

Division Memorandum

No. 33 s, 2017

To: Elementary School Heads  
Public Schools District Supervisors

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

Subject: BATCH 6: ICT LITERACY AND CAPABILITY BUILDING TRAINING FOR SCHOOL ICT COORDINATORS

Date: January 31, 2017

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1. Topics for the three(3)-day training are: **MS Excel, Powerpoint, 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 32 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 February 15-17, 2017 (Wednesday-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 32 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 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](http://tinyurl.com/ict-training-accommodation)**
  7. Dissemination of this memorandum is enjoined.

<u>No.</u>	<u>Elementary Schools</u>	<u>School ID</u>
1	Ammoweg ES	135786
2	Baguingbing PS	135942
3	Bunag PS	135743
4	Buwag PS	135745
5	Cambulo ES Annex-Mattao PS	135819
6	Cawayan ES	135791
7	Cawayan PS - Annex (Alehwagon)	220001
8	Danggo ES	135945
9	Dengao PS	new
10	Duli ES-Extension	220021
11	Haitan PS	135750
12	Halag PS - Halag 1	135752
13	Halag PS - Halag III	135753
14	Lab-ong PS	135795
15	Lama PS	135950
16	Luhong PS	135951
17	Magulon ES	135931
18	Majlong PS	135756
19	Maloy PS	135797
20	Manaan PS	135952
21	Namal ES	135799
22	Nankatengey PS	135800
23	Nanlahyan PS	135801
24	Numpaling ES	135802
25	Patyay PS	220010
26	Pula Primary School-Banaue	135820
27	Talite PS	135761
28	Ayangan NAVHS	305168
29	Danggo NHS	319005
30	Mongilit Ligmayo NHS	305184
31	Natcak NHS (formerly HALIAP NHS-AN	305174
32	Tulaed NHS	305186