



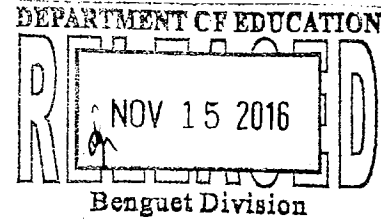
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



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November 14, 2016

DIVISION MEMORANDUM
No. 221s. 2016



TO: All PSDS and Coordinating Principal
All School Heads
All Concerned

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

SUBJECT: **ICT Literacy Skills Development Hands-on Training for School Heads**

1. As part of the ICT professional development, this office will be conducting a Hands-on training for **School Heads on a limited number of participants (200pax) and on a first come first serve basis**. The schedule for the ICT Literacy Skills Development Training on the following dates will be held at Adivay Hall, SDO Benguet, Wangal, La Trinidad, Benguet:
 - a. Cluster 3 January 25-27, 2017
 - b. Cluster 4 February 1-3, 2017
 - c. Cluster 5 February 8-10, 2017
 - d. Cluster 6 February 15-17, 2017
 - e. Cluster 7 February 22-24, 2017
2. Interested participants shall accomplish the ICT skills survey form at **<http://depd.in/ictskills4sh>**, participants should log-in to their DepEd email address to be able to access the survey site provided.
3. The training aims to address one of the developmental needs identified by school heads in their IPDP which is on enhancement of ICT skills; specifically, on:
 - d. skills in using MS Word, MS Excel & MS Publisher;
 - e. skills in utilizing google applications; and
 - f. skills in digital graphics design using Adobe Photoshop.
4. The number of participants per cluster shall be limited to 40 pax, a follow up advisory will be released for the list of names per cluster.
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 version 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. Food and training materials of participants shall be charged against HRTD funds (ICT Literacy Fund) subject to usual accounting and auditing rules and regulations.
8. For information, guidance and dissemination.