



November 29, 2016

DIVISION MEMORANDUM

No. 243 s. 2016

To : Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

**DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY (ICT) AND ENTREPRENEURSHIP
FOR UNTRAINED GRADE 5 EPP TEACHERS AND GRADE 9 TLE TEACHERS**

1. This Office is pleased to announce the conduct of Division Training-Workshop on Computer Literacy (ICT) and Entrepreneurship for Untrained Grade 5 EPP and Grade 9 TLE Teachers at San Jose del Monte National High School on December 10-12, 2016, from 8:00 am to 5 pm.
2. This training aims to equip teachers with basic and advanced skills in Computer Literacy and Entrepreneurship to capacitate them for effective instruction.
3. Participants to this activity include untrained grade 5 EPP and grade 9 TLE teachers identified by the school heads, (1 participant per school).
4. Participants are required to bring lap top, broadband, and extension cord.
5. Expenses related to this activity shall be charges against Special Education Fund (SEF).
6. In addition, participants will be given two (2) days service credit as per DepEd Order No. 53, s. 2003.
7. Attached are the Training Matrix and Technical Working Committee.
8. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3
7:00 – 8:00	Registration	Registration	Registration
8:00 - 8:30	Opening Program	MOL	MOL
8:30 – 9:00	Expectation Setting	Technopreneurship <i>Ruby M. Cagadas</i> EPS-EPP/TLE Div. of San Jose del Monte	Demo Teaching (EPP)
9:00 – 10:00	Microsoft Office (MS Word) 2013 <i>Roseille Dimagiba</i> San Jose del Monte National HS		
10:00 -10:30	Health Break	Health Break	Health Break
10:30 – 12:00	MS Publisher 2013 <i>Emelita Villarama</i> SPNHS	Photoshop for Beginners <i>Rosemarie Abecia</i> Marangal National High School	Demo Teaching (TLE)
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 – 2:00	Con't. Workshop on MS Publisher	Microsoft Office (Power Point) 2013 <i>Arthur Francisco</i> SDO-ITO	
2:00 -3:00	Microsoft Office (MS Excel) 2013 <i>Grace M. Temblique</i> Muzon High School		
3:00 – 3:30	Health Break	Health Break	
3:30-5:00	Workshop on MS Excel	Prezi <i>Emmanuel I. Espiritu</i> San Jose del Monte National High School	