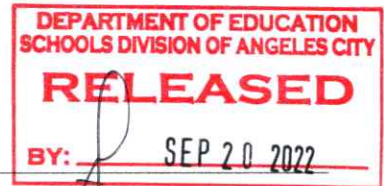




Republic of the Philippines
Department of Education



20 Sep 2022

DIVISION MEMORANDUM

No. 344, s.2022

DIVISION LEARNING ACTION CELL CUM WORKSHOP ON ICT OF ASATIDZ

To: Assistant Schools Division Superintendent
OIC CID and SGOD -Chiefs
Public Schools District Supervisors
Public Elementary School Heads

1. Relative to DepEd Order No. 41, s 2017 titled Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program, and DepEd Order No. 25, s. 2021 titled Revised Implementing Guidelines on the Utilization of Fund for Madrasah Education Program, SDO Angeles City continues to upskill the Asatidz to be competent teachers to ALIVE learners. With this, the Division ALIVE Coordinator will conduct "**Division Learning Action Cell Cum Workshop on ICT of Asatidz**" on September 26 to 30, 2022, from 8:00 am to 12:00 noon at Sto. Rosario Elementary School.
2. The objectives of the activity are as follows:
 - 2.1. capacitate Asatidz on basic Microsoft Office;
 - 2.2. promote innovative strategies in teaching and learning Arabic language and Islamic Values and Education; and
 - 2.3 increase the work efficiency and confidence of Asatidz by demonstrating basic ICT skills.
3. Participants to this activity are the Division ALIVE Coordinator, Asatidz, select teachers, and School ALIVE Coordinators.
4. Attached are the following documents for information and guidance:

Enclosure No.1- List of Participants
Enclosure No. 2 Technical Working Committee
Enclosure No.3 – Division Learning Action Cell Cum ICT Workshop Matrix
5. Food and other expenses shall be charged against Madrasah Education Program Support Fund subject to the usual COA auditing and accounting rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education

Enclosure No. 1

Division Learning Action Cell Cum Workshop on ICT of Asatidz

List of Participants

No.	Name	School
1	NORHAMIDA P. ABDULCARIM	Sta Maria Elem. School
2	NORHAIDA L. SARIP	Pampang Elem. School
3	ABDULWAHID M. ABDULMAJEED	Marisol Bliss Elem/Pulung Cacutud Elem School
4	MOHAMMAD ALI T. SALIC	St. Rosario Elem Sch
5	NORHAYA L. DATUCALI	Jose P. Dizon Elem Sch
6	SITTINOR M. SULTAN	Jose P. Dizon Elem Sch
7	FATIMA P. CASIM	St. Teresita Elem School
8	Rocaya Grande	St. Rosario Elem. Sch
9	Amerhanza M. Usman	Lourdes Northwest Elementary School
10	Ansano M. Solaiman	St. Rosario Elementary School



Republic of the Philippines
Department of Education

Enclosure 2

Technical Working Committee

ANASTACIA NIMFA P. AQUINO, EdD	Chairman
MAY M. MANIO	Co-Chairman:
SAIDAH G. BAMRA AGATHA CRISTIE G. SAMPANG	Members



Republic of the Philippines
Department of Education

Enclosure No. 3

Division Learning Action Cell Cum Workshop on ICT of Asatidz

Sept 26 – 30, 2022

TRAINING MATRIX

Day 1- Sept .26, 2022

TIME	ACTIVITIES	PERSON IN-CHARGE
8:00- 8:30	Registration and Preliminary Activities	May M. Manio
8:30-9:00	Opening Program	Saidah G. Bamra, Almairah A. Sarip, Teacher I LNWES
9:00-10:00	Session 1: Content Knowledge and Pedagogy Part 1	Ansano A. Solaiman ALIVE Teacher - SRES
10:00-10:15	Health Break	
10:15-11:00	Session 2: Content Knowledge and Pedagogy Part 2	Abdulwahid M. Abdulmajeed ALIVE Teacher - MBES
11:00-12:00	Session 3: Content Knowledge and Pedagogy Part 3	Mohammad Ali T. Salic ALIVE Teacher - SRES

DAY 2 – Sept 27,2022

TIME	ACTIVITIES	PERSON IN-CHARGE
8:00- 9:00	Session 1: Introduction to Microsoft office	AGATHA CRISTIE G. SAMPANG Teacher I Jose P. Dizon ES
9:00-10:00	Session 2: Parts and features of Microsoft Word: Encoding and saving documents	
10:00-10:15	Health Break	
10:15-12:00	Hands – On Workshop 1	Participants AGATHA CRISTIE G. SAMPANG Teacher I



Republic of the Philippines
Department of Education

		Jose P. Dizon Elementary School
12:00- 1:00	Lunch Break	

DAY 3 – Sept 28,2022

TIME	ACTIVITIES	PERSON IN-CHARGE
8:00- 10:00	Session 1: Parts and features of Microsoft Excel: Encoding Data and Computation of grades with formulas	Rachel Ann C. Payabyab Teacher III TPtinio Elementary School
10:00- 10:15	Health Break	
10:15 – 12:00	Hands-On Workshop 2	Rachel Ann C. Payabyab Teacher III TPtinio Elementary School Participants
12:00 – 1:00	Lunch Break	

DAY 4 – Sept 28, 2022

TIME	ACTIVITIES	PERSON IN-CHARGE
8:00- 10:00	Session 1: Parts and features of Microsoft PowerPoint: How to make power point presentation?	May M. Manio Teacher III Pampang Elementary School
10:00- 10:15	Health Break	
10:15 – 12:00	Hands – On Workshop 3	Participants
12:00 – 1:00	Lunch Break	

DAY 5 – Sept 29, 2022

TIME	ACTIVITIES	PERSON IN-CHARGE
8:00- 10:00	Session 1: Making PowerPoint Video Presentation Hands – On Workshop 4	Saidah G. Bamra Teacher I Lourdes Northwest Elementary School



Republic of the Philippines
Department of Education

10:00- 10:15	Health Break	
10:15 – 11:30	Presentation of Output and Critiquing	Participants Resource Speakers Anastacia Nimfa P. Aquino,EdD Division ALIVE Coordinator
11:30 - 12:00	Awarding of Certificates Closing Program	Participants Anastacia Nimfa P. Aquino,EdD Division ALIVE Coordinator