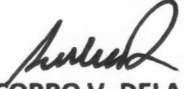




**DIVISION MEMORANDUM**

No. 107 s. 2019

**TO: SDO Section Heads/Units  
Elementary School Heads and Teachers  
Secondary School Heads and Teachers  
Non-Teaching Personnel  
All other concerned**

**FROM:   
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent**

**SUBJECT: DIVISION COMPUTER LITERACY TRAINING/WORKSHOP FOR SCHOOL HEADS,  
TEACHERS AND NON-TEACHING PERSONNEL**

**DATE: March 29, 2019**

1. Computer Literacy skills has been considered one of needed skills for us to be more efficient in using the modern technology, which is very much needed in catering the needs of our clientele. Thus, proper use of ICT tools and resources is needed to improve efficiency and professional practice.
2. In relation to this, the SDO-IT unit would like to invite interested school heads, teachers and non-teaching personnel to attend a two-day Division Computer Literacy Training/Workshop for school heads, teachers and non-teaching personnel that will be conducted on the following dates:

Date	Participants	No. of Participants	Venue
May 6-7, 2019	School Heads	50	To be announced
May 8-9, 2019	Teachers	50	To be announced
May 10-11, 2019	Non-Teaching Personnel	50	To be announced

3. The objectives of this activity are as follows:
  - a. Familiarize/Orient to school heads, teachers and non-teaching personnel on the different DepEd Information System;
  - b. Provide Technical Assistance (TA) to school heads, teachers and non-teaching personnel on the latest educational/Office tools that can be used in teaching-learning process and for administrative tasks;
  - c. Produced digitized lesson and maximize the utilization of available IT equipment provided to schools and donated IT equipment from stakeholders; and
  - d. Survey on the utilization, performance and status of DCP packages to recipient schools
4. The participants of this activity are interested newly hired/assigned school heads, teachers, non-teaching personnel with basic knowledge in computer manipulation and willing to be assigned as assistant of the designated ICT Coordinator of the school. Interested participants are required to register online at <https://deped.in/DCLTW2019> on or before **April 15, 2019**. (Priority shall be given to participants who registered online maximum of two participants per school).
5. The participants shall bring the following:
  - a. Laptop (with Windows 8 and above(OS) and MSOffice Applications versions 2013 and above installed)
  - b. Activity Cards (Output during the School-based ICT LAC Session)
  - c. Prepaid/Pocket wifi and extension wire

6. Registration fee of eight hundred pesos (₱800.00) for the meals (4 snacks and 2 lunch will be served for these two(2) days activity) and other incidental expenses of the participants and trainers shall be charged to local funds/school MOOE, subject to the usual accounting and auditing rules and regulations.

7. Attached is the Program of Activities. (Enclosure #1-Program of Activities)

8. For information, guidance and compliance.

(Enclosure #1-Program of Activities)

**PROGRAM OF ACTIVITIES**

<b>DIVISION COMPUTER LITERACY TRAINING/WORKSHOP FOR SCHOOL HEADS, TEACHERS AND NON-TEACHING PERSONNEL</b>		
<b>TIME</b>	<b>Day 1</b>	<b>Day 2</b>
7:00 – 8:00 AM	Registration	
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Presentation of Participants</li> <li>• Message</li> <li>• Statement of Purpose</li> </ul>	MOL
8:30 – 9:30	Training Proper <ul style="list-style-type: none"> <li>• ICT Updates</li> </ul>	Online Educational/OfficeTools
9:30 – 10:30	Partnership with <ul style="list-style-type: none"> <li>• Microsoft Education Community</li> <li>• DICT (Tech4Ed websites)</li> <li>• Google</li> </ul> J. Metica	MS Excel/MS Publisher  E. Gurrobat
10:30 – 12:00		
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	MS Word/MS POWERPOINT  J. Padilla	Basic Troubleshooting  A. Satairapan
3:00 – 4:00 PM	Movie Maker/One Note  E. Tomes	Clearing House
4:00 – 5:00 PM		Closing Program <ul style="list-style-type: none"> <li>• Distribution of Certificates</li> </ul>