
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

RELEASED

November 15, 2019

NOV 15 2019

DIVISION MEMORANDUM
 No. 452 S. 2019

By [Signature]
 DepEd Angeles City
 Division of City Schools

CONDUCT OF ICT LITERACY ON PRODUCTIVITY TOOLS

To : **School Heads, Public Elementary Schools**
School Heads, Public Secondary, Integrated & Senior High School
School ICT Coordinators (Data Management)

1. In line with the thrust in improving the governance by providing tools that allow collaboration among teachers and employees in the performance task the Division of Angeles City through the Information and Communication Technology Unit and Certified Microsoft Education Ambassador Miss Jennifer Tayag, Senior High School Teacher of Angeles City Senior High School and Anthony Taruc of Bonifacio V. Romero Senior High School as Trainer will conduct an ICT Literacy on Productivity Tools this November 20-22, 2019 at Learning and Development Room, Division of Angeles City.

2. This activity aims to:



- a. To train the School ICT Coordinators on the content, program and delivery method of the ICT Literacy Skills Training-Workshop to their co-teachers and school heads;
- b. To equip the School ICT Coordinators in coaching and training their co-teachers, school heads or peers on the utilization of Microsoft productivity tools for teaching and learning and their various roles in supporting DepEd programs especially in governance;
- c. To train School ICT Coordinators in their various roles in supporting DepEd User Support System;

3. Participants of this activity are the School ICT Coordinator (Data Management).

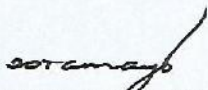
4. Participants are requested to:

- a. Test the O365 school account that has been sent to your DepEd email by signing-up at <http://www.office.com>. Enter the school DepEd email as the username and provide password.
- b. Bring your own laptop preferably DCP issued laptop.
- c. Bring extension cord and mobile internet device to augment existing internet bandwidth of the venue.
- d. Sign-up at <http://deped.in/ICTLiteracyMSO365> by using your personal DepEd Email.



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5. Enclosure No. 1 is the List of Participants per School.
6. To ensure the compliance with the DepEd Policy on no disruption of classes as stated in DepEd Order No. 9 s.2015, School Heads are advised that the classes of teachers should be taken care of during the conduct of the said activity.
7. Immediate dissemination of this Memorandum is earnestly desired.




MA. IRELYN P. TAMAYO, Ph.D., CESE
 OIC-Schools Division Superintendent

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Enclosure No.1 Division Memorandum No. ____s.2019

ELEMENTARY	School ICT Coordinator (Data Management)
Abelardo G. Tinio ES	1
Angeles ES	1
Belen Homesite ES	1
Cutud ES	1
Don Ambrocio Mendiola IS	1
Enrica Sandico ES	1
Jose P. Dizon ES	1
Mining ES	1
Pineda-Gutierrez ES	1
Pulungbulu ES	1
San Ignacio ES	1
Sapalibutad ES	1
Dr. Clemente N. Dayrit, Sr. ES	1
EPZA Resettlement ES	1
Marisol Bliss ES	1
Pulung Cacutud ES	1
Salapungan ES	1
Sitio Pader ES	1
Sta. Maria ES	1
Teodoro P. Tinio ES	1
Virgen Delos Remedios ES	1
Apung Guidang Nepomuceno ES	1
Cutcut ES	1
Don Pepe Henson MS	1
Leoncia Village ES	1
Lourdes Northwest ES	1
M. Nepomuceno ES	1
Sto. Rosario ES	1
Air Force City ES	1
Alberto G. Pabalan ES	1
Cuayan ES	1
Edilberto M. Ganzon ES	1
Gueco Balibago ES	1
Pampang ES	1

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Sapangbato ES	1
Sitio Target IS	1
Sta. Teresita ES	1
Tacondo ES	1
Sto. Domingo Integrated School	1
Malabantias Integrated School	1
Northville 15 Integrated School	1
Amsic Integrated School	1
Gov. Rafael L. Lazatin Integrated School	1
SECONDARY	
Dr. Clemente N. Dayrit Sr. High School	1
Francisco G. Nepomuceno Mem. HS	1
Rafael L. Lazatin Memorial HS	1
Sapangbato High School	1
Angeles City National Trade School	1
Angeles City National High School	1
Angeles City Science School	1
Bonifacio V. Romero Memorial High School	1
Claro M. Recto ICT High School	1
SENIOR HIGH SCHOOL	
Angeles City Senior High School	1
Total	53