



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
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**DIVISION MEMORANDUM**

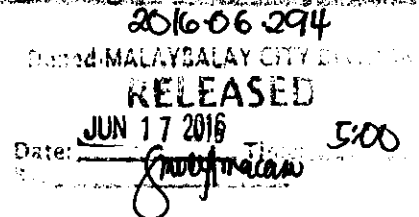
No. 307 s. 2016

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ELEMENTARY AND SECONDARY SCHOOL ICT COORDINATORS**  
This Division

From : **EDILBERTO Y. OPLENARIA, CESO VI**  
\* OIC, Schools Division Superintendent

Date : June 17, 2016

Re : **ICT LITERACY WORKSHOP FOR SCHOOL ICT COORDINATORS**



1. In line with the Division ICT Plan Objectives and Division Strategic Program particularly "ICT4Ed", this Office will conduct a 3-day live-in ICT Literacy Workshop for School ICT Coordinators on **July 5-7, 2016** at Loiza's Pavilion, Casisang, Malaybalay City. The program will begin at exactly 8:00AM of the first day and end at 4:00PM of the third day.
2. The following are the objectives for the 3-day workshop:
  - Prepare teachers to become users of various ICT tools to help both the students and themselves benefit from the technology,
  - Build on the skills in using ICT to perform job roles related to teaching and administrative functions,
  - Train the School ICT Coordinators on the content, program and delivery method of the ICT Literacy Training Workshop for school level cascading,
  - Equip the School ICT Coordinators on the use of software in the DCP for teaching and learning, and
  - Train the School ICT Coordinators in their various roles in supporting DepEd Information Systems
3. The participants to this activity are the School ICT Coordinators of all public elementary and secondary schools. Further, the participants are required to bring the following:
  - a. Laptop
  - b. Internet broadband
  - c. Extension Wire

4. The School ICT Coordinators are required to register at <http://deped.in/ICTLiteracyWorkshop> on or before **June 23, 2016 12 midnight**. This will be used as basis for room reservation so compliance is expected from all schools.
5. Please be informed also that all School Heads are required to attend the ICT Literacy workshop on the last day (July 7, 2016) of the activity.
6. Transportation and other related expenses of the participants shall be charged against local Fund/School MOOE while board and lodging, meals, snacks, and training materials shall be charged to ICT Literacy Fund subject to the existing accounting and auditing policies, rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

Encl.:

As stated

Copy Furnished:

Records Unit

ICT Unit

TO BE POSTED IN THE WEBSITE