

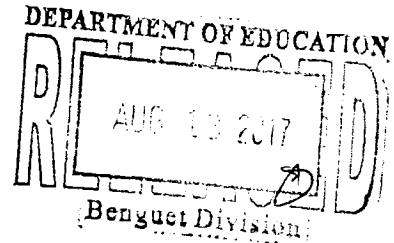


Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
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DIVISION MEMORANDUM

No. 171 S. 2017



TO: Chief Education Supervisor – CID
Education Program Supervisor-ALS
Public School District Supervisors/Coordinating Principals
Principals of Schools with BPOSA
Education Program Specialist-II ALS
Alternative Learning System (ALS) Field Implementers
This Division

FROM: *Marie Carolyn B. Verano*
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

DATE: August 14, 2017

SUBJECT: **ICT Training-Workshop for Alternative Learning System (ALS) Implementers**

1. The ICT Training-Workshop for ALS Implementers is scheduled September 5-7, 2017 Tuesday-Thursday, 8:00 AM to 5:00 PM at the 3rd floor Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet.
2. The Training-Workshop aims to address the developmental needs of ALS implementers on enhancement of ICT skills specifically on the:
 - a. operations and manipulations of the MS Office using MS Word, MS Excel, MS Publisher, and MS PowerPoint;
 - b. preparation of the interactive teaching aids and informative advocacy materials; and
 - c. goggle applications which includes DepEd email, eHRIS, and LRMS application/completion.
3. Participants of this training-workshop are the following; 2 LVs, 2 BP-OSA IMs, 12 DALSCs, 2 LGU paid LFs, 18 ALS MTs, 1 Guidance Counselor, 2 ICT Personnel, 2 SGOD-M&E personnel, 2 EPS-II (ALS), EPS-ALS, & 1 CID personnel.
4. Participants are required to bring their own laptops, extension cords, wireless internet connection (Smart Bro, Globe Tattoo, Pocket Wi-Fi... etc.) and writing materials. It is also advised that their laptop's Operating System is up-to-date and should be installed with at least **MS Office 2013 version or higher** prior to the Training-Workshop.
5. Lunches and snacks shall be borne by the SDO-Benguet. However, transportation and related expenses to the above mentioned activity shall be charged against local/school MOOE funds or other funds available subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and widest dissemination of all concerned.