



RELEASED

DepEd-Division Office of Catanduanes

March 31, 2015

RECORDS SECTION

Date MAR 31 2015

Time 4:30 P.M.

By [Signature]

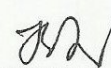
DIVISION MEMORANDUM

No. 38 s. 2015

**DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY
AND DATA MANAGEMENT USING MIS 001-003 FOR ALS IMPLEMENTERS**

TO: Education Program Supervisors
Public Schools District Supervisors
ALS Implementers

1. The Alternative Learning System (ALS), DepEd Division of Catanduanes will conduct a Division Training – Workshop on Computer Literacy and Data Management using MIS 001 – 003 for ALS implementers on April 10, 2015 at Division Office Conference Hall A.
2. This training aims to:
 - a. Equip the participants with skills in basic computer operation (Microsoft Word, Microsoft Excel, Microsoft Powerpoint) to be applied in teaching-learning process.
 - b. Familiarize and be effective in the use of ICT for ALS using ALS MIS 001 – 003.
 - c. Submit 1st Quarter updated MIS 001 & 002.
3. Attached are enclosures no. 1 and no. 2 which contain the list of participants and the training matrix of the activity.
4. A registration fee of two hundred fifty pesos (Php 250.00) will be charged for each participant chargeable to the Division Human Resource and Training Development (HRDT) funds to defray cost of 2 snacks and 1 lunch.
5. Transportation expenses of Abot Alam teachers shall be charged to school MOOE, regular ALS Implementers to SEF/local funds subject to the usual accounting and auditing rules and regulations.
6. Participants are expected to be at the training venue on April 10, 2015, 7:00 am. They are expected to bring their own laptop, extension wire and wifi/ plug-it (smartbro/globe tattoo).
7. Immediate and wide dissemination of the memorandum to all concerned is earnestly desired.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

To be indicated in the **Perpetual Index**
under the following subjects:

**DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY
AND DATA MANAGEMENT USING MIS 001-003 FOR ALS IMPLEMENTERS**

District ALS Coordinators

20. Raul V. Villacorta
21. Santos V. Villacorta
22. Angelita T. Alcantara
23. Floredo T. Vergara, Jr.
24. Julieta T. Rojas
25. Caroline G. Mendoza
26. Florenia Z. Teope
27. Lea L. Cabrera
28. Tito F. Tutanes
29. Alma D. Bernardino
30. Vicente S. Comida
31. Antonio G. Ceballo
32. Manolito B. Vargas
33. Levy M. Calingo
34. Sarlyn B. Malibago
35. Marilou T. Bernal
36. Erlinda T. Tolin
37. Dominic G. Olonan
38. Richard M. Guerrero
39. Salvador T. Pantí

Mobile Teachers

1. Rolly V. Valatero
2. Teodoro C. Borao, Jr.
3. Charles T. Perez, Jr.
4. Jocelyn T. Arrogante
5. Alona G. Nabor
6. Sherwyne T. Manlangit
7. Mariles V. Besonia
8. Cesar M. Trasmaño
9. Teresita T. Sanchez
10. Abraham T. De La Cruz
11. Allan T. Sumalde
12. Lilibeth B. Manlagñit
13. Melba S. Tevar
14. Marites M. Boseo
15. Margie T. Magtangob
16. Judy Mae L. De Mesa
17. Jeddy T. Tanael
18. Maria Rita SR. Tablate
19. Hermes T. Magtagñob

Abot Alam Teachers

1. Wilfred Villaflor
2. Mario Bayonito
3. Darwin Templonuevo
4. Cesar Tejada
5. Rowena Trono
6. Jomalyn Gianan
7. Marilou Sarmiento
8. Bryan Barba
9. Marjorie T. Rodriguez
10. Maria Elena S. Cipriano
11. Vladimir Miraran
12. Charisse Tolledo
13. Melba Interior
14. Lorenzo Baltazar
15. Francisco Carranza
16. Richard Japson
17. Alejandro Balmaceda
18. Marjorie De Leon
19. Eloisa Villanueva
20. Emma Ceballo
21. Wilson Santelices
22. Gina Sualibio
23. Edison Subion
24. Julieta Borre
25. Raul Eustaquio
26. Jessen Cervantes
27. Lerma Timajo
28. Leonor Gianan
29. Robert Tablate
30. Marites Arcilla
31. Alex Torres
32. Aileen Gianan
- 33.

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DIVISION TRAINING-WORKSHOP ON COMPUTER LITERACY AND DATA MANAGEMENT USING MIS 001-003 FOR ALS IMPLEMENTERS

PROGRAM OF ACTIVITIES

April 10, 2015

Division Office Conference Hall

TIME	Activities	Facilitator
7:00 – 8:00	<i>Registration/Settling Down</i>	Rufina M. Tabor, EPSA II
8:00 – 8:30	Opening Program	
8:30 – 9:00	Workshop Orientation	Amelia B. Cabrera, EPS - ALS
9:00 – 10:00	Introduction to Microsoft Office (Word, Excel & Powerpoint)	Jennifer Metica
10:00 – 10:30		
10:30-12:00	Revisit of ALS MIS	Jane T. Tuplano, EPSA II
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Revisit of ALS MIS	Jane T. Tuplano, EPSA II
3:00 – 5:00	Encoding & Submission of updated 1 st Quarter MIS	