="list-style-type: none"> • apply automatic title row(s) printing on every page of a printed worksheet • preview a worksheet • print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart 						
C. Presentation Software							
66	Make use of presentation software application to produce different documents to present data/information in everyday life	EPP5IE-0j-22	LS6DC-DA/PS PSC- AE/JHS-66			√	√
67	Demonstrate how to open/close a presentation application		LS6DC-DA/PS PSC- AE/JHS-67			√	√
68	Create a new presentation based on the default template		LS6DC-DA/PS PSC- AE/JHS-68			√	√
69	Demonstrate how to save a presentation to a location on a drive		LS6DC-DA/PS PSC-AE/JHS-69			√	√
70	Show how to save a presentation under another name to a location on a drive		LS6DC-DA/PS PSC- AE/JHS-70			√	√
71	Demonstrate how to save a presentation as another file type like: <ul style="list-style-type: none"> • rich text format • template • software specific file extension • version number 		LS6DC-DA/PS PSC-AE/JHS-71			√	√
72	Apply knowledge in switching between open presentations		LS6DC-DA/PS-PSC- AE/JHS-72			√	√
73	Use available HELP functions		LS6DC-DA/PS-PSC- AE/JHS-73			√	√
74	Distinguish the different use of magnification/zoom tools		LS6DC-DA/PS-PSC- AE/JHS-74			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
75	Determine the use of the different toolbars: <ul style="list-style-type: none"> • display • hide built-in toolbars • restore • minimize the ribbon 		LS6DC-DA/PS-PSC- AE/JHS-75			√	√
76	Demonstrate the creation of a new presentation	TLEIE6-0i-15	LS6DC-DA/PS-PSC- AE/JHS-76			√	√
77	Make use of different presentation view modes : <ul style="list-style-type: none"> • normal view • slide sorter view • outline view • slide show view 		LS6DC-DA/PS-PSC- AE/JHS-77			√	√
78	Demonstrate good practice in adding slide titles: Use a different title for each slide to distinguish in outline view, and when navigating how view		LS6DC-DA/PS-PSC- AE/JHS-78			√	√
79	Adjust between presentation view modes: <ul style="list-style-type: none"> • normal view • slide sorter view • slide show view 		LS6DC-DA/PS-PSC- AE/JHS-79			√	√
80	Demonstrate good practice in managing a slide and a master slide <ul style="list-style-type: none"> • different built-in slide layout for a slide • available design template to a presentation • background color on specific slide(s), all slides • new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/ spreadsheet • copy, move slides within the presentation, between open presentations • delete slide(s) • insert a graphical object 		LS6DC-DA/PS-PSC- JHS-80				√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	(picture, image, drawn object) into master slide <ul style="list-style-type: none"> • removal of a graphical object from a master slide • entry of text into footer of specific slides, all slides in a presentation • application of automatic slide numbering, automatically updated date, non updating date into footer of specific slides , all slides in a presentation 						
81	Demonstrate understanding of formatting in a presentation file		LS6DC-DA/PS-PSC- AE/JHS-81			√	√
82	Apply different practices in creating slide content: <ul style="list-style-type: none"> • use short concise phrases • bullet points • numbered list 		LS6DC-DA/PS-PSC-AE/JHS-82			√	√
83	Customize text in a presentation: <ul style="list-style-type: none"> • enter text into a placeholder in standard, outline view • edit text in a presentation • copy, move text within, between presentations • delete text • use the undo, redo command • change text formatting: font sizes, font types • apply text formatting: bold italic, underline, shadow • apply different colors to text • apply case changes to text • align text: left, center, right in a text frame 		LS6DC-DA/PS-PSC-AE/JHS-83			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
84	Demonstrate good practices in lists and tables in a presentation: <ul style="list-style-type: none"> ● indent bulleted text ● remove indent from bulleted text ● adjust line spacing before and after bulleted, numbered lists ● switch between the different standard bullet, number styles in a list ● enter, edit text in a table slide ● select rows, columns, entire table ● insert , delete rows and columns ● modify column width, row height 	TLEIE6-0i-15	LS6DC-DA/PS-PSC-AE/JHS-84			√	√
85	Edit charts in a presentation by doing the following: <ul style="list-style-type: none"> ● input data to create built-in charts in a presentation: column, bar, line, pie ● select a chart ● change the chart type ● add, remove, edit a chart line ● add data labels to a chart: values/numbers, percentages ● select background color of a chart ● change the column, bar, line, pie slice color in a chart ● create an organization chart with a labeled heirarchy by using a built-in organization chart feature ● change the hierarchical structure of an organization chart ● add, remove subordinates in an organization 	TLEIE6-0i-15	LS6DC-DA/PS-PSC-AE/JHS-85			√	√
86	Employ good practices in using graphical objects in presentations.		LS6DC-DA/PS-PSC- AE/JHS-86			√	√
87	Insert a graphical object (picture, image, drawn object) into a slide		LS6DC-DA/PS-PSC- AE/JHS-87			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
88	Select a graphical object		LS6DC-DA/PS-PSC-AE/JHS-88			√	√
89	<p>Make use of tools to customize graphical objects in a presentation by doing the following:</p> <ul style="list-style-type: none"> • copy, move graphical objects, charts within presentation, between open presentations • resize, delete graphical objects, charts in a presentation • rotate, flip a graphical object • align a graphical object relative to a slide: left, center, right, top, bottom • add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box • enter text into a text box, block arrow, rectangle, square, oval, circle • change drawn object background color, line color, line weight, line style • apply a shadow to a drawn object • group, ungroup drawn objects in a slide • bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects 	TLEIE6-0i-15	LS6DC-DA/PS-PSC-AE/JHS-89			√	√
90	<p>Demonstrate the finalization of outputs in presentation software in terms of preparation, checking, and presentation of slides by doing the following:</p> <ul style="list-style-type: none"> • add/remove transition effects between slides • add/remove preset animation effects for different slide elements • add presenter notes to slides • select appropriate output format for slide presentation like: overhead, handout, 	TLEIE6-0i-15	LS6DC-DA/PS-PSC-AE/JHS-5			√	√

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	on-screen show <ul style="list-style-type: none"> • add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box • hide/show slides • spell check a presentation and make changes like: correcting spelling errors, deleting repeated words • change slide setup, slide orientation to portrait, landscape • change paper size • print entire presentation, specific slides, handouts, notes pages, outline view of slides number of copies of a presentation • start a slide show from first slide, from current slide • navigate to next slide, previous slide, specified slide during a slide show 						
91	Make use of presentation software to create a multimedia presentation	TLEIE6-oj-16	LS6DC-DA/PS-PSCAE/JHS-91			√	√
92	Demonstrate how to save presentation software in various multimedia presentation formats: <ul style="list-style-type: none"> • .pptx (presentation software) • .wmv (windows media video) • .mp4 (mpeg-4 video) 		LS6DC-DA/PS-PSC-AE/JHS-92			√	√

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

Learning Strand 6: Digital Citizenship

Content Standard: Digital System Network

Performance Standard D: Navigate the digital global system to search for information and resources, and communicate with others in everyday life

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
1	Explain the origin of the internet		LS6DC-DS-PSD-AE-1			√	
2	Discuss the advantages and disadvantages of the internet Advantages: <ul style="list-style-type: none"> • education • information • communication Disadvantages: <ul style="list-style-type: none"> • health • privacy/security • cybercrimes 		LS6DC-DS-PSD-AE-2			√	
3	Describe the different ways to access the internet <ul style="list-style-type: none"> • dial-up (analog) • DSL • cable • wireless • satellite • cellular 		LS6DC-DS-PSD- AE/JHS-3			√	√
4	Make use of the World Wide Web (www) to search for information	EN10SS-IVb-1.7 F10EP-If-g-29	LS6DC-DS-PSD-AE/JHS-4			√	√
5	Browse the world wide web using different types of internet connections/internet service providers: <ul style="list-style-type: none"> • DSL • Wireless Broadband • WiFi • Ethernet 		LS6DC-DS-PSD- AE/JHS-4.1			√	√
6	Use the different search engines in researching a topic <ul style="list-style-type: none"> • Yahoo 	EPP5IE-0d-10	LS6DC-DS-PSD-AE/JHS-6			√	√

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No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<ul style="list-style-type: none"> • Google • MSN • Ask.com • AOL • Bing 						
7	Explain how to bookmark website	EPP5IE-0e-13	LS6DC-DS-PSD-AE/JHS-7			√	√
8	Demonstrate the process of downloading and uploading files using websites <ul style="list-style-type: none"> • download files from websites • upload files from websites 		LS6DC-DS-PSD-AE/JHS-8			√	√
9	Create web pages using web development software		LS6DC-DS-PSD-AE/JHS-9			√	√
10	Publish web pages on the world wide web		LS6DC-DS-PSD-JHS-10				√
11	Collaborate with other people or group of people using different user generated content <ul style="list-style-type: none"> • group sites (e.g., Yahoo groups, Google groups) • blogs • discussion forums • social networking sites (e.g., Facebook, Twitter, Instagram) 	TLEIE6-0h-14 TLEIE6-0c-6	LS6DC-DS-PSD-AE/JHS-11			√	√
12	Make use of communication tools and educational resources in the internet for the following purposes: <u>Communication</u> <ul style="list-style-type: none"> • email • chat • discussion forums • group sites (e-groups, mailing lists) • social networking sites (e.g., Facebook, Twitter, Instagram) 	EPP4IE -0c-5 CS ICT11/12- ICTPT-Ia F5PU-IIh-2.9 EPP5IE-0g-17 TLEIE6-0h-14	LS6DC-DS-PSD- AE/JHS-6			√	√

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	<u>Educational</u> <ul style="list-style-type: none"> ● blogs ● wikis ● online test/quiz ● online survey ● E-books/online books ● video on demand (e.g., YouTube) ● podcast ● audio/video CDs ● digital encyclopedia (e.g., Encarta) ● digital games ● "Intel Teach" educational tools ● electronic gradebooks ● interactive maps 						

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

Learning Strand 6: Digital Literacy

Content Standard: Digital Devices

Performance Standard E: Make use of mobile devices as tools to access information and communicate with others

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
1	Explain the meaning of "mobile device"		LS6DC-DD-PSE-AE/JHS-1			√	√
2	Distinguish the characteristics of a mobile device		LS6DC-DD-PSE- AE/JHS-2			√	√
3	Differentiate the types of mobile devices <ul style="list-style-type: none"> ●mobile computers ●mobile phones ●pagers ●personal navigation devices (PND) ●project Ara 		LS6DC-DD-PSE-AE/JHS-3			√	√
4	Evaluate the different kinds of mobile devices according to its use: <ul style="list-style-type: none"> ●mobile internet devices ●mobile tablets/pads ●tablet computers ●wearable computers (e.g., calculator, watches, smartwatches, head-mounted displays) ●Personal digital assistants ●enterprise digital assistants ●ultra-mobile PCs 		LS6DC-DD-PSE-AE/JHS-4			√	√
5	Employ the use of mobile devices to access information, communicate with others, and solve problems in daily life		LS6DC-DD-PSE-AE/JHS-5			√	√
6	Practice safe and ethical use of mobile devices <ul style="list-style-type: none"> ●phishing ●identity theft ●cyber laws awareness ●mobile etiquette 		LS6DC-DD-PSE-AE/JHS-6			√	√
7	Discuss the advantages and disadvantages of using mobile devices		LS6DC-DD-PSE-AE/JHS-7			√	√

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

Learning Strand 6: Digital Literacy

Content Standard: Digital Ethics

Performance Standard F: Demonstrate ethical practices and values in using technology in the 21st century

No.	Learning Competency	Code		BASIC LITERACY (K-G1)	ELEMENTARY		JUNIOR HIGH SCHOOL (Gr.7-10)
		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
1	Explain the meaning of digital ethics and why it is important	EPP4IE-0d- 7 MIL11/12LES	LS6DC-DE-PSF-JHS-1				√
2	Distinguish ethical versus unethical behavior as a user of digital technology <ul style="list-style-type: none"> • digital plagiarism • breaking copyright and software theft • improper use of digital resources • securing information privacy and confidentiality • computer fraud • plagiarism 		LS6DC-DE-PSF-JHS-2				√
3	Practice respectful conduct when using the internet <ul style="list-style-type: none"> • sensitivity to national and local cultures • avoiding identity misrepresentation and fraud • internet etiquette while chatting, emailing, blogging, and using social media • protecting personal information 	MIL11/12LESI- IIIg-18	LS6DC-DE-PSF- AE/JHS-3			√	√
4	Explain different terminologies in safe and responsible use of digital technology <ul style="list-style-type: none"> • cyber ethics • cyber safety • cyber wellness • cyber security 		LS6DC-DE-PSF-AE/JHS-4			√	√
5	Explain how to minimize the risks of negative online behaviors <ul style="list-style-type: none"> • pornography • internet addiction • meeting online strangers 		LS6DC-DE-PSF-AE/JHS-5			√	√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
	(inappropriate contacts) <ul style="list-style-type: none"> ● exposure to violent conduct ● online gambling ● unwanted sharing of personal information ● online sexual behaviors ● detecting and dealing with cyber bullying 						
6	Demonstrate safe and ethical practice to reduce and manage risks and maximize opportunities of digital technologies		LS6DC-DE-PSF-AE/JHS-6			√	√
7	Digital citizen identity – create and manage a healthy online identity and reputation with integrity, aware of one’s digital persona and able to manage the short- and long-term impact of one’s online presence		LS6DC-DE-PSF-JHS-7				√
8	Digital rights – understand, protect, and respect personal and legal rights, such as the right to privacy, intellectual property rights, freedom of speech and protection from hate speech; this includes handling personal information online with discretion and protecting privacy for oneself and one’s contacts		LS6DC-DE-PSF-JHS-8				√
9	Digital higher order thinking – critically evaluate, share, utilize, and create digital content		LS6DL-DE-PSF-JHS-9				√
10	Digital communication – communicate with others with humility and respect, and in a constructive manner		LS6DL-DE-PSF-JHS-10				√
11	Digital security – detect cyber threats (e.g., hacking, scams, malware), and understand and use security tools and practices, such as strong passwords, for data protection.		LS6DL-DE-PSF-JHS-11				√

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		K to 12	ALS		LE (Gr.2-3)	AE (Gr.4-6)	
12	Digital safety – Discuss ways on how to detect risks online (e.g., cyber bullying, grooming, radicalization) and problematic content (e.g., violence and obscenity), and know how to avoid and limit these risks.		LS6DL-DE-PSF-JHS-12				√
13	Digital emotional intelligence – practice self- regulation and empathy, and build positive relationships using digital media. This includes being sensitive to the needs of self and others while online, and not being judgmental online or yielding to herd mentality		LS6DL-DE-PSF-JHS-13				√

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

CODE LEGEND

Learning Strand Code

Learning Strand 1	Communication Skills	LS1CS
Learning Strand 2	Scientific and Critical Thinking Skills	LS2SC
Learning Strand 3	Mathematical and Problem Solving Skills	LS3MP
Learning Strand 4	Life and Career skills	LS4LC
Learning Strand 5	Understanding the Self and Society	LS6US
Learning Strand 6	Digital Citizenship	LS6DC

ALS Level Code

Basic Literacy	BL
Elementary Level (Lower)	LE
Elementary Level (Advanced)	AE
Junior High School	JHS

Filipino	
Antas Elementarya (Mababa)	MB
Antas Elementarya (Mataas)	MT
Antas Sekondarya	AS

Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)

LEARNING STRAND 6: DIGITAL CITIZENSHIP

Sample: **LS6DC-DA/WP-PSC-AE/LJHS/AJHS-1**

LEGEND		SAMPLE	
First Entry	Learning Strand	Learning Strand 6 Digital Citizenship	LS6DC
Uppercase Letter/s	Content Standard	Digital Applications *Word Processing	DA/WP
	Performance Standard	Performance Standard	PSC
	Level	Elementary Level (Advanced)/ Junior High School	AE
Arabic Number	Learning Competency	Learning Competency	1

Content Standard	Code
Digital Concepts	DC
Digital Operations and Management	DO
Digital Applications	DA
Digital System Network	DS
Digital Devices	DD
Digital Ethics	DE

A Word Processing	WP
B Spreadsheets	S
C Presentation Software	PS