DIVISION MEMORANDUM
NO. 25, s. 2016

TO: Chiefs, CID & SGOD
    Education Program Supervisors
    Public Schools District Supervisors
    SDO Section Heads

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

SUBJECT: DIVISION COMPUTER LITERACY TRAINING/WORKSHOP ON BASIC COMPUTER OPERATIONS, TRENDS AND INNOVATIONS IN UTILIZING MULTIMEDIA

DATE: March 4, 2016

1. The Information Technology(IT) Section, DepEd, Schools Division Office will conduct a Division Computer Literacy Training/Workshop on Basic Computer Operations, Trends and Innovations in Utilizing Multimedia on March 17-18, 2016 at SDO Conference Hall A.

2. This training aims to:
   a. Enhance knowledge on the use/s of MS Office applications and Internet.
   b. Broaden the IT capabilities of SDO Personnel in delivering their services to clientele.
   c. Extend technical assistance to co-workers on different IT related tasks.
   d. Update on the latest trends and innovations in IT.

3. Attached is the Training Design.

4. Participants to this training are interested SDO Personnel who would like to enhance their IT skills related to his/her work. If you are willing to attend this training/workshop, please feel free to be included in the list available at the SDO-IT section starting March 4, 2016 up to March 14, 2016.

5. Food of the participants and facilitators including training materials shall be charged against HRTD Funds subject to the usual accounting and auditing rules and regulations.

6. Participants are expected to bring their own laptop, pocket wifi/broadband & extension wire.

7. Immediate and wide dissemination of this Memorandum is desired.
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<th>Description</th>
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<tr>
<td>7:30-8:00</td>
<td>Day 1</td>
<td>Registration</td>
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<tr>
<td>8:00-9:00</td>
<td>Day 1</td>
<td>Opening Program</td>
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<tr>
<td>9:00-10:30</td>
<td>Day 1</td>
<td>Overview of the Training</td>
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<td>10:30-12:30</td>
<td>Day 1</td>
<td>Managing Files</td>
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<tr>
<td>10:00-12:00</td>
<td>Day 2</td>
<td>Workshop (Utilizing Multimedia &amp; Data Manipulation)</td>
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<tr>
<td>1:00-5:00</td>
<td>Day 2</td>
<td>Workshop (Microsoft Word &amp; Microsoft PowerPoint)</td>
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**Workshop (Microsoft Word & Microsoft PowerPoint)**

- Basic Features & Functions
- Presentation Application
- Parts & Functions
- Web browsers
- Internet Basics/Services
- Uploading/Downloading files from websites
- Creating/Using e-mail accounts

**Workshop (Microsoft Excel & Microsoft Publisher)**

- Desktop Publishing Application
- Spreadsheets Application
- Basic Features & Functions
- Parts & Functions
- Calculations-Like Functions & Formulas
- Introduction to Computer Systems
- Familiarization with the parts of computer system
- Training Project

**Recap**