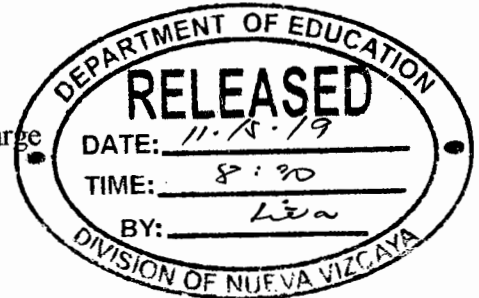


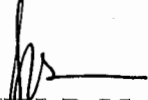


**DIVISION MEMORANDUM**

No: 273 s., 2019

To: Assistant Schools Division Superintendent  
 Chiefs, SGOD and CID  
 Public Schools District Supervisors/District In-Charge  
 Public Elementary and Secondary School Heads  
 All others concerned



From:  **RACHEL R. LLANA, PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Date: November 14, 2019

Subject: ICT LITERACY TRAINING WORKSHOP ON ADVANCED OFFICE AND MULTIMEDIA SYSTEMS AND COMPUTER TROUBLESHOOTING CUM ORIENTATION ON THE DCP BATCH 35, 36, 40 TO 44

1. Anchored to the principles of continual improvement, the Information and Communications Technology Unit of the Schools Division Office will conduct a three (3) days seminar workshop entitled “ICT LITERACY TRAINING WORKSHOP ON ADVANCED OFFICE AND MULTIMEDIA SYSTEMS, COMPUTER TROUBLESHOOTING CUM ORIENTATION ON THE DCP BACTH 35, 36, 40 TO 44” to be conducted at Bagabag Teacher’s Camp, Bagabag, Nueva Vizcaya on November 27-29, 2019 at 8:00 AM to empower\* the recipients of DCP in maximizing the use of the newly delivered computer packages and to improve the teaching-learning process and governance.
2. At the end of the program, the participants shall have been:
  - a. oriented on the proper use of technology particularly the DCP as contributor to the agency’s thrusts and directions
  - b. explored innovative tools in teaching-learning processes and governance
  - c. acquired skills in processing difference multimedia systems
  - d. able to construct ICT-based innovation proposals
  - e. able to perform basic computer troubleshooting and conduct of preventive maintenance
  - f. provided knowledge with the latest technology updates
3. Participants in the orientation and training-workshop are the DCP ICT Coordinators of the Secondary, Elementary and selected non-teaching personnel in SDO (*newly hired and with ICT needs based on IPCR 2018*).

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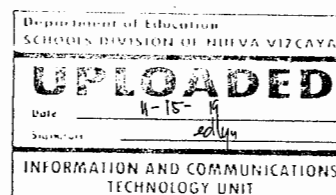


The breakdown are as follows:

<i>Schools</i>	<i>No of Participant/s</i>
1. All Secondary Schools	47
2. All Elementary Schools	332
3. Selected SDO Employees	21
<b>TOTAL</b>	<b>400</b>

Participants shall bring the following:

- a. Laptop with Windows operating system (Preferably high-end)
  - b. Extension cords and Internet modem
4. Participants are directed to register on the link <http://deped.in/Vpg1mHb> on or before November 20, 2019. Pax for the accommodation of stay-in participants are limited to seventy five (75) only.
  5. The Program management team shall have complete staff work meeting on November 21, 2019, 1:30 PM at SDO conference hall, Bayombong, to finalize the activity plans for the conduct of the said training-workshop. Selected ICT Trainers/Facilitators are also advised to conduct an ocular visit at Bagabag Teachers Camp on November 26, 2019, 2:00 PM to verify the preparedness of training venues.
  6. Meals (*Lunch*), Snacks, training venue and accommodations of stay-in participants shall be charged to “DCP Package Orientation Fund for DCP Recipients Batches 35 to 36 and 40 to 44” while transportation allowances shall be charged to local funds subject to usual accounting and auditing rules and regulations.
  7. For information, guidance and compliance.



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Attachment A. Division Memorandum No: \_\_\_\_\_ s 2019.

**LIST OF SDO PARTICIPANTS ON THE CONDUCT OF ICT LITERACY TRAINING WORKSHOP.**

Reference: *IPCRF 2018 – Part IV (Development Plans)*

Name	Position	Office
1. Geepee Kelsey Vidad	PDO – I	SGOD
2. Jayson C. Balut	Administrative Aide VI	ASDS Office
3. Marilou Mendoza	Administrative Assistant III	SDS Office
4. Herbert P. Mangabat	Administrative Assistant III	AO Unit
5. Mary Ann A. Marquez	Administrative Assistant III	HRM Section
6. Jessa M. Valido	Administrative Assistant III	HRM Section
7. Alona T. De Leon	Administrative Assistant III	HRM Section
8. Olivia C. Sta. Ines	Administrative Assistant III	HRM Section
9. Razel R. Navarette	Administrative Officer IV	Records Section
10. Adelwisa D. Obaña	Administrative Officer IV	Cashier Section
11. Deogracias V. Valencia III	Administrative Assistant III	Cashier Section
12. Rosula M. Balberan	Administrative Assistant III	Cashier Section
13. Ritzelle G. Acoba	Administrative Assistant III	Supply Section
14. Darel L. De Guzman	Administrative Assistant II	CID
15. Maricel U. Bata	Administrative Assistant II	CID
16. Emily Praxedes Melad	Administrative Assistant III	SGOD

**Newly Hired SDO Employees**

Name	Position	Office
17. Arwin J. Sonday	Administrative Aide VI	ASDS Office
18. Sarah N. Razon	Administrative Aide IV	Planning and Research
19. Karen Leen Dela Cruz	Administrative Assistant II	Accounting Unit
20. Christina C. Afalla	Administrative Aide IV	CID
21. Jeremy T. Fronda	Administrative Aide VI	HRM Section

**PROGRAM MANAGEMENT TEAM**

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Romulo S. Ancheta, PhD.    | Chief, SGOD                      |
| 2. Evelyn V. Ramos            | Chief, CID                       |
| 3. Noli Mar M. Navarro        | SEPS – SMME                      |
| 4. Emerson B. Balut, CPA      | Accountant III                   |
| 5. Jeasel J. Alayu            | Budget Officer                   |
| 6. Pink Euria L. Montano      | Information Technology Officer I |
| 7. Maricel S. Franco, PhD.    | EPS, Science                     |
| 8. Orlando D. Vicente, PhD.   | EPS, TLE                         |
| 9. Rommel S. De Gracia, PhD.  | SEPS, Planning and Research      |
| 10. Marianne C. Eugenio, PhD. | SEPS HRDD                        |
| 11. Gerome R. Rogel           | ADAS III, OIC, EPS-II            |

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### ***ICT Trainers***

- |                                |   |
|--------------------------------|---|
| 12. Dexter L. Patricio         | School Head, Bambang District, LIFT               |
| 13. Leonard Francis T. Jasmin  | ICT Coordinator, Solano I District, LIFT          |
| 14. Jayson Velasco             | ICT Coordinator, Dupax Del Sur, NHS, LIFT         |
| 15. Marie Joy C. Reyes         | Quezon National High School, LIFT                 |
| 16. Danilo Reyes               | ICT Coordinator, Quezon National High School      |
| 17. Francis Ramos              | ICT Coordinator, Aritao District                  |
| 18. Edlyn M. Wakit             | Administrative Assistant III                      |
| 19. Clydine L. Argueza         | Administrative Aide IV                            |
| 20. Anthony Romulo Fernandez   | Bagabag NHS, CSS NC II                            |
| 21. Zenaida Tacadena           | Solano HS, CSS NC II                              |
| 22. Stevence Pabion            | Aritao NHS, CSS NC II                             |
| 23. Kathleen Kaye Laguerta     | Solano High School                                |
| 24. Nico Neil Fariñas          | Bintawan NHS, CSS NC II, Technical Drafting NC II |
| 25. Jastine Gerald T. Descalzo | Sta. Clara NGS, CSS NC II                         |