

Division Memorandum  
No. 36 s, 2017

To: Elementary School Heads  
Public Schools District Supervisors

From: SALLY B. ULLALIM, CESO V  
Schools Division Superintendent 

Subject: BATCH 8: ICT LITERACY AND CAPABILITY BUILDING TRAINING FOR  
ELEMENTARY SCHOOL ICT COORDINATORS

Date: January 31, 2017

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1. Topics for the 2-day training include but not limited to: **MS Office, creating personal email, creating deped email, downloading attachment from email, sending email with attachment, downloading memo from deped national, regional, and division web sites.**
  2. School ICT coordinators of the 60 elementary schools on the list attached are the expected participants.
  3. Compulsory requirements for each participant:
    - a. Laptop with internet browsers (google chrome or mozilla firefox)
    - b. Mobile broadband loaded for internet access
  4. Schedule of the training is **on February 23-24, 2017 (Thursday-Friday)** at the Ammungan hall (rooftop) of the division office.
  5. Free accommodations are offered to those who want to stay at the division office dormitory building. Rooms at the first floor can accommodate 25 women on first-come-first-served basis out of 60 or less expected participants. The open spaces at the 2nd floor will accommodate men or women. Participants who choose to stay-out of the division office compound may charge their expenses to local funds. Breakfast will be served in the morning of the training day at the division office. Six(6) meals and four(4) snacks within the 2-day training will be charged to ICT funds, while traveling and other expenses will be charged to local funds subject to accounting and auditing rules and regulations.
  6. Register online for the **first-come-first-served accommodation**. Type the following address at the URL of an internet browser (firefox/google chrome) then press enter: **[tinyurl.com/ict-training-accommodation](http://tinyurl.com/ict-training-accommodation)**
  7. Dissemination of this memorandum is enjoined.

