



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



August 22, 2014

DIVISION MEMORANDUM

No. 68 s. 2014

**DIVISION TRAINING-WORKSHOP ON COMPUTER HARDWARE SERVICING (CHS)
(BATCH 1)**

TO: Public Schools District Supervisors
Secondary School Heads
School ICT Teachers/Coordinators

1. Pursuant to Division Memorandum No. 58, s. 2014 re: School ICT Profile, this office will conduct a 7-day Training-Workshop on Basic Computer Hardware Servicing this September 5, 6, 7, 11,12,13 and 14, 2014 at **Division Office Conference Hall A**.
2. The objectives of this training are:
 - a) Equip the participants with knowledge and skills in Computer Hardware Servicing.
 - b) Broaden the teaching capabilities of teachers through integration of the CHS skills.
 - c) Provide basic troubleshooting techniques, diagnosis, minor repairs and maintain operational condition of computer system in their schools.
 - d) Obtain Computer Hardware Servicing National Certificate(NC) II
3. Participants to this training are Secondary ICT Coordinators/Teachers and Elementary ICT Coordinators of Virac Pilot Elem. School, Virac Central ES and JMAMES. **Trainers** are advised to be on the venue one day before the scheduled date to prepare the necessary materials and equipment to be used by the participants.
4. Participants are advised to bring the following materials:
 - a. 1 set Desktop Computer Unit with AVR or UPS
 - b. 1pc Philips head screw driver
 - c. 1 pc Flat head screw driver
 - d. 1 pc Long nose Pliers
 - e. Broadband
 - f. Extension Wire
5. A registration fee of Nine Hundred Pesos (Php 900.00) shall be charged each participant to cover hand –outs/CD burning, equipment and other consumable materials. Travel and other incidental expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations. Meals and snacks of participants are not included in the registration fee.
6. Attached is the training matrix.
7. Widest information and dissemination of this Memorandum is desired.

JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

VI. Training Matrix

TIME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7			
8:00-8:30	Registration	RECAP	RECAP	RECAP	RECAP	RECAP	RECAP			
8:30-9:00	Opening Program	Familiarization with the parts of computer system and networks Maria Cheryll C. Turalde	Working to BIOS Setup	WORKSHOP (Installation & Configuration of Operating Systems and Networks	TROUBLESHOOTING Common Faults & Errors in OS Installation & Software Configuration	Network Cabling	Maintain computer system and networks/ Troubleshooting			
9:00-9:30			Bernard B. Bosque			WORKSHOP Network Cabling	Rene Z. Samar			
9:30-10:00	Leveling of Expectation		Introduction to Operating System					Bernard B. Bosque	WORKSHOP Network Configuration using Obtain setup	
10:00-10:30						Efren T. Gurrobat	Andrew B. Satairapan			Lorenzo E. Gando
10:30-11:00										
11:00-11:30										
12:00-1:00	L U N C H B R E A K									
1:00-1:30	Training Proper - OHS (Occupational Health & Safety) Jennifer B. Metica	Disassemble & Assemble of Computer Systems & Network Romel T. Lizaso	Installation & Configuration of Operating System	Continuation of WORKSHOP (Installation & Configuration of Operating Systems and Networks	Introduction to Networking & Network Topologies	Network Configuration using IP Address	WORKSHOP Disassemble and assemble, Networking and Troubleshooting			
1:30-2:00			Rene Z. Samar			Configuration of Computer Systems and Network		Teresita S. Manlagnit	Working with Network Router Set-up	
2:00-2:30		Introduction to Computer Systems			WORKSHOP Disassemble & Assemble of Computer System s & Network		Andrew B. Satairapan		Working with Network Printer	Open Forum
2:30-3:00			Maybelle V. Rubio			Configuration of Computer Systems and Network Romel T. Lizaso		Configuration of Network (LAN and Network Topology)	Andrew B. Satairapan	
3:00-3:30										
3:30-4:00										
4:00-4:30										
4:30-5:00							Home Sweet Home			
Note: National Competency Assessment will depend on the schedule to be given by the TESDA Provincial Office and/or TESDA Accredited Assessment Center.										

