



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
Schools Division Office - Itugao  
Lagawe, 3600



DIVISION MEMORANDUM

No. 20 s. 2017

TO : All Concerned Public School District Supervisors and School Heads

FROM : **SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent *Q*

SUBJECT : **TRAINING ON MICROSOFT'S TEACHING WITH TECHNOLOGY FOR  
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND SCHOOL HEADS**

DATE : January 16, 2017

1. To enhance and strengthen the integration of teaching and learning strategies with the use of technology in the classroom, a two-day training for Public Schools District Supervisors and school heads will be conducted at the NEAP-R, Wangal, La Trinidad, Benguet by batch. The first batch will be conducted on January 24-25, 2017 while the second batch will be done on January 26-27, 2017.
2. The Objectives of the training are the following:
  - a. The participants will be familiarized with the latest MS Technologies (software) and its beneficial role in teaching –learning processes
  - b. Acquire advance skill in using Microsoft Office Productivity Tools
  - c. Use the MS products in handling the different classroom tasks; and
  - d. Create a Microsoft Account to access the Microsoft Educator Community portal for the countless professional tools and resources
3. The participants to the training are the following Public School District Supervisors (PSDS) and elementary school heads:

Batch 1	Position/District
Marcelina Puguon	School Head, Kiangan
Magdalena Lohan	School Head, Mayoyao
Robert Ananayo	School Head, Aguinaldo
Marcelina Cattoyog	School Head, Lamut
Jocelyn Buyagao	School Head, Hungduan

Batch 2	
Vicente Buyuccan	PSDS, Aguinaldo
Juliet Apiit	PSDS, Lamut
Rosa Humiwat	PSDS, Lagawe
Gina Attaban	Principal Coordinator, Alfonso Lista
Amado Antonio	PSDS, Tinoc

4. Participants will bring with them their own laptop and wireless internet for the workshop. Check-in time for Batch 1 is 4PM of January 23, 2017 while Batch 2 is the same time of January 25, 2017. Check-out time for Batch 1 is 12:00nn of January 25 while Batch 2 is the same time January 27, 2017. First meal will be breakfast of Day 1 and last meal will be PM snacks of Day 2. Accommodations, meals and snacks of participants will be charged against the RO HRDD funds while travelling and other incidental expenses will be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Participants are advised to register online with the appropriate link:  
<http://deped.in/TeachTechBatch1> and <http://deped.in/TeachTechBatch2> for confirmation of attendance on or before January 20, 2017
6. Compliance is desired.

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Itl 1/16/2017