



Division Memorandum
No. 3 s, 2017

To: Elementary and Secondary School Heads
Public Schools District Supervisors

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

Subject: ICT LITERACY AND CAPABILITY BUILDING TRAINING (BATCH 4)

Date: January 3, 2017

1. There will be a 3-day ICT literacy and capability building seminar- workshop on the use of MS Office applications to support and encourage use of the DCP equipment in classroom ICT integration. Others to be discussed will be online topics specially use of the internet and the official web sites.
2. The list of expected participants who registered online are attached. Subsequently, those who will attend will be required to conduct ICT LAC session after the training in their respective schools.
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 January 25-27, 2017 (Wednesday to 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 the 52 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. Meals will start to be served in the morning of the first day at the division office. Nine (9) meals and six (6) snacks within the 3-day period 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**
7. Dissemination of this memorandum is enjoined.

