

Division Memorandum  
No. 35 s, 2017

To: Elementary School Heads  
Public Schools District Supervisors

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

Subject: BATCH 7: ICT LITERACY AND CAPABILITY BUILDING TRAINING FOR SECONDARY SCHOOL HEADS AND REPRESENTATIVES OF CLUSTER SCHOOLS

Date: January 31, 2017

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1. Online topics for the 1-day training are: **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 Heads of the 47 secondary schools and senior high schools on the list attached are the expected participants.
  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 22, 2017 (Wednesday)** 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 47 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. Three (3) meals and two (2) snacks within the 1-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](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	Aguinaldo NHS	'305166
2	Asipulo NHS	'305167
3	Ayangan NAVHS	'305168
4	Caba NHS	'305169
5	Banaue NHS	'305170
6	Eastern Potia NHS	'305171
7	Gohang NHS	'305172
8	Haliap NHS	'305173
9	Natcak NHS (formerly HALIAP NHS-ANNEX)	'305174
10	Camandag NHS	'305175
11	Hapid NHS	'305176
12	Hapid NHS-Annex	'305177
13	Hingyon NHS	'305178
14	Southern Hingyon NHS	'305179
15	Hungduan NHS	'305180
16	Ifugao Prov'l Sci. HS	'305181
17	Kiangnan NHS	'305182
18	Lawig NHS	'305183
19	Mongilit Ligmayo NHS	'305184
20	Mayoyao NHS	'305185
21	Tulaed NHS	'305186
22	Namillangan NHS	'305187
23	Pinto NHS	'305188
24	Caragasan NHS	'305189
25	Sta. Maria NHS	'305190
26	Tinoc NHS	'305192
27	Kalanguya NHS	'305193
28	Ubao NHS	'305194
29	Bangbang NHS	'319001
30	Rufino I. Chungalao Sci. HS	'319002
31	Lagawe NHS	'319004
32	Danggo NHS	'319005
33	Banaue NHS-Extension	'319006
34	Lawig NHS-Extension	'319007
35	Ubao NHS-Extension	'319008
36	Senior High School within Namulditan ES	
37	Senior High School in Aguinaldo	
38	Senior High School Alfonso Lista	
39	Senior High School Asipulo	
40	Senior High School in Banaue	
41	Senior High School in Hingyon	

- 42 Senior High School in Kiangan
- 43 Senior High School Hungduan
- 44 Senior High School Tinoc
- 45 Senior High School Mayoyao
- 46 Senior High School in Lamut
- 47 Senior High School in Lagawe