



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**

No. 105 s, 2016

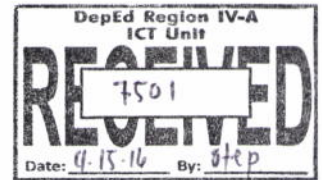
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**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
INFORMATION TECHNOLOGY OFFICERS I

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director*

**SUBJECT :** ICT LITERACY WORKSHOP TRAINING OF TRAINERS

**DATE :** April 12, 2016



Anent to the National Training of Trainers on ICT held on December 08-09, 2015 at Mabitac, Laguna conducted by the Department of Education – Information and Communications Technology Service, Region IV-A CALABARZON thru the help of ICT Unit will also conduct a series of trainings for its divisions and schools.

The training/workshop aims to equip the Information Technology Coordinators the necessary skills and knowledge that will help them introduce and formulate digital development plan in their own respective schools.

The following are the objectives of this training/workshop:

1. To assist the level of ICT Proficiency in their respective Divisions and Schools
2. ITO's and ICT Coordinators will formulate a one year plan for ICT Literacy Program
3. To come up with monitoring and evaluation approaches on the LAC Session to be conducted by the School's ICT Coordinators

Please submit the available date of your preferred schedule of the training/workshop not later than April 22, 2016.

For strict compliance.

ICTU/rmv



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Republic of the Philippines  
Department of Education

2015-022224

Tanggapan ng Pangalawang Kalihim  
Office of the Undersecretary

MEMORANDUM

**TO :** DEPED ARMM 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:

<b>Date</b>	<b>Cluster</b>	<b>Regions</b>	<b>Venue (details to be announced)</b>
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](mailto:christina.dulce@deped.gov.ph).