

Division Memorandum
No. 37 s, 2017

To: Elementary School Heads
Public Schools District Supervisors

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

Subject: BATCH 9: 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 59 elementary schools on the list attached are the expected participants. Subsequently, those who will attend will be required to conduct ICT LAC session with their co-teachers 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 March 2-3, 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 59 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**
 7. Dissemination of this memorandum is enjoined.

<u>No.</u>	<u>Elementary Schools</u>	<u>School ID</u>
1	Mungayang ES	'135873
2	Nagacadan ES	'135874
3	Nungkigadan ES	'135875
4	Pindongan ES	'135876
5	Tuplac ES	'135877
6	Boliwong ES	'135880
7	Burnay ES	'135881
8	Buyabuyan ES	'135882
9	Caba ES	'135883
10	Cudog ES	'135884
11	Dulao ES	'135885
12	Juchong ES	'135886
13	Lagawe CS	'135887
14	Luta PS	'135888
15	Ollilicon ES	'135890
16	Ponghal ES	'135891
17	Pullaan ES	'135892
18	Tungngod PS	'135893
19	Tupaya ES	'135894
20	Alupapan ES	'135895
21	Mongilit Ligmayo MES	'135896
22	Bliss ES	'135897
23	Dunuan ES	'135898
24	Hapid ES	'135899
25	Ilap ES	'135900
26	Jolowon ES	'135901
27	Lamut CS	'135902
28	Lawig ES	'135903
29	Mabatobato ES	'135904
30	Magulon ES	'135905
31	Mawanini PS	'135906
32	Nunhabatan PS	'135908
33	Panopdopan ES	'135909
34	Pieza ES	'135910
35	Regimental ES	'135913
36	Salamague ES	'135914
37	Sanafe ES	'135915
38	Umilag PS	'135916
39	Alimit ES	'135918
40	Balangbang ES	'135920
41	Chaya PS	'135923

42	Chumang ES	'135924
43	Palaad ES	'135938
44	Talboc PS	'135939
45	Tulaed ES	'135940
46	Ahin ES	'135941
47	Binablayan ES	'135943
48	Eheb ES	'135946
49	Gumhang ES	'135947
50	Impugong ES	'135949
51	Palabayan ES	'135954
52	Tukucan ES	'135956
53	Tulludan ES	'135957
54	Wangwang ES	'135958
55	Cababuyan PS - Annex	'220002
56	Lucban ES	'220003
57	Mabanutan PS	'220009
58	San Marcos ES - Tallo Purok Ext.	'220014
59	Ifugao SPED Center	'220020