



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 7100 Dipolog City
<http://www.depedzn.net>


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19 JUL 2016

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DIVISION MEMORANDUM
 NO. 272 s. 2016

TO : Public Schools District Supervisors
 Elementary and Secondary School Heads
 Schools ICT Coordinators
 This Division

FROM :  **NATIVIDAD P. BAYUBAY, CESO VI**
 OIC, Schools Division Superintendent

SUBJET : **ICT Literacy Skills Development Workshop Training of Trainers**

DATE : July 19, 2016

The Department of Education continues to deploy computer packages to schools through the DepEd Computerization program. It recognizes that in order to better utilize these packages, the School Information and Communication Technology (ICT) Coordinators must be oriented and equipped to fulfill their roles in the school level.

In this regard, ICT Literacy Skills Development Workshop Training of Trainers will be conducted with the following objectives:

- To train the School ICT Coordinators on the content program and delivery method of the ICT Literacy Training Workshop for school teachers.
- To prepare the School ICT Coordinators to conduct school-based ICT Training for teachers through LAC.
- To train ICT coordinators in their various roles in supporting DepEd Information Systems.
- Introduction of the new division ICT-based systems (Personnel Tracking System and Document Tracking System).

The program will begin at exactly 8:30am of the first and end at 5:30 of the third day. The participants are not allowed to leave before the program ends. Below is the schedule of the training.

Date	Class	Districts	Venue
July 29-31, 2016	Class A	Sindangan Central, Sindangan North, Sindangan South, Liloy II, La Libertad	Top Plaza Hotel Dipolog City
	Class B	Liloy I, Godod, Rizal, Mutia, Salug I	
August 5-7, 2016	Class C	Bacungan, Salug II, Siayan, Baliguian	
	Class D	Sibutad, Siocon, Sirawai, Tampilisan	
	Class E	Labason, Kalawit, Ponot, Manukan I	
August 12-14 2016	Class F	Gutalac I, Gutalac II, Katipunan I, Katipunan II	
	Class G	Sibuco, Piñan, Roxas I, Roxas II	
	Class H	Manukan II, Sergio Osmeña I, Sergio Osmeña II, Polanco I, Polanco II	

Participants are encouraged to bring their own laptop and internet connection like Pocket wifi or modem during this training.

Accommodations will be available beginning the night on the first day of the workshop until noon on the last day of the workshop. Meanwhile, meals and snacks will be provided beginning lunch on the first day until lunch on the last day of the workshop. These will be charged against OSEC funds subject to usual accounting and auditing rules and regulations.

Transportation, other meals, and incidental expenses for this activity shall be charged against school MOOE subject to usual accounting and auditing rules and regulations.

For clarification and inquiries, you may contact **Mr. Julius O. Belagantol** through **0917-319-0094** or **0920-963-2755**.