

Division Memorandum
No. 38 s, 2017

To: Elementary School Heads
Public Schools District Supervisors

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

Subject: BATCH 10: ICT LITERACY AND CAPABILITY BUILDING TRAINING FOR
ELEMENTARY AND SECONDARY 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 110 elementary and secondary 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 9-10, 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 110 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

