Office of the Superintendent
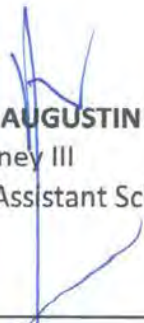**Division Memorandum No. 317 S. 2016**

OCT 1 0 2016

RELEASED

ICT Literacy Skills Development Training of Trainers and DepEd Computerization Program (DCP) Orientation Workshop

TO: Elementary and Secondary School Heads
All ICT Coordinators
Concerned Personnel

1. The Division Office will be conducting the ICT Literacy Skills Development Training of Trainers and DepEd Computerization (DCP) Orientation Workshop on October 12-13, 2016 (Day 1 and 2) at DBP Training Complex, Romulo Drive, Baguio City and October 14-15, 2016 (Day 3 and 4) at DepEd Baguio City Division Office Conference Hall at 8:00 AM-5:00PM.

2. The training aims to:

    - To equip the school ICT coordinators on the use of their DCP package for teaching and learning, their role in supporting and implementing the DepEd ICT framework and plans for ICT integration in their schools.
    - Participants to impart the appropriate use and/or access of technology that can contribute to the Agency's thrusts and direction;
    - Trainees appreciate the importance of ICT in teaching-learning process; and
    - To curb teachers' illiteracy on ICT, upgrade and re-tool their knowledge for them to be able to cope-up with the fast growth of technology.

3. Participants are expected to be at the venue on time to be able to participate in all the undertakings and not to miss relevant matters on the agenda. Participants are also requested to bring their own laptop, extension cord and 3-year ICT plan.

4. Participants will be entitled for one (1) day service credit and for the nonteaching personnel will have one (1) day compensatory overtime credit for the service rendered on October 15, 2016 which is a Saturday.

5. Please see attached enclosure for the list of participants

6. Immediate dissemination and compliance to this Memorandum is desired.

Atty. AUGUSTIN P. LABAN III
Attorney III
OIC- Assistant Schools Division Superintendent

List of Participants

School	Name of Participants	
Adiwang Elementary School	Luther Prime Melecio	1.
Aguinaldo Elementary School	Eloisa Grace E. Acodesin	2.
Baguio Central school	Nixon C. Elahe	3.
	2 ICT Literate Teachers	4.
Dominican-Mirador Elementary School	Warren I. Ngayawon	5.
Dontogan Elementary School	Elena B. Egangan	6.
Josefa Cariño Elementary School	Grace E. Tuzon	7.
	1 ICT Literate Teacher	8.
Pacday Quinio Elementary School	Julian J. Alcabedos Jr.	9.
Quezon Hill Elementary School	ODESSA L. PUKIAS	10.
Elpidio R. Quirino Elementary School	Emmanuel B. Caranto	11.
San Carlos Heights Elementary School	Dennis de los Santos	12.
San Luis Elementary School	Chadrey T. Madume	13.
Sto. Tomas Elementary School	Arlito Gawaban Pecay	14.
Alfonso Tabora ES	Liza Lee S. Gawisan	15.
Bonifacio Elementary school	Lourdes Colingan	16.
Lucban Elementary school	Victor Sotelo Jr.	17.
	2 ICT Literate Teacher	18.
Magsaysay Elementary School	Samuel D. Lachica	19.
Pinget Elementary School	Crisanta Ueda	20.
Pinsao Elementary School	Siara Y. Sacyat	21.
Quirino Hill ES	Marvin Victoriano	22.
Don Mariano Marcos Elementary School	Mervin G. Oliva	23.
Dona Aurora Elementary School	Isidro Llaneta	24.
Doña Nicasia Puyat ES	Rommel L. Manzano	25.
Gibraltar Elementary School	Arturo D. Del Rosario Jr	26.
Apolinario Mabini ES	Bryan Pascua	27.
	1 ICT Literate Teacher	28.
Rizal Elementary School	Junar Mandiit Diguel	29.
Bakakeng Elementary School	Angel L. Managdag Jr.	30.
Camp 7 Elementary School	Marcelo B. Demeterio	31.
Crystal Cave Elementary School	Brigette M. Chalmas	32.
Dona Aurora H. Bueno Elementary School	Dahina A. Cayabas	33.
Fort del Pilar Elementary School	Lilibeth Abrenica Canilang	34.
Happy Hollow Elementary School	Willard John D. Mayocyoc	35.
Jose P. Laurel Elementary School	Menardo M. Balatico	36.
Lindawan Elementary School	Sheryl A.Corpuz	37.
Loakan Elementary School	JOHNNY C. CARCIDO Jr.	38.
Manuel L. Quezon Elementary School	MARK M. CAGAOAN	39.
Manuel A. Roxas Elementary School	Benilyn J. Domanog	40.
San Vicente Elementary School	Annabelle L. Matat-en	41.
SPED Center (FL)	Jefferson Y. Bal-iyang	42.
Kias Elementary School	Hiddy D.Navarro	43.
Baguio Country Club Village PS	Eva Jackie Lou S. Lackias	44.
Srpinghills Elementary School	Melvin Dogaong	45.
Brookspoint Elementary School	Jeremy A. Juantala	46.
Irisan Elementary School	Jordan O. Niwane	47.
Fairview Elementary School	Elizabeth B. Alberto	48.
Holy Ghost Extension ES	Mark Anthony A. Garcia	49.

Baguio City National High School - Main	Warren Ambat	50.
	Dean Carreon	51.
	Jennifer Pinlac	52.
	Flor Poncio	53.
	Christopher Danglose	54.
	Joseph Jamisola	55.
	Eva Layagan	56.
	Rowena Garcia	57.
	Sherwin Fernando	58.
	Bosom Cotde	59.
	Manuel Bandoc, Jr.	60.
BCNHS- Fort del Pilar Annex	SIMEON PONGTAN	61.
Happy Hallow National High School	Francisco Addamo Wangag Jr.	62.
Irisan National High School	Amherstya Djoanna Diaz	63.
Pines City National High School - Main	ICT Coordinator	64.
	Jeany C. Dupo	65.
	2 ICT Literate Teachers	66.
		67.
Guisad Valley National High School	Marlon A. Leocadio	68.
Magsaysay National High School	Jeffrey Mejia	69.
Joaquin Smith National High School	Ryan Astudillo	70.
Pinsao National High School	Brainly L.Mangatam	71.
Pinget National High School	Joey T. Simeon	72.
Dona Aurora National High School	Mylene A. Decoran	73.
San Vicente National High School	Ella Mae G. Cortez	74.
Bakakeng National High School	Adoniram Douglash Basingan	75.
Lindawan National High School	Lyneth Clemente	76.
Santo Tomas National High School	Bing Ignacio Apac-guid	77.
Rizal National High School	Agustin H. Bautista	78.
Dominican- Mirador National High School	Frankie Dulatre Englan, Jr.	79.
Quezon Hill National High School	Gey-steve Fanicher Ana-ao	80.
	1 ICT Literate Teacher	81.
Mil-an National High School	Denis M. Ariola	82.
BCNHS, Hillside Ext.	Davina Gracia L. Fortunato	83.
Roxas National High School	Junar Reyes	84.
	Ronald Duday	85.
Irisan SHS	Arthur Nicolas Villanueva Jr.	86.

Division Office	Victor Fernandez	87.
	Xylene Grail D. Kinomis	88.
	Josef Eric Oliveros	89.
	Lester Libangen	90.
	Christopher David Oliva	91.
	Jimmy Santos	92.
	Harris G. Dizon, Jr.	93.
	Sharon Christianie Castillo	94.
	Khaju Luisa Fedcheck	95.
ALS	Walter Pundo	96.
	1 Teacher	97.
Guest Participants	8	98.- 105.

➢ Short list of Training Resource Speakers

Name and qualification of Resource Speakers	Topic	Session Number
Mr. Jumar Yago-an IT Officer I, DepEd CAR Web Developer	DepEd ICT Pillars of Education	1
Ms. Eva L. Layagan Microsoft Ambassador	Introduction of the Microsoft Educator Community MS Word 2013 tips and tricks	2
Ms. Jeany C. Dupo Microsoft Ambassador	Windows 10 Features Walkthrough Power Point Mix	3
Mr. Joseph Jermaine B. Jamisola Microsoft Ambassador	MS Power Point One Drive	4
Mr. Kevindale B. Ligtinen Microsoft Ambassador	MS Excel One Note	5
Adoniram Basingan Microsoft Ambassador Microsoft Awardee	Introduction to LACs and Adult Learning Implementation Plan (School Rollout)	6 17
Estelito Mendoza Microsoft Ambassador Microsoft Awardee	Internet and Social Media	7
Josef Eric Oliveros Computer Operator II IT Enthusiast Over 10 years of experience in the field of IT	Online QAME Forms ICT competency/comprehensive survey form Desktop Publishing – Certificate & Tarpaulin Layout and Design Introduction of the SDO Baguio ICT coordinators and teachers help desk through social media groups	8 10 13
Harris Dizon Jr. IT Officer I IT Enthusiast Over 12 years of experience in the field of IT	Online QAME Forms ICT competency/comprehensive survey form Revisiting the Division 3 Year ICT Plan Review of the Schools 3 Year ICT Plan Introduction of the SDO Baguio ICT coordinators and teachers help desk through social media groups Getting started with Word Press sites and Google sites Implementation Plan	8 11 13 16 17
Warren Ambat ICT Coordinator Microsoft International Multi Awardee	ICT Integration in the classroom using readily available technology	9
Christopher David Oliva PDO II Over 10 years of experience in the field of IT	LRMDS - Learning Resources Digitization	12
Jimmy Santos PDO II Statistician Experienced with Information Systems	EBEIS and LIS discussion & frequently asked questions	14
Dennis Ariola ICT Coordinator IT Graduate Experienced with managing DCP packages	Setting up the DCP packages from scratch Installation of third party software and devices. Troubleshooting techniques using the internet.	18 19
Lester Libangen	Creation and approval of DepEd email	20

Computer Operator I IT Graduate		

- ➢ Implementation (Training Matrix)- please see attached

- ➢ Post –implementation

Schedule/Date	Activity	Person in-charge	Logistics
October 24, 2016	Submission of training report to DepEd ICTS	Harris G. Dizon, Jr.	
October 24-December 9, 2016	-School Rollout Monitoring through online forms and documents - Conduct and Consolidation of ICT Literacy Level Survey (Teachers)	Harris G. Dizon, Jr. Josef Eric Oliveros	
January 10, 2016	Meeting with ICT Coordinators		

TRAINING MATRIX

Training Title: ICT Literacy Skills Development Training of Trainers and DepEd Computerization Program (DCP) Orientation Workshop

Time/Session No.	Activity	Speakers/In-charge	Outputs
DAY 1: October 12, 2016			
7:00 AM- 8:00 AM	Registration	Lester K. Libangen	Attendance
8:00 AM- 8:30 AM	Opening Ceremony • Lupang Hinirang • Opening Prayer • Welcome Remarks	Eva Layagan Jeany C.Dupo Atty. Augustin P. Laban III (OIC-SDS)	
8:30 AM-9:00 AM	**Introduction** • Expectation settings • Workshop Objectives • Training implementation overview • Roles of an ICT Coordinator	Adoniram Basingan	
9:00 AM-10:00 AM Session No. 1	**ICT4E Overview - ICT in Education in DepEd** • ICT4E Strategy (4 pillars) • Relevance of ICT literacy to teachers, encouraging the maximization of the DCP for teaching and learning • ICT Framework • Data Governance Principles	Jumar Yago-an	
10:00 AM-10:20 AM	*Break*		
10:20 AM-10:30 AM	**Group participants** (max of 10 per group) Assign each group to come up with a "Group sound"	Adoniram Basingan	
10:30 AM-10:35 AM	**Team sound check** Each group says their team sound	Adoniram Basingan	
10:35 AM-12:00PM Session No. 2	**ACTIVITY-BASED TRAINING (Part 1)** Activity-based training with activity cards exercise Update on team's progress (before break) -Microsoft Educator Community & MS Word 2013	Jeany C. Dupo	Activity Card on MS Word 2013
12:00 AM-1:00PM	*Lunch Break*		
1:00 AM-2:00PM Session No. 3	**ACTIVITY-BASED TRAINING (part 2)** Update on team's progress Processing of the activity -Windows 10, Power Point Mix, Sway	Eva I. Layagan	Activity Card on Power Point Mix
2:00 PM-3:00PM Session No. 4	**ACTIVITY-BASED TRAINING (part 3) -** Update on team's progress Processing of the activity -MS Power Point and One Drive	Eva I. Layagan	Activity Card on MS Power Point and One Drive
3:00 PM-3:20PM	*Break*		
3:20 PM-4:40PM Session No. 5	**ACTIVITY-BASED TRAINING (part 4) –** Update on team's progress Processing of the activity -MS Excel and One Note	Joseph Jermaine B. Jamisola	Activity Card on MS Excel
4:40PM-5:00PM	**Presentation of Output and Activity Feedback**	Adoniram Basingan Microsoft Ambassadors	Feedback Meta cards

DAY 2: October 13, 2016			
Time/Session No.	Activity	Speakers/In-charge	Outputs
7:00 AM- 8:00 AM	Registration	Lester K. Libangen	Attendance
8:00 AM-10:00AM Session No. 6	ICT Integration in the classroom using readily available technology	Warren Ambat	
10:00 AM-10:20 AM	*Break*		
10:20 AM-11:00AM Session No. 7	Revisiting the Division 3 Year ICT Plan Review of the Schools 3 Year ICT Plan	Harris G. Dizon, Jr.	3 Year ICT Plan
11:00 AM-12:00 PM Session No. 8	LRMDS - Learning Resources Digitization	Christopher David Oliva	
12:00 PM-1:00 PM	*Lunch Break*		
1:00 PM-3:00PM Session No. 9	Social Media and Blogging 101	Chayne Donato Moling	
3:00 PM-3:20PM	*Break*		
3:20 PM-5:00PM Session No. 10	Desktop Publishing – Certificate & Tarpaulin Layout and Design Using Adobe Photoshop	Josef Eric Oliveros	Certificate and Tarpaulin Layout

DAY 3: October 14, 2016			
Time/Session No.	Activity	Speakers/In-charge	Outputs
7:00 AM- 8:00 AM	Registration	Lester K. Libangen	Attendance
8:00 AM-10:00 AM Session No. 11	-DepEd Email and Online QAME Forms -ICT competency/comprehensive survey form	Harris G. Dizon, Jr. Josef Eric Oliveros	School Based QAME Forms
10:00 AM-10:20 AM	*Break*		
10:20 AM-11:20AM Session No. 12	EBEIS, LIS and e-HRIS discussion & frequently asked questions	Jimmy Santos	
11:20 AM-12:00PM Session No. 13	Introduction of the SDO Baguio ICT coordinators and teachers help desk through social media groups	Harris G. Dizon, Jr.	Facebook Group
12:00 PM-1:00PM	*Lunch Break*		
1:00 PM-2:30PM Session No. 14	Online collaboration tools	Estelito Mendoza	Quiz Forms DCP Monitoring Sheet
2:30 PM-3:00PM Session No. 15	**Introduction to LACs and Adult Learning** • Discussion on Most effective/Least effective in-service training - Meta Cards • Inputs on Learning Action Cells and Adult Learning • LAC simulation exercise	Adoniram Basingan	-Meta Cards -LAC implementation guides
3:00 PM-3:20PM	*Break*		
3:20 PM-4:20 AM Session No. 15	**Introduction to LACs and Adult Learning** *…continuation* • Discussion on Most effective/Least effective in-service training - Meta Cards • Inputs on Learning Action Cells and Adult Learning • LAC simulation exercise	Adoniram Basingan	-Meta Cards -LAC implementation guides
4:20 PM-5:00PM Session No. 16	**Implementation Plan** • Overview of implementation tips • Individual implementation plan writing (template to be provided) • Sharing of implementation plans per group • List of topics you chose for your school • Why these topics/this order? • Sharing of 1 implementation plan per group to plenary • Collect all implementation plans (by group)	Adoniram Basingan	Implementation plans

Time/Session No.	Activity	Speakers/In-charge	Outputs
DAY 4: October 15, 2016			
7:30 AM- 8:00 AM	Registration	Lester K. Libangen	Attendance
8:00 AM-9:00AM Session No. 15	**Introduction to LACs and Adult Learning** *…continuation* LAC simulation exercise/Role playing	Adoniram Basingan	
9:00 AM- 9:30 AM Session No. 16	**Implementation Plan** *(continuation)* - Overview of implementation tips - Individual implementation plan writing (template to be provided) - Sharing of implementation plans per group - List of topics you chose for your school - Why these topics/this order? - Sharing of 1 implementation plan per group to plenary - Collect all implementation plans (by group)	Adoniram Basingan	Implementation plans
9:30 AM- 10:00 AM Session No. 17	DCP & DICP Updates School readiness & Compliance DCP Ticketing Tool Utility	Harris Dizon, Jr.	
10:00 AM- 10:20 AM	*Break*		
10:20 AM- 12:00AM Session No. 18	DCP Setup and Configuration Demonstration	Dennis Ariola	Hands on for participants
	Lunch Break		
1:00 PM-3:00PM Session No. 19	-Hardware parts introduction -Troubleshooting tips -Malware Removal/Tools	Julian Alcabedos Mervin Oliba	
3:00 PM-3:20PM	*Break*		
3:20 PM-4:30PM Session No. 20	Demonstration Teaching on system Unit Assembly and Disassembly	Cristopher Danglose	Hands on for participants, simulation
4:30 PM-5:00PM	Closing Program - Synthesis - Distribution of certificates - Group Pictorials		