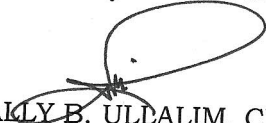



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office
Rizal Ave. Pob. South, Lagawe, Ifugao

Division Memorandum
No. 154 s. 2016

To: Public Schools District Supervisors
Elementary and Secondary School Heads

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

Subject: **ICT Literacy Training for School ICT Coordinators**

Date: August 24, 2016

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1. There will be a 3-day ICT capability building seminar-workshop on the use of MS Office Excel, Publisher, and Powerpoint applications to promote use of the DCP equipment in classroom ICT integration. Furthermore, to teach participants on basic software maintenance, and on how to use the internet and the official web sites.
 2. Compulsory requirements for each participant:
 - a. Laptop
 - b. Mobile broadband loaded for internet access
 3. **One (1) ICT coordinator per school of the schools identified in the list (see list attached) shall attend and be the focal person of his/her co-teachers for ICT LAC sessions in his/her school after the training.** The schedule of participants per batch shall be strictly followed: no participant in batch 1 will come in the date scheduled for batch 2 or 3, and the like, unless participants of two batches have made arrangements to swap schedules to solve conflict of schedules with other official businesses. **Schools not on the list are scheduled on October 2016.**
 4. Schedule for the first **batch of participants will be on September 8-10** (Thursday-Saturday), **second batch on September 15-17** (Thursday-Saturday); and the **third batch on September 22-24** (Thursday-Saturday), at the Ammungan hall and the mini function hall 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 60 or less participants per batch. The open spaces at the second 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 DCP funds and ICT Literacy 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 grouping of participants and for the **first-come-first-served accommodation**. Type the following address at the URL of an internet browser (firefox/google chrome) then press enter:
<http://www.depedcarifugao.com/ict-training-registration>
 7. Dissemination of this memorandum is enjoined.

