



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

Email Add: catanduanes@deped.gov.ph catanduanesdiv15@gmail.com
Website: www.depedrowcatanduanes.com Tel No.: (052)811-40-63



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August 28, 2015

DIVISION MEMORANDUM
NO. 93, S. 2015

TO: SDO Chiefs & Staff
Public Schools District Supervisors
Elementary & Secondary School Heads

Division Computer Literacy Training/Workshop on Basic Computer Operations, Trends and Innovations for Elementary & Secondary School Heads

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 for Elementary & Secondary School Heads on October 29-31, 2015.**
2. **This training aims to:**
 - a. Enhance knowledge on Office application and Internet.
 - b. Broaden the IT capabilities of School Heads in delivering their services to clientele.
 - c. Produce computerized reports.
 - d. Extend technical assistance to teachers & students on the different IT related tasks.
 - e. Update on the latest trends and innovations in IT
3. Attached is the Training Matrix of the training/activity.
4. Participants to this training are the elementary and school heads who have basic knowledge/skills in ICT based from the Survey Form that was distributed to the field (please refer to the attached list). Since October 31, 2015 fall on Saturday, participants/trainers are entitled to one(1) day service credit/COC.
5. Transportation expenses and a registration fee of six hundred pesos (Php600.00)for the 2 snacks and 1 lunch for three(3) days shall be charged to school MOOE 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. For dissemination to all concerned.


NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

LIST OF SCHOOL HEADS/TEACHERS WITH BASIC KNOWLEDGE/SKILLS IN ICT

	Name	Position	School	District
1	Ariel T. Abrasaldo	HT-III	Valencia ES	Virac South
2	Marites R. Vargas	P-II	Virac Central ES	Virac South
3	Rosiel P. Imperial	P-I	Talisoy/Casoocan ES	Virac South
4	Perlita V. Tatel	P-I	Simamla ES	Virac North
5	Gerlie Tablada	P-I	Marilima ES	Virac South
6	Nestor V. Quintal	P-I	Palta ES	Virac South
7	Jocelyn A. Burce	P-II	Antipolo ES	Virac, South
8	Marjorie Toledana	P-I	Magnesia ES	Virac South
9	Daisy Cambonga	HT-I	Balite ES	Virac South
10	Nimfa C. Tablizo	P-I	Sto. Cristo ES	Virac South
11	Salve Templo	P-II	Sto Niño ES	Virac North
12	Opero Turado	P-I	Cavinitan ES	Virac South
13	Rolando Z. Regalado	P-I	Agojo ES	San Andres West
14	Manuel Tablizo	P-I	Cabungahan ES	San Andres West
15	Rogelio L. Santillano	HT-II	Alibuag/Bon-ot ES	San Andres East
16	Flor Rendon	P-I	San Jose ES	San Andres East
17	Julieta T. Arcilla	P-I	Comagaycay ES	San Andres East
18	Leo Tuplanò	P-I	Codon NHS	San Andres
19	Narciso T. De Jesus	HT-I	Tibo ES	Panganiban
20	Samuel I. Pante	P-I	San Miguel/Mabini ES	Panganiban
21	Julie V. Vitalicio	HT-I	Cagdarao ES	Panganiban
22	Beatriz M. Arisapa	HT-I	Maculiw ES/Babguan CS	Panganiban
23	Corazon C. Magtangob	HT-II	Alinawan ES	Panganiban
24	Linda V. dela Rosa	P-II	Panganiban ES	Panganiban
25	Tessie Padilla	P-I	Cabuyoan ES	Panganiban
26	Rebecca C. Villacorta	HT-I	Cahan/Hinipaán ES	Bagamanoc North
27	Ma. Gracia A. Baluyot	HT-I	Pangcayanan/San Rafael ES	Bagamanoc South
28	Lolita P. Dela Rosa	HT-I	Suchan/Quigaray ES	Bagamanoc South
29	Dorotea Alcantara	HT-II	Bacak ES	Bagamanoc South
30	Cynthia Evangelista	HT-III	Bugao CES	Bagamanoc North
31	Erlinda P. Villacorta	T-III(TIC)	San Vicente NHS	Bagamanoc
32	Elvira B. Vasol	HT-III	Balatohan ES	San Miguel North
33	Rowena Tindugan	HT-I	Pacogon ES	San Miguel North
34	Agnes T. Doblón	HT-III	Paraiso A ES/Paraiso B ES	San Miguel North
35	Victoria Palomer	P-II	Tinago/Villa Aurora ES	Viga East
36	Ramon N. Tura	P-I	Ogbong/Sta. Rosa ES	Viga West
37	Amos Tuplano	HT-II	Ananong/Mabini ES	Viga West
38	Danilo V. Valderama	HT-I	Begonia/Quirino ES	Viga East
39	Jose O. Aguinillo	HT-III	San Roque/Del Pilar ES	Viga West
40	Arnulfo T. Tawat Jr.	HT-III	Soboc ES	Viga East
41	Arnulfo Bernardino	P-I	Baldoc ES	Pandan East
42	Mary Jean S. Rima	HT-II	Marambong ES	Pandan East
43	Raul Borbor	HT-I	Porot/San Isidro ES	Pandan East
44	Amalia Domingo	P-I	San Andres ES/Cobo IS	Pandan West
45	Columba Deinla	P-I	Sta Cruz ES/Tariwara ES	Pandan West
46	Mary Ann Galicia	P-I	Bolognonan ES/Caruyo ES	Pandan West
47	Ma. Celia Evangelista	P-I	San Rafael ES/Oga ES	Pandan West
48	Jose Bonifacio	P-I	Sipi Es/Oguis ES	Bato West
49	Jouie Sanchez	HT-I	Guiamlong ES/Inalmasinan ES	Caramoran North
50	Jil Ann S. Sarmiento	HT-I	Tucao-maysuran ES	Caramoran North

VI. Training Design

TIME	Day 1	Day 2	Day 3
7:30-8:00	Registration	RECAP	RECAP
8:00-9:00	<p>OPENING PROGRAM (Overview of the Training)</p> <ul style="list-style-type: none"> - Training Proper – Introduction to Computer Systems Familiarization with the parts of computer system 	<p>Word Processing Application</p> <ul style="list-style-type: none"> • Parts & Functions • Basic Features(Encoding) <p>Presentation application</p> <ul style="list-style-type: none"> • Parts & Functions • Basic Features(Lectures, Demonstrations) 	<p>Internet Basics/Services</p> <ul style="list-style-type: none"> • Netiquette • Web Browsers • Uploading/Downloading files from Websites • Creating/Using e-mail accounts
9:00-10:30	<ul style="list-style-type: none"> - Proper Procedures in Utilizing Multimedia devices • Laptop/Desktop • Projector • others <p>Maria Cheryl Turalde</p>	<p>WORKSHOP(MS Word & MS Powerpoint)</p> <p>Maybelle Rubio</p>	<p>WORKSHOP(Accessing the Internet)</p>
10:30-12:00			<p>Jennifer B. Metica</p>
1:00-5:00	<p>Getting Familiar with the OS Environment</p> <ul style="list-style-type: none"> • Windows 7,8,10 <p>Managing files</p> <p>WORKSHOP (Utilizing Multimedia & Data Manipulation)</p> <p>Andrew Satairapan</p>	<p>Spreadsheet Application</p> <ul style="list-style-type: none"> • Parts & Functions • Basic Features- (Calculations- Using Formulas & Functions) <p>Desktop Publishing Application</p> <ul style="list-style-type: none"> • Parts & Functions • Basic Features(Programs, ID) <p>WORKSHOP(MS Excel & MS Publisher)</p> <p>Efren Gurrobat</p>	<p>Basic Troubleshooting</p> <ul style="list-style-type: none"> • Resolving common problems/faults encountered in using multimedia devices <p>Andrew Satairapan</p> <p>OPEN FORUM CLOSING PROGRAM</p>