



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
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**EASED**

Division of Catanduanes

RECORDS SECTION  
Date: AUG 23 2018

Time: 3:30 P.M.

Initial/Signature: [Signature]

**DIVISION MEMORANDUM**  
No. 204 s. 2018

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary & Secondary School Heads  
Designated School ICT Coordinators  
Elementary and Secondary Teachers

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

**SUBJECT:** COMPUTER LITERACY TRAINING-WORKSHOP AND ORIENTATION ON THE UTILIZATION OF DEPED COMPUTERIZATION PROGRAM (DCP) <sup>IT Packages</sup> TO TEACHERS

**DATE:** August 23, 2018

1. To maximize the utilization of ICT Packages provided by DepEd under the DepEd Computerization Program (DCP), the OSDS-IT unit will conduct **Computer Literacy Training-Workshop and Orientation on the Utilization of DCP** <sup>IT Packages</sup> to Teachers in two (2) Batches, to wit:

Batch No	Municipality	Venue
1(40 teachers) <i>Oct. 11-12, 2018</i>	Virac San Andres Caramoran Pandan	Pandan Central ES
2(40 teachers) <i>Oct. 18-19, 2018</i>	Bato Baras Gigmoto San Miguel Viga Panganiban Bagamanoc	Viga RDHS

2. The objectives of this activity are as follows:
- Evaluate the conduct of School-based ICT LAC Session ;
  - Provide Technical Assistance to teachers on the latest educational tools that can be used in teaching-learning process; and
  - Survey on the utilization, performance and status of DCP packages to recipient schools

3. The participants of this activity are interested teachers with basic knowledge in computer manipulation and willing to be assigned as assistant ICT Coordinator of the school. School Heads are advised to recommend only one teacher and required to register online at <https://deped.in/CLTWforTeachers2018> on or before **September 21, 2018**. *(Priority shall be given to participants who registered online).*

4. The participants shall bring the following:

- a. Laptop
- b. Activity Cards (Output during the School-based ICT LAC Session)
- c. Pocket wifi
- d. Extension wire

5. No registration fee will be collected, however 4(snacks) and (2) lunch will be served for these two(2) days activity which will be charged to DITOs Monitoring Fund for DCP Recipient Schools (OSEC-6-18-7099 dated June 22, 2018) . The travel, accommodation and other incidental expenses of the participants will be charged to local funds while for the trainers and facilitators will be charged to HRTD funds subject to the usual accounting and auditing rules and regulations.

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

7. For information, guidance and compliance.

**PROGRAM OF ACTIVITIES**

<b>COMPUTER LITERACY TRAINING-WORKSHOP AND ORIENTATION ON THE UTILIZATION OF DEPED COMPUTERIZATION PROGRAM(DCP) TO TEACHERS</b> Batch 1( October 11-12, 2018) – Batch 2(October 18-19, 2018)		
TIME	ACTIVITIES	
	Day 1	Day 2
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> </ul>	MOL
8:30 – 10:00	Orientation on the Utilization of DCP to Teachers  Actual Hands-on of DCP Packages	Latest Educational Tools Use of Activity Cards  Demonstration on the Use Activity Cards
10:00 – 12:00	Creating Digitized Lessons using MS Word/MS Powerpoint  Hands-on Activities	Basic Troubleshooting DCP Packages
12:00 – 1:00	LUNCH BREAK	LUNCH BREAK
1:00 – 3:00	Creating Digitized Lessons using MS Publisher/ Video Editing  Hands-on Activities	Orientation on different DepEd Information Systems
3:00 – 5:00	Creating Digitized Lessons using MS Excel  Hands-on Activities	Clearing House Distribution of Certificates

FACILITATORS/SUPPORT STAFF
JENNIFER B. METICA ANDREW SATAIRAPAN EFREN GURROBAT FRANCIS TOMES RICHELLE BRAGAIS LIZA JOSON IAN DELA ROSA PAUL JOHN PADILLA GLENDA ISORENA RENE SAMAR