



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

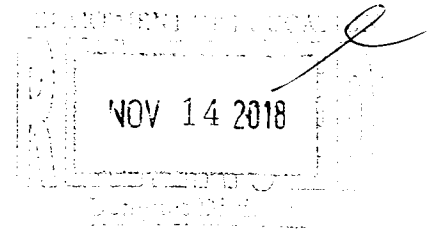


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**DIVISION MEMORANDUM**

No. 295 S. 2018

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



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

DATE: November 14, 2018

SUBJECT: **Training-Workshop for ALS Implementers on Digital Literacy (ALS ICT)**

1. The Training-Workshop (live out) for ALS Implementers on Digital Literacy (ALS ICT) is scheduled November 19-22, 2018 Monday-Thursday, 8:00 AM to 5:00 PM at the No. 55 Bokawkan Road, Baguio City.
2. The Training-Workshop aims to enhance the knowledge and skills of ALS implementers on ICT specifically on the:
  - a. application of Camtasia, InDesign, and PowerPoint using office mix;
  - b. preparation of the interactive teaching aids and informative advocacy materials using the above stated applications; and
  - c. preparation of session guides/daily lesson log (DLL) on Digital Literacy (LS 6).
3. Number of Participants are expected to be participate in this training-workshop are 22 ALS MTs, 13 DALSCs, 1 BPOSA Manager, 6 DepEd Procured Literacy Volunteers, 5 MSB Facilitators, 1 EPS-ALS, 1 EPS-II (ALS), 1 SDO Monitor, and 3 Resource Speaker.
4. Participants are required to bring their own laptops, extension cords, wireless internet connection/s (Smart Bro, Globe Tattoo, Pocket Wi-Fi... etc.). 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. Enclosures to this memo are the Training-Workshop Matrix and the List of participants/resource persons/monitor/facilitators.
7. For information, guidance and widest dissemination of all concerned.

Encls.  
As stated

**List of Participants/Facilitator/Monitor/ Resource Person**

No.	Name	Designation	District	No.	Name	Designation	District
<b>A. Participants</b>							
1.	Nieves C. Atiw	ALS MT	Atok	32.	Arlene C. Selec	ALS MT	La Trinidad
2.	Eldie S. Pacio	DALSC	Atok	33.	Michael B. Tamiray	DALSC	La Trinidad
3.	Viola O. Yabnes	ALS MT (New)	Atok	34.	Michel John C. Socte	ALS MT (New)	La Trinidad
4.	Gema A. Ognaden	ALS MT (Substitute)	Bakun	35.	Ruthie C. Cabangcala	ALS MT	Mankayan
5.	Elsie B. Akistoy	DALSC	Bakun	36.	Eric P. Sabado	DALSC	Mankayan
6.	Aurea C. Ignacio	DALSC	Bokod	37.	Roden B. Lingyasan	ALS MT (New)	Mankayan
7.	Hermenia G. Sapdit	DP LV	Bokod	38.	Fabiola M. Binay-an	ALS MT	Sablan
8.	Jesyl I. Gundran	DP LV	Bokod	39.	Loida L. Carame	DALSC	Sablan
9.	Zenaida W. Marcelo	DP LV	Bokod	40.	Meriam K. Cadiay	DALSC	Tuba
10.	Clarissa J. Panas	MSB Facilitator	Bokod	41.	Jelina Runas	ALS MT	Tuba
11.	Rachelle G. Cadpino	MSB Facilitator	Bokod	42.	Mary Ann L. Coyupan	ALS MT (New)	Tuba
12.	Rhealyn S. Julian	MSB Facilitator	Bokod	43.	Lenie D. Quinomis	DP LV	Tuba
13.	Elvie O. Samson	MSB Facilitator	Bokod	44.	Eleanor C. Dig-d	ALS MT	Tublay
14.	Zwayna S. Sano	MSB Facilitator	Bokod	45.	Raminton V. Sholin	ALS MT (New)	Tublay
15.	Dinafe Galasgas	ALS MT (Substitute)	Bokod	46.	Myrtle A. Pasiwen	DALSC	Tublay
16.	Janelyn C. Tomin	ALS MT	Buguias	47.	Ingrid Odiong	BPOSA Manager	La Trinidad
17.	Gloria T. Liwayan	DALSC	Buguias	<b>B. Facilitator/Monitor</b>			
18.	May Grail P. Aliga	DALSC	Buguias				
19.	Ofelia M. Colyong	ALS MT	Itogon I	48.	Rose N. Anapen	EPS-II (ALS)	SDO
20.	Sonny L. Semino	DALSC	Itogon I	49.	Tito C. Bestre	EPS-ALS	SDO
21.	Hazel D. Palangdan	ALS MT (New)	Itogon I	50.	SDO SGOD- SME/Personnel		SDO
22.	Elimar A. Piseo	DP LV	Itogon I	<b>C. Resource Speaker</b>			
23.	Elizabeth T. Longawe	ALS MT	Itogon II	51.	Anna Fe C. Anton	ADAS II	SDO
24.	Lucille Besitan	ALS MT (Substitute)	Itogon II	52.	Imelda Ispiritu	ICT Teacher	BeNHS
25.	Miniam M. Corpuz	DALSC	Itogon II	53.	Eric S. Wanson	ITO	SDO
26.	Ceasar A. Medon	ALS MT	Kabayan				
27.	Silverio Jr. A. Pilo	ALS MT (New)	Kabayan				
28.	Jebby Mae L. Bongloy	DP LV	Kabayan				
29.	Allan V. Satiago	ALS MT	Kapangan				
30.	Sario M. Tibangay	ALS MT	Kapangan				
31.	Ramona S. Juan	DALSC	Kapangan				

(Enclosure No. 2 to the Division Memo No. 295 S. 2018)

**TRAINING MATRIX**  
**TRAINING-WORKSHOP FOR ALS IMPLEMENTERS ON DIGITAL LITERACY**  
 (November 19-22, 2018)

<b>TIME</b>	<b>Day 1 (Nov. 19, 2018)</b>	<b>Day 2 (Nov. 20, 2018)</b>	<b>Day 3 (November 21, 2018)</b>	<b>Day 4 (November 22, 2018)</b>
8:00 AM-8:30 AM	<b>Registration</b>	<b>MOL (Participants)</b>	<b>MOL (Participants)</b>	<b>MOL (Participants)</b>
8:31 AM-9:00 AM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Opening Prayer</li> <li>• Benguet Hymn</li> <li>• Presentation of Participants</li> <li>• Welcome remarks/Message</li> </ul>	Developing teaching aid/material/program thru Camtasia applications	<ul style="list-style-type: none"> <li>• Daily Lesson Log Preparation               <ul style="list-style-type: none"> <li>• Importance</li> <li>• Parts</li> <li>• Preparation of DLL</li> <li>• Presentation of sample (topic-InDesign)</li> </ul> </li> </ul>	Presentation of Outputs
9:01 AM-10:00 AM	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Workshop Objectives</li> </ul>			
10:01 AM-10:15 AM	<b>Health Break</b>	<b>Health Break</b>	<b>Health Break</b>	<b>Health Break</b>
10:16 AM-12:00 NN	Developing teaching aid/material/program thru PowerPoint using Office Mix	Application/Hands-on	Application/Workshop on DLL Preparation (Select topic on Learning Strand 6 – to be submitted as one output.	Presentation of Outputs
12:01 NN-12:59 NN	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
1:00 PM-3:00 PM	Application/Hands-on	Hands-on/Workshop	Creation of learning materials/advocacy materials using InDesign	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Submission of outputs</li> </ul>
3:01 PM-3:20 PM	<b>Health Break</b>	<b>Health Break</b>	<b>Health Break</b>	<b>LUNCH</b>
3:21-5:00 PM	Hands-on /Workshop	Hands-on /Workshop	Hands-on/workshop -Development of learning materials of advocacy materials using InDesign.	<ul style="list-style-type: none"> <li>• <b>Closing Program</b></li> <li>• <b>Home Sweet Home</b></li> </ul>
5:01 PM-5:05 PM	<b>Closing prayer</b>	<b>Closing prayer</b>	<b>Closing prayer</b>	
	All unfinished outputs shall serve as assignment			