



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED
DepEd, Division of Catanduanes
RECORDS SECTION
Date: JAN 30 2020
Time: 15:24
Initial/Signature: [Signature]

ADVISORY

January 30, 2020

OSDS-ICTU-AD - 0018

Per Division Memorandum No. 348 s. 2019 dated September 27, 2019, re: **ICT LITERACY TRAINING/WORKSHOP FOR DESIGNATED SCHOOL ICT COORDINATORS**

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Designated District/School ICT Coordinators
All other concerned

Please be informed that the **ICT LITERACY TRAINING/WORKSHOP FOR DESIGNATED SCHOOL ICT COORDINATORS** will be conducted on **February 25-27, 2020** at CSU Auditorium, Virac, Catanduanes.

Participants are advised to coordinate with their District ICT Coordinators and selected ICT Coordinators for the installation of Open Education Resource(OER) applications in 1 TB external storage device and for the Office365 Accounts it will be distributed through the Google Sheet shared to the respective DepEd Email Account of designated School ICT Coordinators. It is expected that during the training all the needed OER applications are already stored in 1 TB external storage device and the Office365 accounts are already activated to avoid delay in the workshop session. The online registration of participants (<http://deped.in/ICTLitTraining2019>) is extended until **February 7, 2020**.

A one(1) day service credit for Teachers and Compensatory Overtime Credit for the Non-Teaching Personnel will be granted to the participants, trainers/facilitators and support staff of the said training since February 25, 2020 is a National Holiday per CSC & DBM Joint Circular No. 2 s. 2014. Other provisions stated in Division Memorandum No. 348 s. 2019 s. 2019 shall be enforced.

Further, the trainers, facilitators and selected District/School ICT coordinators will have a conference on **February 21, 2020** at SDO Conference Hall A. Travel and other incidental expenses for this conference shall be charged to their local funds subject to the usual accounting and auditing rules and regulations. Attached is the *Revised Program of Activities and the List of Facilitators/Support Staff*.

Kindly confirm your attendance on or before **February 21, 2020** thru email and SMS: jennifer.metica@deped.gov.ph and CP No. 09208779674.

For information, guidance and compliance.

DANILO E. DESPI
Schools Division Superintendent



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DepEd Tayo - Region V - Catanduanes

PROGRAM OF ACTIVITIES

ICT LITERACY TRAINING/WORKSHOP FOR DESIGNATED SCHOOL ICT COORDINATORS (February 25-27, 2020 at CSU Auditorium, Virac, Catanduanes)				
TIME	ACTIVITY			
	Day 1	Day 2	Day 3	
7:00 – 8:00 AM	Registration	MOL	MOL	
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Prayer Presentation of Participants Message Statement of Purpose 	<ul style="list-style-type: none"> Continuation of Open Education Resource (OER) -Wondershare Quiz Creation -Crossword Puzzles and Hot Potato -Comics Creator -WORKSHOP -Presentation of Outputs <p>G. Trapago E. Gianan</p>	<ul style="list-style-type: none"> Continuation of Office 365 Account Orientation and Utilization -Features of Online Powerpoint and Class Notebook -WORKSHOP -Presentation of Outputs <p>J. Tapel L. Tuplano</p>	
TRAINING PROPER				
9:00 – 10:00	<ul style="list-style-type: none"> DCP Concerns, School DCP Counterpart requirements, monitoring and evaluation of DCP District/School ICT Coordinators Roles & Functions <p>J. Metica</p>			
10:00 – 11:00	<ul style="list-style-type: none"> Updates on IT related concerns (How to use the DepEd ISs like: DepEd Email Account, Workplace by Facebook, Worchat & other ISs, etc.) <p>J. Metica</p>			
11:00 -12:00				
12:00 – 1:00 PM	LUNCH			
1:00 – 3:00 PM	<ul style="list-style-type: none"> Open Education Resource (OER) -Orientation of DepEd Digital Rise Program, Public Schools of the Future and OER -Courselab 2.4 Offline Module Creation(Part 1) -Courselab 2.4 Offline Module Creation (Part 2) -WORKSHOP -Presentation of Output <p>G. Trapago/J.Tidon</p>	<ul style="list-style-type: none"> Office 365 Account Orientation and Utilization -Features of Online Word and Excel -WORKSHOP -Presentation of outputs <p>A.Valeza/M. Padilla</p>	- Google Advance Features <p>J. Metica</p>	
3:00 – 4:30 PM				
4:30 – 5:00 PM				

FACILITATORS/SUPPORT STAFF
JENNIFER B. METICA – SDO
GISELLE TRAPAGO – CNHS
JOHN ALREY TIDON – Cavinitan ES
EMMA LYN GIANA – Oga ES
JUN CARLO TAPEL – CNHS
LEO TUPLANO JR. - CSF
MARK LESTER PADILLA – Cabugao IS
AVEGAIL VALEZA- Panganiban NHS (CAIC)
SARAH CHIONG- M& E
SDO JOB ORDERS
SELECTED DISTRICT/SCHOOL ICT COORDINATORS