



Republic of the Philippines  
Department of Education  
Region V (Bicol)

**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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**RELEASED**

DepEd, Division of Catanduanes

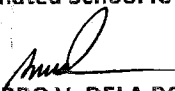
RECORDS SECTION  
Date JAN 12 2017

Time: 8:00 PM

Initial/Signature: J

**MEMORANDUM**

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

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

**SUBJECT:** ICT LAC ACTIVITY CARDS COLLECTION

**DATE:** January 12, 2017

Pursuant to DepEd Unnumbered Memorandum - ICT LAC Activity Cards Collection on **January 16-31, 2017** and Division Unnumbered Memorandum - School-Based LAC Session for ICT Literacy and Integration, you are hereby advised to require your respective **School ICT Coordinators** to upload their created Activity Cards during the ICT Literacy Trainer's Training-Workshop for School ICT Coordinators last November 21-23 and December 1-3, 2016. These materials will be uploaded to our LR Portal for Professional Development purposes. School ICT Coordinators are also advised to require their participants/co-teachers to upload their created activity cards immediately after the conduct of **School-Based LAC Session for ICT Literacy and Integration** this January to March 2017.

The objectives of this activity are as follows:

1. To collect new ICT LAC activity cards
2. To create an inventory of these cards
3. To load these materials in the LR Portal

Kindly use this link <http://bit.ly/ICTLACActivityCardsCollection> to start uploading ICT LAC activity cards. Please inform SDO-IT section c/o Jennifer B. Metica, ITO-I if you already uploaded activity cards for monitoring purposes using the attached format (Enclosure No.1-ICT Activity Cards).

Further, School ICT Coordinators are reminded to submit their individual implementation plan with the following attachments: letter request to school head (by School ICT Coordinator), training proposal with training matrix and letter of the school Head to SDS for the approval of the conduct of **School-Based LAC Session for ICT Literacy and Integration**.

Said form and reports is due on **January 30, 2017**.

For information, guidance and compliance.

(Enclosure 1-ICT Activity Cards)

**ICT ACTIVITY CARDS**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Name of Teacher	Position Title	Activity Cards Title	Application Used (preferably MS Office Applications-pls. save it in .pdf format)	Date of Upload

(Note: Pls. send the .pdf format to: Jemifer.mehca@dyed.gov.pa)

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
School ICT Coordinator

\_\_\_\_\_  
School Head

NOTED: