DIVISION MEMORANDUM
No._________________________ s. 2019

TO: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary & Secondary School Heads  
Designated School ICT Coordinators  
Others concerned

FROM: SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

SUBJECT: ICT Literacy Training/Workshop for Designated School ICT Coordinators

DATE: September 27, 2019

1. To maximize the utilization of ICT Packages provided by DepEd under the DepEd Computerization Program (DCP) and to enhance the computer/IT skills of designated District/School ICT Coordinators, the OSIDS-IT unit will conduct ICT Literacy Training/Workshop for Designated School ICT Coordinators on November 13-15, 2019 (venue to be announced later).

2. The objectives of this activity are as follows:
   a. To train the School ICT Coordinators on how to deliver ICT Literacy training to teachers;
   b. To equip the designated School ICT Coordinators to train teachers in their schools on the use of software in the DCP for teaching and learning;
   c. To train the School ICT Coordinators in their various roles in supporting DepEd Information systems; and
   d. To conduct baseline study on ICT Literacy of Designated School ICT Coordinators

3. The participants of this activity are the designated District/School ICT Coordinators for Preventive Maintenance of the school’s ICT Equipment & in-charged of other ICT related programs & projects (only one participant per school) and they are requested to confirm their attendance and accomplish online registration form at: http://deped.in/ICTLitTraining2019 until October 31, 2019.

4. The participants shall bring the following:
   a. Laptop (OS - Windows 10; MS Office Apps version 2013 above)
   b. Pocket wifi
   c. Extension wire

5. No registration fee will be collected, however snacks-am&pm and lunch that will be served for this 3(three) days activity will be charged to DCP Package Orientation Fund for DCP Recipients Schools Batches 35&36 and 40 to 44 (OSEC-5-19-0711 dated March 15, 2019) and DCP Monitoring Fund(OSEC-5-19-1455 dated June 4, 2019) including the Training Materials and other incidental expenses of the Trainers and Facilitators, while travel, accommodation and other incidental expenses of the participants shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.

6. Attached is the Program of Activities. (Enclosure #1-Program of Activities)

7. For information, guidance and compliance.
# PROGRAM OF ACTIVITIES

**ICT LITERACY TRAINING/WORKSHOP FOR DESIGNATED SCHOOL ICT COORDINATORS**  
(October 13-15, 2019)

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MO1</th>
<th>MO2</th>
<th>MO3</th>
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<tbody>
<tr>
<td>7:00 - 8:00 AM</td>
<td>Registration</td>
<td>MOL</td>
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| 8:00 - 8:30 AM   | Opening Program  
  • Philippine National Anthem  
  • Prayer  
  • Presentation of Participants  
  • Message  
  • Statement of Purpose |                             |                              |                              |
| 9:00 - 10:00     | Training Proper  
  • DCP Concerns, School DCP Counterpart requirements, monitoring and evaluation of DCP  
  • District/School ICT Coordinators Roles & Functions | WORKSHOP                      |                              |                              |
| 10:00 - 11:00    | Updates on IT related concerns  
  (How to use the DepEd tools like: DepEd Email Account, Workplace by Facebook, EHRIS, etc.) |                              |                              |                              |
| 11:00 - 12:00    | Lunch                                                                                     |                              |                              |                              |
| 12:00 - 1:00 PM  | Lunch                                                                                      |                              |                              |                              |
| 1:00 - 3:00 PM   | Workshop  
  • Open Education Resource Orientation(OER)                                             |                              |                              |                              |
| 3:00 - 4:30 PM   | Workshop  
  • Basic Troubleshooting (DCP IT Equipment)                                                |                              |                              |                              |
| 4:30 - 5:00 PM   | Workshop  
  • Assessment on the Conduct of School-Based ICT LAC Session  
  • Workshop                                              |                              |                              |                              |
|                  | Closing Program  
  • Message  
  • Awarding for Best ICT Innovation for Teaching-Learning & Governance  
  • Distribution of Certificates                          |                              |                              |                              |

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**FACILITATORS/SUPPORT STAFF**

JENNIFER B. METICA  
ASI/COLUMBIA SUPPLIERS REPRESENTATIVE  
MICROSOFT AMBASSADORS REPRESENTATIVE  
AROLINE BORJA – HRD  
SARAH CHIONG - M&E  
SDO JOB ORDERS  
SELECTED DISTRICT ICT COORDINATORS