



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



August 14, 2017

**DIVISION MEMORANDUM**

No. 137 s. 2017

To : Division Chiefs  
Public Schools District Supervisors  
Elementary School Heads  
All Others Concerned

**DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY (ICT) AND ENTREPRENEURSHIP  
FOR UNTRAINED GRADE 6 EPP/ TLE TEACHERS**

1. This Office is pleased to announce the conduct of Division Training-Workshop on Computer Literacy (ICT) and Entrepreneurship for Untrained Grade 6 EPP/ TLE Teachers at Muzon High School on August 31, and September 1-2, 2017 from 8:00 am to 5 pm.
2. This training aims to provide teachers with mastery of basic, expanded and advanced competencies in ICT and Entrepreneurship to enhance their capability in instruction using ICT.
3. Participants to this activity include untrained grade 6 EPP/TLE teachers identified by the school heads ( 1 participant per school) and shall be submitted on or before August 29, 2017 (Tuesday).
4. Participants are required to bring lap top, broadband, and extension cord.
5. Expenses related to this activity shall be charged against Division Maintenance and Other Operating Expenses subject to the usual accounting and auditing procedures.
6. Attached are the Training Matrix and Technical Working Committee.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

**TRAINING MATRIX**  
**August 31-September 1-2, 2017**

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	Inventory System	Wikis and Blogs <b>Rosemarie D. Abecia</b> Marangal National High School
9:00 – 10:00	Facilitating Learning Activities in the 21 <sup>st</sup> Century Classroom <b>Ruby M. Cagadas</b> EPS-EPP/TLE	<b>Grace M. Temblique</b> Muzon High School	
10:00 -10:30	Health Break	Health Break	
10:30 – 12:00	Multimedia Presentation <b>Dondi Reil Garcia</b> Muzon High School	Workshop on Inventory System	Workshop on Wikis and Blogs
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 – 2:00	Workshop on Multimedia Presentation	On-Line Survey <b>Arthur Francisco</b> ITO-SDO	
2:00 -3:00	Producing Knowledge Products <b>Mark Villaplaza</b> Citrus High School		
3:00 – 3:30	Health Break	Health Break	
3:30-5:00	Workshop on Producing Knowledge Products	Workshop on On-line Survey	

Prepared by:

*Ruby M. Cagadas*

**RUBY M. CAGADAS, Ed.D**  
EPS-EPP-TLE

Noted by:

*Rolando Sotelo*

**ROLANDO SOTELO, DEM**  
CID-Chief

**TECHNICAL WORKING COMMITTEE (ES)**

Chairman : Dondi Riel Garcia (SJDMNHS)

Co-Chairman/Sounds : Mark Villaplaza (Citrus NHS)

Registration : Grace Temblique(MES)

Foods: Mark Philip T. Logronio

Program/Certificates : Rosemarie D. Abecia (Marangal High School)