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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

MEMORANDUM

TO : DEPED ARMM REGIONAL SECRETARY
ALL REGIONAL DIRECTORS and
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : *Aida C. Yuvienco* 12/01/15
AIDA C. YUVIENCO
Director IV *AY*

SUBJECT : ADVISORY ON THE ICT LITERACY WORKSHOP TRAINING OF TRAINERS

This is to send out an advisory on the changes in relation to the **ICT Literacy Workshop Training of Trainers** this **December, 2015**.

1) Venue

Date	Cluster	Regions	Venue
Dec. 7-9, 2015	Luzon 2	IV-A, IV-B, V, NCR	Amazing View Mountain Resort Little Baguio, Paagahan Mabitar, Laguna
Dec. 7-9, 2015	Visayas	VI, VII, VIII	DepEd Applied Nutrition Center Banilad, Cebu City
Dec. 14-16, 2015	Luzon 1	I, II, III, CAR	NEAP-R DepEd CAR Compound Wangal, La Trinidad, Benguet
Dec. 14-16, 2015	Mindanao	IX, X, XI, XII, CARAGA, ARMM	DepEd Applied Nutrition Center Banilad, Cebu City

2) Participants

Regional Office	Division Office
Information Technology Officer I	Information Technology Officer I Education Program Supervisor for ICT or TLE

3) Program

The Program will begin at exactly **8:30am** of the first day and end at **3:00pm** of the third day. Participants are not allowed to leave before the program ends.

4) **What to bring**

Participants are required to bring their own laptops, portable wireless internet connection and extension cords during the workshop.

In addition, we would also like to advise that the **Training on Regional Websites for the Regional Information Technology Officers and Computer Programmers** this December, 2015 is postponed and will be rescheduled to a later date.

For your information and dissemination






Republic of the Philippines
Department of Education

2015-022241

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO : **DEPED ARMED REGIONAL SECRETARY**
ALL REGIONAL DIRECTORS and
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
REYNALDO D. LAGUDA
Undersecretary for Finance and Administration

SUBJECT : **ICT LITERACY WORKSHOP TRAINING OF TRAINERS AND TRAINING ON REGIONAL WEBSITES**

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 Communications Technology (ICT) Coordinators must be oriented and equipped to fulfill their roles in the school level.

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

- To train the ICT Officers and ICT Education Program Supervisors on the content, program and delivery method of the ICT Literacy Training Workshop for School ICT Coordinators
- To equip the training team in training school ICT Coordinators on the use of the DCP package for teaching and learning and their various roles in supporting DepEd information systems

The **Regional Information Technology Officer** and the **Division Education Program Supervisor for ICT and Information Technology Officer** are required to attend their **ICT Literacy Workshop Training of Trainers** on the following dates:

Date	Cluster	Regions	Venue (details to be announced)
Dec. 7-9, 2015	Luzon 2	IV-A, IV-B, V, NCR	Tagaytay
Dec. 7-9, 2015	Visayas	VI, VII, VIII	Cebu City
Dec. 14-16, 2015	Luzon 1	I, II, III, CAR	Baguio City
Dec. 14-16, 2015	Mindanao	IX, X, XI, XII, CARAGA, ARMM	Cebu City

The program will begin at exactly 8:30am of the first day and end at 5:30pm of the third day. Participants are not allowed to leave before the program ends.

Accommodations will be available beginning the night before the first day of the workshop until the morning after the last day of the workshop. Meanwhile, meals will be provided beginning the dinner on the night before the first day of the workshop until dinner on the last day of the workshop. These will be charged against HRTD 2014 funds subject to usual accounting and auditing rules and regulations.

Additionally, **Regional Information Technology Officers and Computer Programmers** are required to attend the **Training on Regional Websites** on the following dates:

Date	Cluster	Regions	Venue (details to be announced)
Dec. 10-11, 2015	Luzon 2	IV-A, IV-B, V, NCR	Tagaytay
Dec. 10-11, 2015	Visayas	VI, VII, VIII	Cebu City
Dec. 17-18, 2015	Luzon 1	I, II, III, CAR	Baguio City
Dec. 17-18, 2015	Mindanao	IX, X, XI, XII, CARAGA, ARMM	Cebu City

Accommodations will be available beginning the night before the first day of the workshop until the morning after the last day of the workshop. Meanwhile, meals will be provided beginning the dinner on the night before the first day of the workshop until dinner 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 both activities shall be charged against local funds subject to usual accounting and auditing rules and regulations.

For clarifications or inquiries, you may contact **Ms. Maui Salang Dulce** through **(02)6337264** or christina.dulce@deped.gov.ph.