



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



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December 12, 2017

**DIVISION MEMORANDUM**

No. 229, s. 2017

TO: SGOD & CID Chiefs  
 Public Schools District Supervisors/District in-Charge  
 Elementary School Heads/TICs  
 Elementary Teachers  
 All concerned

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

DEC 15 2017

SUBJECT: **Division ICT Literacy Capability Building Training of Trainor's for Elementary**

1. The Schools Division Office will be conducting the ICT Capability Training of Trainor's for Elementary in a series of activities and clustered training.
2. The objectives of the said workshop are the following:
  - a. create and orient a district ICT team on their roles and responsibilities;
  - b. update participants on the education technology tools to use in the classroom;
  - c. show case of offline ed-tech tools;
  - d. equip ICT team on the proper delivery of ICT LAC; and
  - e. educate participants in understanding what students/children should know about the norms of appropriate and responsible technology use, through the Digital Citizenship Advocacy.

3. The identified participants (see enclosure 1) schedule for the clustered training are as follows:

Date	Cluster	District/Schools	Participants/District	Venue
January 10-12, 2018	1	Atok, Buguias, Itogon I, Kabayan, Kapangan, Tuba, Mankayan	1 district ICT coordinator 1 Elementary School head 3 School ICT coordinator	TBA
January 17-19, 2018	2	Bakun, Itogon II, La Trinidad, Bokod, Sablan, Tublay, Kibungan	1 district ICT coordinator 1 Elementary School head 3 School ICT coordinator	TBA
January 24-26, 2018	3	All Elementary Teachers in need of ICT Training from all districts based on HRD records	Teachers in need of ICT Training based on HRD records	TBA

4. The participants are required to bring their own laptops, extension cords and wireless internet device. In addition, their laptops Operating System must be updated, in A-one condition and installed with at least MS Office 2013 version or higher.
5. It is highly recommended that participant's laptops with technical issues be brought to the ICTU office two weeks before the training proper to address such technical issues.
6. The travel papers should be prepared by each participants following the polices and guidelines stated in SDO Memo No. 323, s. 2017 and DepEd CAR RM No. 409, s. 2017.
7. The SDO will shoulder the meals and snacks charged against the HRD Grade 6 fund while participant's transportation and incidental expenditures will be charged against their local MOOE subject to the usual accounting and auditing rules and regulations.
8. For information, compliance, guidance and wide dissemination.

**CLUSTER I**

**District of Atok**

- 1 Julie M. Albo
- 2 Asunta D. Mayos
- 3 Jessica L. Gaviz
- 4 Jessica A. Langtiwan
- 5 Jusally T. Olpindo

**District of Buguias**

- 1 Jocelyn S. Pilas
- 2 Saturnina Bacasen
- 3 Melbeth T. Sabyat
- 4 Cherry Bacasen
- 5 Agusta Batonan

**District of Itogon I**

- 1 Dante D. Romillo
- 2 Marilyn A. Tolbe
- 3 Melanie An Napeek
- 4 Delina T. Akit
- 5 Francisca M. Olsim

**District of Kabayan**

- 1 Wilber G. Gondales
- 2 Jenneth M. Bastian
- 3 Shanalyn S. Waclin
- 4 Lorenza L. Tubal
- 5 Pacito C. Cosinte

**District of Kapangan**

- 1 Francisco M. Contero
- 2 Rinan C. Bruno
- 3 Amil D. Baguilat
- 4 Manuel C. Martin
- 5 Evelina L. Balangacod

**District of Tuba**

- 1 Remy N. Dum-ao
- 2 Rejane A. Leo
- 3 Cherrylou A. Cocoy
- 4 Lani M. Bilalay
- 5 Leny Grace G. Betudio

**District of Mankayan**

- 1 Noreen T. Espenocilla
- 2 Juliet P. Daganos
- 3 Eleuterio D. Taegan
- 4 Nelson B. Bang-as
- 5 Lesley Faith D. Cadaweng

**CLUSTER II**

**District of Bakun**

- 1 Melchor B. Bacasen
- 2 Ronald C. Sacyat
- 3 Oliver P. Ngiwas
- 4 Sajalyn D. Labinio
- 5 Emma T. Dukipen

**District of Itogon II**

- 1 Emelda G. Amancio
- 2 Sheila K. Wakit
- 3 Ruth S. Quirimit
- 4 Adler G. Salicquio
- 5 Rochelle Ann H. Wakit

**District of La Trinidad**

- 1 Franklyn B. Fianza
- 2 Nancy C. Rosado
- 3 Pawid T. Agwasil
- 4 Judy Ann K. Bolayo
- 5 Keziahlyn Polquiso

**District of Bokod**

- 1 Lydia P. Bisaya
- 2 Requita S. Kiwalan
- 3 Eden Grace A. Balagsa
- 4 Aileen D. Sabino
- 5 Hayette C. Pontino

**District of Kibungan**

- 1 Dorotheo B. Cadley
- 2 Concepcion O. Dayagan
- 3 Jona A. Bandiwan
- 4 Liza C. Alibio
- 5 Celran A. Dayso

**District of Sablan**

- 1 Loida L. Carame
- 2 Gina D. Panagan
- 3 Jessica B. Gacusan
- 4 Geneve G. Ganiban
- 5 Graziella M. Argate

**District of Tublay**

- 1 Glory L. Arciso
- 2 Angelita A. Laoyan
- 3 Elaine E. Besitan
- 4 Anunciata A. Poad
- 5 Lorna S. Domingo

**CLUSTER III**

**Participants**

- 1 Soledad W. Lucio
- 2 Florenda B. Butag
- 3 Eleno L. Sacliten
- 4 Leticia L. Silmaro
- 5 Mary Ann M. Tino
- 6 Margarita F. Lictag
- 7 Carmelita C. Bayangan
- 8 Florence B. Beliano
- 9 Graziella S. Budikey
- 10 Bernalyn S. Palgue
- 11 Marlyn D. Corpuz
- 12 Remedios H. Carpio
- 13 Lydia M. Guiad
- 14 Vivian D. Pacio
- 15 Eunice B. Gayudan
- 16 Angelita Selmo
- 17 Jovena B. Tabaoec
- 18 Grace B. Bilog
- 19 Leonie L. Pingkisan
- 20 Susan B. Bangco-og

**Participants**

- 21 Daisy A. Juan
- 22 Nida U. Urmin
- 23 Mercedes S. Catacutan
- 24 Corazon A. Juan
- 25 Jonathan C. Lagan
- 26 Jun Vicente B. Humiwat
- 27 Arsenia C. Pacio
- 28 Onofre B. Dctaan
- 29 Julia A. Copero
- 30 Jovelyn L. Nabus
- 31 Marylyne M. Cayat
- 32 Gema C. Ladrillo
- 33 Edith C. Cois
- 34 Rosenda T. Garces
- 35 Ruvelyn O. Martinez
- 36 Myrna R. Culbengan
- 37 Larry D. Camsit
- 38 Joy M. Malafu
- 39 Romeo P. Amboy
- 40 Nelly B. Agyao