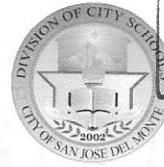




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



DEPED-CITY DIVISION
RELEASED
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SAN JOSE DEL MONTE

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April 13, 2012


DIVISION MEMORANDUM

No. 73, s. 2012

DIVISION TRAINING-WORKSHOP ON SCHOOL-BASED WEBSITE DEVELOPMENT

To: Public School District Supervisors
Public Elementary School Head/OICs
Public Secondary School Head/OICs

1. This is to announce the conduct of Division Training-Workshop on School-Based Website Development on May 15-17, 2012 8:00 AM to 5:00 PM at the Library Hub, Division Office City of San Jose del Monte.
2. The training-workshop aims to:
 - a. orient the participants on the utilization and implementation of the school website;
 - b. equip the participants with skills in website development; and
 - c. create a functional school-based website.
3. The participants of this three-day training-workshop are the following:
 - a. 1 School ICT Coordinator (website administrator)
 - b. 1 School BEIS Coordinator (school information manager)
 - c. 1 School Paper Adviser (content manager)Each group are advised to bring 1 laptop, 1 plug-in broadband and 1 extension wire.
4. A registration fee of one hundred fifty pesos (150.00) shall be collected from each participant to cover the cost of training materials, certificates, supplies, and other incidental expenses. Likewise, registration fees shall be remitted to the School ICT Coordinator on or before May 15, 2012.
5. Full participation will entitle the participants (teachers) to three (3) days service credit per DepED Order No. 53, s. 2003.
6. Enclosure No. 1 is the Training Matrix.
7. Immediate and wide dissemination of the content of this Memorandum is earnestly desired.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent

TIME	DAY 1 May 15, 2012	DAY 2 May 16, 2012	DAY 3 May 17, 2012
8:00 AM – 8:30 AM	Registration	Workshop # 1 Creating Accounts [E-mail] [Webs.com] [Weebly.com] [Photobucket.com] [Youtube.com]	Website Demonstration
8:30 AM – 9:45 AM	Opening Program		
9:45 AM – 10:00 AM	Health Break		
10:00 AM – 10:30 AM	Orientation / House Rules	Workshop # 2 Developing Website [Design] [Lay-Out] [Scheme] [Content]	Website Demonstration
10:30 AM – 12:00 NN	Training Overview		
12:00 NN – 1:00 PM	Lunch		
1:00 PM - 2:00 PM	HTML Codes	Workshop # 3 Entering Web Content [School Information] [News] [Programs & Project] [Directory]	Critiquing
2:00 PM - 3:00 PM	Website 101		
3:00 PM - 3:15 PM	Health Break		
3:15 PM - 4:30 PM	Creating and Managing Internet Account, User Name and Password	Workshop # 4 Adding applications, widgets and internet tools.	Closing Program
4:30 PM - 5:00 PM	Intro to webs.com		