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Department of Education
Region V(Bicol)
SCHOOLS DIVISION OF CATANDUANES
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DIVISION MEMORANDUM
NO. 25, s. 2016

TO   :   Chiefs, CID & SGOD
            Education Program Supervisors
            Public Schools District Supervisors
            SDO Section Heads

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

SUBJECT: **DIVISION COMPUTER LITERACY TRAINING/WORKSHOP ON BASIC COMPUTER OPERATIONS, TRENDS AND INNOVATIONS IN UTILIZING MULTIMEDIA**

DATE :   March 4, 2016

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1.   The Information Technology(IT) Section, DepEd, Schools Division Office will conduct a **Division Computer Literacy Training/Workshop on Basic Computer Operations, Trends and Innovations in Utilizing Multimedia on March 17-18, 2016 at SDO Conference Hall A.**

2.   This training aims to:

    a.   Enhance knowledge on the use/s of MS Office applications and Internet.
    b.   Broaden the IT capabilities of SDO Personnel in delivering their services to clientele.
    c.   Extend technical assistance to co-workers on different IT related tasks.
    d.   Update on the latest trends and innovations in IT.

3.   Attached is the Training Design.

4.   Participants to this training are interested SDO Personnel who would like to enhance their IT skills related to his/her work. If you are willing to attend this training/workshop, please feel free to be included in the list available at the SDO-IT section starting March 4, 2016 up to March 14, 2016.

5.   Food of the participants and facilitators including training materials shall be charged against HRTD Funds subject to the usual accounting and auditing rules and regulations.

6.   Participants are expected to bring their own laptop, pocket wifi/broadband & extension wire.

7.   Immediate and wide dissemination of this Memorandum is desired.

TRAINING DESIGN

TIME	Day 1	Day 2
7:30-8:00	Registration	RECAP
8:00-9:00	OPENING PROGRAM (Overview of the Training)	Spreadsheet Application • Parts & Functions • Basic Features- (Calculations-Using Formulas & Functions)
9:00-10:30	- Training Proper – Introduction to Computer Systems Familiarization with the parts of computer system Managing files	Desktop Publishing Application • Parts & Fuctions • Basic Features(Programs, ID)
10:30-12:00	WORKSHOP (Utilizing Multimedia & Data Manipulation) **Jennifer B. Metica**	WORKSHOP(MS Excel & MS Publisher) **Maybelle V. Rubio**
1:00-5:00	Word Processing Application • Parts & Functions • Basic Features(Encoding) Presentation application • Parts & Functions • Basic Features(Lectures, Demonstrations) **WORKSHOP(MS Word & MS Powerpoint)** **Maybelle V. Rubio**	Internet Basics/Services • Netiquette • Web Browsers • Uploading/Downloading files from Websites Creating/Using e-mail accounts WORKSHOP (Accessing the Internet) **Jennifer B. Metica**