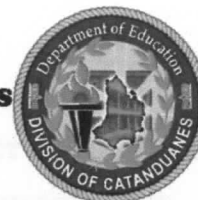




Republic of the Philippines
Department of Education
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

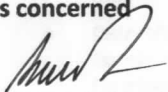
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www.deped.gov.ph/catanduanes.com (052)811-4063



DIVISION MEMORANDUM

No. 348 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

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date SEP 30 2019

Time: 9:00 AM

Initial/Signature: 

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 OSDS-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; MSOffice 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 (November 13-15, 2019)			
TIME	ACTIVITY		
	Day 1	Day 2	Day 3
7:00 – 8:00 AM	Registration	MOL	MOL
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Prayer Presentation of Participants Message Statement of Purpose 	<ul style="list-style-type: none"> Office 365 Account Orientation and Utilization 	<ul style="list-style-type: none"> Showcase of DCP Utilization and Best Practices
TRAINING PROPER			
9:00 – 10:00	<ul style="list-style-type: none"> DCP Concerns, School DCP Counterpart requirements, monitoring and evaluation of DCP District/School ICT Coordinators Roles & Functions 	WORKSHOP	ELEMENTARY SECONDARY(JHS/SHS) <i>“Search for Best ICT Innovations for Teaching-Learning and Governance”</i>
10:00 – 11:00	<ul style="list-style-type: none"> Updates on IT related concerns (How to use the DepEd ISs like: DepEd Email Account, Workplace by Facebook, EHRIS, etc.) 		
11:00 -12:00			
12:00 – 1:00 PM	LUNCH		
1:00 – 3:00 PM	<ul style="list-style-type: none"> Open Education Resource Orientation(OER) WORKSHOP	<ul style="list-style-type: none"> Basic Troubleshooting (DCP IT Equipment) Assessment on the Conduct of School-Based ICT LAC Session WORKSHOP	Presentation of Outputs
3:00 – 4:30 PM			<ul style="list-style-type: none"> Message Awarding for Best ICT Innovation for Teaching-Learning & Governance Distribution of Certificates
4:30 – 5:00 PM			

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