MEMORANDUM

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

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

SUBJECT: ICT LAC ACTIVITY CARDS COLLECTION

DATE: January 12, 2017

Pursuant to DepEd Unnumbered Memorandum - ICT LAC Activity Cards Collection on January 16-31, 2017 and Division Unnumbered Memorandum - School-Based LAC Session for ICT Literacy and Integration, you are hereby advised to require your respective School ICT Coordinators to upload their created Activity Cards during the ICT Literacy Trainer’s Training-Workshop for School ICT Coordinators last November 21-23 and December 1-3, 2016. These materials will be uploaded to our LR Portal for Professional Development purposes. School ICT Coordinators are also advised to require their participants/co-teachers to upload their created activity cards immediately after the conduct of School-Based LAC Session for ICT Literacy and Integration this January to March 2017.

The objectives of this activity are as follows:
1. To collect new ICT LAC activity cards
2. To create an inventory of these cards
3. To load these materials in the LR Portal

Kindly use this link http://bit.ly/3LACactivitycardscollection to start uploading ICT LAC activity cards. Please inform SDO-IT section c/o Jennifer B. Metica, ITO-I if you already uploaded activity cards for monitoring purposes using the attached format (Enclosure No.1-ICT Activity Cards).

Further, School ICT Coordinators are reminded to submit their individual implementation plan with the following attachments: letter request to school head (by School ICT Coordinator), training proposal with training matrix and letter of the school Head to SDS for the approval of the conduct of School-Based LAC Session for ICT Literacy and Integration.

Said form and reports is due on January 30, 2017.

For information, guidance and compliance.
**ICT ACTIVITY CARDS**

<table>
<thead>
<tr>
<th>Name of Teacher</th>
<th>Position Title</th>
<th>Activity Cards Title</th>
<th>Application Used (preferably MS Office Applications - pls. save it in .pdf format)</th>
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*Note: Pls. send the .pdf format to: jennifer.melica@deped.gov.ph.*

Submitted by: ____________________________

**NOTED:**

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School Head

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School ICT Coordinator