



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322 – 4702 / Fax No.: (045) 887 - 6099



**RELEASED**

JUN 06 / 2016

By \_\_\_\_\_  
DepEd Division Office - Angeles City

**DIVISION MEMORANDUM**

No. 17, s.2016

**TO:** Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division  
Chief – Schools Governance and Operations Division  
Heads, Public Elementary and Secondary Schools  
ICT Coordinators  
All Others Concerned


**FROM:** Schools Division Superintendent

**SUBJECT:** ICT Literacy Trainers' Training

**DATE:** June 3, 2016

- 
1. In order to prepare the School ICT Coordinators in delivering ICT Skills, a 3-day ICT Literacy Training Workshop is scheduled on June 7-9, 2016 to be held at Vista Verde Resort, Pulung Maragul, Angeles City from 8:00am – 5:00pm.
  2. This ICT Literacy Training-Workshop aims to:
    - explore the role of today's teacher and how it relates to use of technology in the classroom.
    - to train School ICT Coordinators and teachers in their various roles in supporting the DepEd Information Systems.
    - to inform the participants the need to safeguard the communication systems databases and confidentiality of the data information.
    - to extend and equip School ICT Coordinators and teachers to train their co-teachers in their schools on the use of software in the DCP for teaching and learning.
    - Plan for Implementation of ICT Literacy in their respective school.
  3. Participants of this Training are all Elementary School ICT Coordinators and some Elementary teachers from Central and Integrated School. Each participant is expected to bring the following:

- a. Laptop,
  - b. mouse
  - c. extension cord
  - d. Pocket Wifi
4. The following enclosures are hereto attached:
- a. Enclosure No. 1: List of Participants
  - b. Enclosure No. 2: Matrix of Activities
5. The program will start at 9:00AM of the first day and will end at 12:00PM of the third day. In case the school ICT Coordinator will not be able to attend, a representative as an alternate of the school ICT is also allowed to attend.
6. Accommodation and Check in starts at 12:00 pm of the first day. These will be charged against HRTD 2015 funds with SARO No. OSEC-3-16-0705 subject to usual accounting and auditing rules and regulations.
7. For information and strict compliance of this Memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Office of the Schools Division Superintendent

Enclosure No.1 to Division Memorandum No. \_\_\_\_, s.2016

List of Participants

Participating Schools	No. of Participants
1. Abelardo G. Tinio ES	1
2. Abelardo G. Tinio ES	1
3. Amsic IS	2
4. Angeles ES	3
5. Apung Guidang Nepomuceno ES	1
6. Belen Homesite ES	1
7. Cuayan Elementary School	1
8. Cutcut Elementary School	1
9. Cutud ES	1
10. Don Ambrosio Mendiola ES	1
11. Don Pepe Henson Memorial School	1
12. Dr. Clemente N. Dayrit Sr. Elem. School	1
13. Edilberto M. Ganzon ES	1
14. Enrica Sandico ES	1
15. EPZA Resettlement ES	2
16. Gov. Rafael L. Lazatin IS	2
17. Gueco Balibago ES	2
18. Jose P. Dizon ES	1
19. Leoncia Village ES	1
20. Lourdes Northwest ES	1
21. M.Nepomuceno ES	1
22. Malabantias IS	2
23. Marisol Bliss ES	1
24. Mining ES	1
25. Northville 15 Integrated school	2
26. Pampang ES	1
27. Pineda-Gutierrez ES	1
28. Pulung Cacutud ES	1
29. Pulungbulo ES	1
30. Salapungan ES	1
31. San Ignacio ES	1
32. Sapalibutad ES	1
33. Sapang Bato ES	1
34. Air Force City ES	1
35. Sitio Pader ES	1
36. Sitio Target ES	1
37. Sta. Maria ES	1
38. Sta. Teresita Elementary School	3
39. Sto. Domingo IS	2
40. Sto. Rosario ES	3
41. Tacondo ES	1
42. Teodoro P. Tinio ES	1
43. Virgen Delos Remedios ES	1

Enclosure No. 2

**MATRIX of Activities**

Date/Time	Activities
<b>DAY 1 (June 7, 2016) Tuesday</b>	
8:00-9:00	Registration
9:00-9:15	Opening Program <ul style="list-style-type: none"> <li>• Lupang Hinirang</li> <li>• Opening Prayer</li> <li>• Welcome Remarks SDS/ASDS/ITO</li> </ul>
9:15 – 9:30	<ul style="list-style-type: none"> <li>• Expectation Settings</li> <li>• Workshop Objectives</li> <li>• Training Implementation Overview</li> </ul>
9:30 – 10:15	ICT4E Overview - ICT in Education in DepEd
10:15 – 10:45	Break
10:45 – 12:00	Activity-Based Training
12:00 – 1:00	Lunch
1:00 – 1:10	Ice Breaker
1:10 - 2:30	Activity-Based Training
2:30 - 3:00	Activity Feedback
3:00 - 3:30	Break
3:30 - 4:00	Lesson Ideas Discussion
4:00 – 4:30	DepEd Email
4:30-5:00	Recap and Preparations for Day 2
<b>DAY 2 (June 8,2016) Wednesday</b>	
8:30 – 9:00	Registration
9:00 – 9:30	Ice Breaker/Energizer, Recap of Day 1
9:30-12:00	Learning Action Cells (LAC)
12:00 – 1:00	Break
1:00 – 1:30	Data Governance Principles
1:30 – 3:00	LIS and EBEIS
3:00 – 4:00	Cyber Crime Act
4:00 – 5:00	Cyber Bullying
<b>DAY 3 (June 9, 2016) Thursday</b>	
8:30 – 9:00	Registration
9:00 – 10:30	Google Apps for Education (Overview)
10:30 – 11:00	Implementation Plan
11:00 – 11:30	Presentation of Training Plans
11:30 – 12:00	Closing/Distribution of Training Certificates
End of Training	