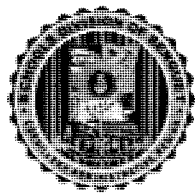




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF BENGUET  
 Wangal, La Trinidad, Benguet 2601



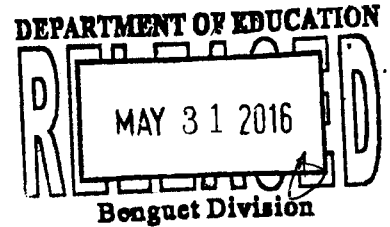
Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;  
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**DIVISION MEMORANDUM**

No. **092c.2016**

DATE: May 25, 2016

TO: All Public Schools District Supervisors  
 All Coordinating School Principals  
 All Elementary & Secondary School Heads  
 All ALS, Elementary and Secondary School ICT Coordinators



FROM: **FEDERICO P. MARTIN, Ed.D., CESO III**  
 Schools Division Superintendent

SUBJECT: **Division ICT Literacy Skills Development Workshop Cluster Training of Trainers**

1. Pursuant to the unnumbered DepED Memorandum signed by USEC REYNALDO D. LAGUDA, Undersecretary for Administrative and Finance, the Schools Division of Benguet will conduct a live-in Workshop Training on the ICT Literacy Skills Development Workshop cluster Training of Trainers for school ICT coordinators for Districts and Secondary schools to be held at NEAP-R Hall, DepED CAR RO compound.
2. In this regard, the ICT Literacy Skills Development Workshop Training aims to target the following objectives:
  - To train the ICT Coordinators on the content, program and delivery method of the ICT Literacy Skills Development Workshop Training to their co-teachers, peers and students.
  - To equip the ICT Coordinators in coaching & training their co-teachers or peers on the utilization of the DepED Computerization Program (DCP) packages for teaching and learning and their various roles in supporting DepED Information System.

3. The participants to the workshop and cluster training dates are as follows:

Cluster 1		Cluster 2		Cluster 3		Cluster 4		Cluster 5	
June 29 to July 1, 2016		July 6-8, 2016		July 13-15, 2016		July 20-22, 2016		July 27-29, 2016	
Scope	#	Scope	#	Scope	#	Scope	#	Scope	#
• 1 Secondary School ICT Coordinator	56	1 school ICT coordinator per elementary school		1 school ICT coordinator per elementary school		1 school ICT coordinator per elementary school		1 school ICT coordinator per elementary school	
- 2 pax for BeNHS, Alejo MPMNHS & Mankayan NHS only	6	• Buguias	43	• Bakun	29	• Itogon I	20	• Kapangan	27
• 2 ALS ICT Coordinator per district	28	• Mankayan	35	• Bokod	38	• Itogon II	19	• Kibungan	24
		• Atok	22	• Tuba	32	• Kabayan	22	• La Trinidad	23
						• Sablan	14		
						• Tublay	19		
<b>TOTAL</b>	<b>100</b>		<b>100</b>		<b>99</b>		<b>94</b>		<b>74</b>

**\*\* The number of participant(s) per scope is strictly enforced.**

4. Public schools district supervisor, coordinating principals and school heads are advised to submit the names of participants from their respective districts/schools to the SDO Benguet-ICT Unit on or before **June 13, 2016** using the attached list (see Enclosure No.1).

5. Participants are required to bring their own laptops, extension cords, wireless internet connection (Smart Bro, Globe Tattoo, Pocket Wifi...etc.) and writing materials. It is also advised that their laptops Operating System is up-to-date and should be installed with at least MS Office 2013 or higher.
6. The program will begin at exactly 8:00am of the first day and end at 5:00pm of the last day. Participants are not allowed to leave before the program ends.
7. Accommodations will be available on the first day of the workshop until the afternoon on the last day of the workshop. Meanwhile meals will be provided beginning on the breakfast of the first day of the workshop until PM snack on the last day of the workshop. These including training materials will be charged against HRTD funds (ICT Literacy fund) subject to usual accounting and auditing rules and regulations. While participant's transportation, other meals and/or other incidental expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
8. For clarification or inquiries you may contact Mr. Eric S. Wanson through (074) 422 6570 or e-mail us at [eric.wanson@deped.gov.ph](mailto:eric.wanson@deped.gov.ph) or [sdobenguet.ict@gmail.com](mailto:sdobenguet.ict@gmail.com)

