



June 19, 2017

DIVISION MEMORANDUM

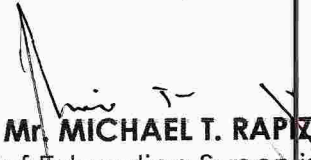
No. 128, s. 2017

**INFORMATION AND COMMUNICATION TECHNOLOGY
LITERACY WORKSHOP FOR NON-TEACHING PERSONNEL**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. This is to inform the field that there will be an Information and Communication Technology (ICT) Literacy Skills Workshop for Non-Teaching Personnel on July 18, 2017 (Eastern Side) and July 19, 2017 (Western Side) at the Gov. Corazon L. Cabagnot Training Center (Aklan Training Center), Old Buswang, Kalibo, Aklan.
2. Participants to this workshop are school heads in elementary, integrated and secondary level, respectively.
3. The objectives of the workshop are:
 - To equip the school heads on the Microsoft Office applications such as Excel, Word and PowerPoint;
 - To equip the school heads on the basics of internet; and
 - To train school heads in their various roles in supporting DepED Information System;
4. Relative expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Participants are advised to bring laptop, extension cord and pocket wifi to be used during the workshop.
6. The Workshop Program is found in Enclosure No. 1 of this Memorandum.
7. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:


Mr. MICHAEL T. RAPIZ
Chief Education Supervisor
School Governance and Operations Division (SGOD)
In- Charge of the Division

Enclosure: as stated

Reference: Master Plan for Professional Development

Allotment: 1 (R.O. s. 1994)

To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY

POLICY

PROJECT

SCHOOLS

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Enclosure No. 1 of Division Memorandum No. 128, 2017



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan



Information and Communication Technology (ICT) Literacy Workshop for Non-Teaching Personnel

WORKSHOP PROGRAM

July 18/19, 2017	AGENDA	Person In-Charge
7:30 AM – 8:00 AM	Registration	
8:00 AM – 8:30 AM	National Anthem/Opening prayer Welcome remarks	
8:30 AM - 9:00 AM	Introduction/Objectives Implementation overview	Mrs. Floradel P. Jamero
9:00 AM - 12:00 NN	Microsoft Office Excel/Word Workshop	Mr. Mahnnie Q. Tolentino
12:00 PM - 1:00 PM	LUNCH	
1:00 PM – 3:00 PM	PowerPoint Workshop	Mrs. Floradel P. Jamero
3:00 PM – 4:30 PM	Basics of Internet	Mr. Mahnnie Q. Tolentino
4:30 PM – 5:00 PM	Closing Program	

**"Tell me and I forget. Teach me and I remember. Involve me and I learn."
-Benjamin Franklin**