



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

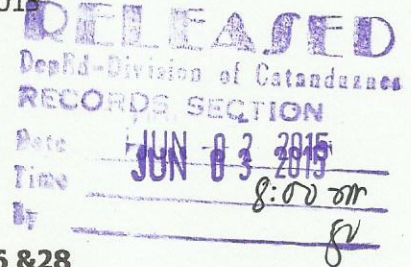


June 2, 2015

**DIVISION MEMORANDUM**



No. 56 s. 2015

**TO: Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads of the recipient schools of DCP Batch 26 &28**



**DIVISION TRAINING ON COMPUTER OPERATIONS, TRENDS AND INNOVATIONS  
IN UTILIZING MULTIMEDIA (IT PACKAGES) FOR ELEMENTARY ICT  
TEACHERS/COORDINATORS**

1. The Information Technology (IT) Section, DepEd, Schools Division Office will conduct a Division Training on Computer Operations, Trends and Innovations in Utilizing Multimedia(IT Package) for Elementary ICT Teachers/Coordinators on the following schedules:
  - a. July 3-4, 2015 (Batch 1) – Zone 1/ SDO Hall C
  - b. July 10-11, 2015 (Batch 2) – Zone 2/SDO Hall C
  - c. July 17-18, 2015 (Batch 3) – Zone 3/SDO Hall C
  - d. July 24-25, 2015 (Batch 4) – Zone 4/SDO Hall C
2. This training aims to:
  - a. Enhance knowledge on Office application and Internet
  - b. Broaden the teaching capabilities of teachers through IT integration in their lessons
  - c. Produce attractive instructional materials and computerized reports
  - d. Update on the latest trends and innovations in IT.
3. Attached is the Training Matrix of the training/activity.
4. Transportation expenses and a registration fee of four hundred pesos(₱ 400.00) for the 2 snacks and 1 lunch per day shall be charged to school MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Participants are expected to bring their own laptop, *pocket* wifi/broadband & extension wire.
6. Immediate and wide dissemination of the memorandum to all concerned is earnestly desired.

  
**NYMPHA D. GUEMO**  
Assistant Schools Division Superintendent  
Officer-in-Charge 

## VII. Training Design / MATRIX

DAY 1		DAY 2	
TIME		TIME	
7:30 – 8:00	Registration	8:00-8:30	RECAP
8:30 – 9:00	Opening Program	8:30 -10:30	<p>Getting Familiar with MS Office Applications</p> <ul style="list-style-type: none"> <li>• Word Processor-MS Word (Parts &amp; Functions, Basic Features- Encoding Memos, Letters, Tests)</li> <li>• Spreadsheet-MS Excel (Parts &amp; Functions, Basic Features- Computation of Grades)</li> </ul> <p><b>WORKSHOP</b></p>
9:30 – 11:30	<p>Training Proper :</p> <ul style="list-style-type: none"> <li>• Introduction to Computer Systems (Familiarization with the parts of computer system)</li> </ul> <p><b>WORKSHOP</b></p>	10:30 -11:30	<ul style="list-style-type: none"> <li>• Presentation-MS Powerpoint (Parts &amp; Functions, Basic Features-Lectures, Demonstrations)</li> <li>• Desktop Publishing-MS Publisher (Parts &amp; Functions, Basic Features-Program, Newsletter)</li> </ul> <p><b>WORKSHOP</b></p>
1:00 – 3:00	<p>Getting Familiar with the OS Environment</p> <ul style="list-style-type: none"> <li>• Windows 7, Windows 8 Managing files</li> <li>• Desktop Manipulation, Creating folders</li> </ul> <p><b>WORKSHOP</b></p>	1:00 -3:00	<p>IT integration in classroom instruction (Knowing the latest operation, trends &amp; innovations in IT)</p> <p><b>WORKSHOP</b></p>
3:00 – 5:00	<p>Proper Procedures in Utilizing Multimedia devices</p> <ul style="list-style-type: none"> <li>• Laptop /PC, Projector, Storage Devices</li> </ul> <p>Internet Basics/Services</p> <ul style="list-style-type: none"> <li>• Web Browsers</li> <li>• Creating/Using e-mail accounts</li> </ul> <p><b>WORKSHOP</b></p>	3:00 – 4:30	<p>Common problems/fauls encountered</p> <p>Basic troubleshooting</p>