



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. **138** s. 2017

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

**DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY (ICT) AND ENTREPRENEURSHIP
FOR UNTRAINED GRADE 10 TLE TEACHERS**

1. This Office is pleased to announce the conduct of Division Training-Workshop on Computer Literacy (ICT) and Entrepreneurship for Untrained Grade 10 TLE Teachers at the Division Library Hub on September 7-9, 2017 from 8:00 am to 5 pm.
2. This training aims to equip teachers with basic and advanced knowledge and skills in Computer Literacy and Entrepreneurship to enhance their capability in instruction using ICT.
3. Participants to this activity include 2 untrained grade 10 TLE teachers per school identified by the school heads 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 (MOOE) 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
September 7-9, 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	Office Mix	MS Excel
9:00 – 10:00	Facilitating Learning Activities in the 21 st Century Classroom <i>Ruby M. Cagadas</i> EPS-EPP/TLE	<i>Maria Eleonor Del Rosario</i> PDO-IT- Learning Resource	<i>Rosemarie D. Abecia</i> Marangal National High School
10:00 -10:30	Health Break	Health Break	Health Break
10:30 – 12:00	MS Publisher 2013 <i>Emelita Villarama</i> SPNHS	Workshop on Office Mix	Workshop on Excel
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 – 2:00	Workshop on MS Publisher	Prezi <i>Emmanuel I. Espiritu</i> SIDM NHS	
2:00 -3:00	MS Office Photoshop <i>Roseile Dimagiba</i> SIDM NHS	Health Break	
3:00 – 3:30	Health Break	Workshop on Prezi	
3:30-5:00	Workshop on MS Photoshop		

Prepared by:

Ruby

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

Noted by:

Rolando

ROLANDO T. SOTELO, DEM
CID-Chief

TECHNICAL WORKING COMMITTEE (HS)

Chairman : Emmanuel I. Espiritu (SJDMNHS)
Co-Chairman : Roseille Dimagiba (SJDMNHS)
Registration : Nichel B. Caldelero (MES)
Program : Rosemarie Abecia (Marangal High School)
Sound System : Dondy Riel A. Garcia (Muzon HS)
Certificates : Roseile Dimagiba (SJDMNTS)
Foods : Emelita Villarama (SPNHS)