



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

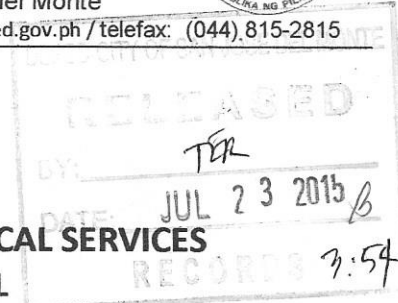


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DIVISION MEMORANDUM

No. 125, s. 2015



**TRAINING-WORKSHOP ON ICT TECHNICAL SERVICES
FOR DIVISION PERSONNEL**

To: OIC – Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit Heads

1. This is to announce the conduct of Training-Workshop on ICT Technical Services for Division Personnel on August 5-7, 2015 starting at 3:30 PM onwards at the Library Hub, City of San Jose del Monte.
2. The training-workshop aims to capacitate personnel with skills in providing technical services during activities instilled by the division office and maintain the functionality of ICT equipment to effectively support operations and services of the different units involve.
3. Enclosure No. 1 enumerates the list of participants and training matrix.
4. Attendance of all concerned is enjoined.
5. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent 



"Commitment Driven Performance by our Leaders, Character-Based Instruction for our Learners"



LIST OF PARTICIPANTS

NO.	NAME	POSITION / OFFICE
1.	Arevalo, Cherryl M.	Administrative Aide VI - Cashier
2.	Abraham, Conrado O.	EPS II - SMN
3.	Barandon, Sheryl V.	Administrative Aide VI - Supply
4.	Bijasa, Maria Mercedes M.	Administrative Aide VI - ASDS
5.	Camino, Ma. Felisa C.	Planning Officer III
6.	Cariño, Samuel S.	EPS II - HRD
7.	Del Rosario, Maria Eleonor B.	PDO II - LR
8.	Hilario, Rhea M.	Administrative Aide VI - HRM
9.	Jubilo, Betty M.	Administrative Aide VI – AO V
10.	Logronio, Imelda G.	EPS II - ALS
11.	Mangahas, Carter L.	Administrative Aide VI - Records
12.	Marquez, Vilma A.	EPS II - ALS
13.	Nicolas, Agapito P.	Administrative Assistant II - Accounting
14.	Razal, Jocil C.	Librarian II
15.	Sepe, Urcesio A.	EPS II - SMME
16.	To, Edna S.	Administrative Aide VI – CID

TRAINING MATRIX

TIME	AUGUST 5, 2015	AUGUST 6, 2015	AUGUST 7, 2015
3:30 PM – 3:45 PM	<u>Attendance</u>	<u>Attendance</u>	<u>Attendance</u>
3:45 PM – 5:30 PM	<u>Setting up Laptop, Multimedia Projector and Sound System</u> <ul style="list-style-type: none"> • Parts and Cables • How to Set-up Projector • How to Set-up Sound System • Troubleshoot audio/video and powerpoint presentation 	<u>Hands On</u> <ul style="list-style-type: none"> • Setup Laptop with Projector • Setup of Laptop with sound system • 2 & 3 way projection • Duplicate projection • Extended projection 	<u>DSLR Camera / Video Recorder</u> <ul style="list-style-type: none"> • How to Set-up a Camera / Recorder • Transfer photos / video from devices to laptop <u>Hands On</u> <ul style="list-style-type: none"> • Video recorder with projector