




**RELEASED**

DepEd, Division Office of Catanduanes  
RECORDS SECTION  
Date FEB 22 2017  
Time: 11:00 P.M.  
Initial/Sig. [Signature]

**DIVISION MEMORANDUM  
NO. 35, S. 2017**

**To :** Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads

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

**Subject :** Division ICT Literacy Training-Workshop for School Heads and SDO Personnel  
(Windows 10, MS Office 2016 updates and Google Apps for education)

**Date :** February 22, 2017

1. The Information Technology(IT) Section, DepEd, Schools Division Office will conduct **Division ICT Literacy Training-Workshop for School Heads and SDO Personnel** in two(2) batches on the following dates at a venue to be announced later:

| Date                        | Participants                               |
|-----------------------------|--|
| April 24-26, 2017 (Batch 1) | 60 School Heads (Elementary and Secondary) |
| April 27-29, 2017 (Batch 2) | 60 SDO Personnel                           |

2. This training aims to:

- a. Familiarize the school heads on the IT packages given to their schools under DepEd Computerization Program and the SDO personnel on the IT packages provided to SDO personnel by the Central Office
- b. Develop skills and competencies on the use of Google Apps for office and educational purposes
- c. Activate the official DepEd Email accounts of schools division office personnel and teachers
- d. Provide updates on the use of Information & Communication Technologies(ICTs) for effective teaching and learning and governance.

3. The following enclosures are found in this Memorandum:

- Enclosure No.1 – Training Matrix and List of Trainers/Facilitators

4. Interested participants to this training-workshop may contact the SDO-IT section c/o Jennifer B. Metica, ITO-I for the reservation of slots starting on **March 1-31, 2017**. They are requested to bring their own laptops (OS-Windows 10, MS Office – 2013 or 2016), pocket wifi/broadband and extension wire.

5. This Office authorizes the granting of one(1) day Service Credit to teachers in accordance with the provision of DepEd Order No. 19, 2011 and DepEd Order No. 53, s. 2003 and Compensatory Overtime Credits(COC) to non-teaching personnel for Saturday(April 29, 2017) pursuant to paragraph 5.3, letter K of the Joint Circular No. 2 of the CSC and DBM dated October 4, 2004.

6. A registration fee of ₱1,050.00 will be collected to the participants covering the meals(am snacks, lunch, pm snacks) and venue for 3(three) days which will be charged against School MOOE for school heads and Division Funds for SDO personnel subject to the usual accounting and auditing rules and regulations.

7. For dissemination to all concerned.

**Enclosure No. 1 to Division Memorandum No. 35 s. 2017**

**TRAINING MATRIX**

| <b>TIME</b>  | <b>DAY 1</b>   | <b>DAY 2</b>   | <b>DAY 3</b>  |
|--------------|--|--|---|
| 7:30 – 8:00  | -Registration  | Management of Learning (MOL)   |   |
| 8:00 – 9:00  | Opening Program<br>Training Orientation  | -MS Excel 2013/2016<br>Features<br><br>WORKSHOP<br><br>J. Ong              | -DepEd Email Account<br>Activation<br>-Google Apps for<br>Education (Docs,<br>Sheets, Slides, Drive,<br>Forms, etc.)<br><br>J. Metica |
| 9:00 – 12:00 | Introduction to Microsoft Educators<br>Community Network<br>Introduction to Windows 10<br><br>WORKSHOP<br><br>J. Ong |  |   |
| 12:00 – 1:00 | <b>LUNCH BREAK</b>   |  |   |
| 1:00 – 3:00  | -MS Office 2013/2016<br>• One Note<br>• Publisher<br><br>A. Satairapan   | MS Office 2013/2016<br>Features<br>• Word<br>• Powerpoint<br><br>J. Metica | -Troubleshooting<br><br>WORKSHOP<br><br>A. Satairapan   |
| 3:00 – 5:00  | WORKSHOP   | WORKSHOP   | CLOSING PROGRAM   |

**TRAINING TEAM/FACILITATORS**

| <b>Name</b>        | <b>Position</b>                 | <b>Office/School</b> |
|--------------------|---------------------------------|----------------------|
| Jennifer B. Metica | Information Technology Office-I | SDO(IT)              |
| Jean Ong           | Teacher-II                      | Buyo IS              |
| Andrew Satairapan  | Teacher-I                       | Catanduanes NHS      |