



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



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August 31, 2016

DIVISION MEMORANDUM

No. 151 s. 2016

DIVISION TRAINING-WORKSHOP ON ICT LITERACY SKILLS DEVELOPMENT FOR ICT COORDINATORS

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

1. Relative to the Unnumbered Memorandum issued by the DepEd Information and Communications Technology Services (ICTS) on the National Training of Trainers on ICT held on December 14-16, 2015 at NEAP-R DepEd CAR Compound, La Trinidad Benguet, this Office thru the assistance of the ICT Training Team will conduct the Division Training-Workshop on ICT Literacy Skills Development for ICT Coordinators on September 22-24, 2016, venue to be announced later.
2. The training-workshop aims to equip the school ICT Coordinators and train teachers on the use of software in the DCP for teaching and learning; train ICT Coordinators on their various roles in supporting DepEd Information Systems; and establish a baseline data to be used on the conduct study on ICT Literacy of school ICT level of schools.
3. Participants to this activity are the ICT Coordinators (one ICT Coordinator in each school) in all public elementary and secondary schools in this Division.
4. Participants are advised to bring their own laptop, pocket wi-fi, and extension cord.
5. Training expenses shall be charged to Sub-Allotment Release Order No. OSEC-3-16-0721 – ICT Literacy Workshop for Teachers Fund (SARO) and the participants' travel expenses shall be charged to school canteen funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent