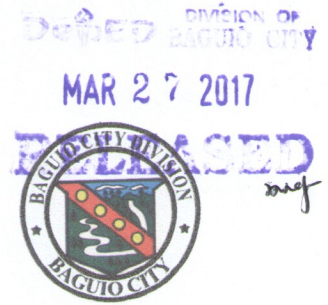




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
Upper Session Rd., Baguio



Office of the Superintendent
Division Memorandum Number 106, s. 2017

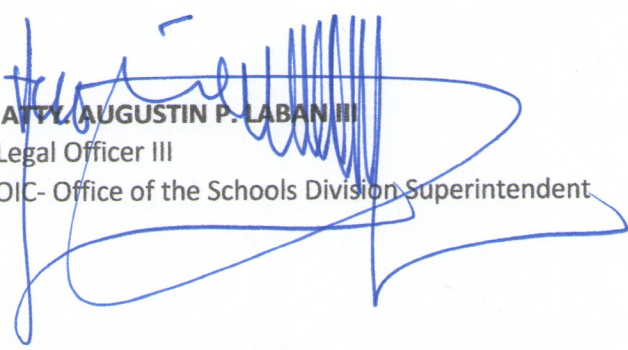
DIVISION ICT TRAINING FOR DIVISION OFFICE EMPLOYEES

To: Division Chiefs
Section Heads
Unit Heads
All Others Concerned

1. The Division ICT team in coordination with the Human Resource Development (HRD) Section will conduct the 2-day training on ICT with the theme "Enhancing Professional Productivity through Technology", on **April 17 and 18, 2017** at the Division Office Conference Hall.
2. For an efficient management of the training, participants will be grouped into three basing on their level of capability on ICT skills which is stated below. A survey form will be floated by the ICT team for the groupings.

- | | |
|-------------------------------|---|
| Level 1- Basic | <ol style="list-style-type: none">1. MS Office – (excel, word, powerpoint)2. Use of Email, How to download memo3. How to use the internet4. Other basic computer skills |
| Level 2 - Intermediate | <ol style="list-style-type: none">1. Excel Formulas2. Google Apps for Work3. Accessing Shared Resources4. Installation of Basic Apps |
| Level 3 - Advanced | <ol style="list-style-type: none">1. Audio Video Presentations2. Adobe Photoshop<ul style="list-style-type: none">-Designing images-Designing tarpaulin and certificates3. Network trouble shooting4. Network sharing |

3. For dissemination to all concerned.


ATTY. AUGUSTIN P. LABAN III
Legal Officer III
OIC- Office of the Schools Division Superintendent