



October 3, 2017

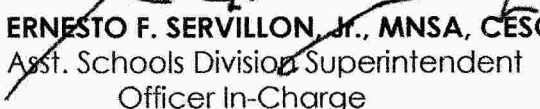
DIVISION MEMORANDUM

No. 254, s. 2017

**INFORMATION AND COMMUNICATION TECHNOLOGY LITERACY WORKSHOP FOR
DIVISION OFFICE PERSONNEL, ADASS, ADAs AND JOB ORDERS**

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 Division Office Personnel, Administrative Assistants (ADASS), Administrative Aides (ADAs for JHS) and Job Orders on October 27, 2017 at the Gov. Corazon L. Cabagnot Training Center (Aklan Training Center), Old Buswang, Kalibo, Aklan.
2. Participants to this workshop are the Division Office Personnel, ADASS, ADAs and Job Orders, respectively.
3. The objectives of the workshop are:
 - To equip the division office personnel, ADASS, ADA and Job Orders on the Microsoft Office applications such as Excel, Word and PowerPoint;
 - To equip the division office personnel, ADASS, ADA and Job Orders on the basics of internet; and
 - To train the division office personnel, ADASS, ADA and Job Orders in their various roles in supporting DepED Information System;
4. A Three Hundred Pesos (P300.00) will be collected from ADASS, ADA and Job Orders of Junior High School and Senior High School to cover training expenses (venue, food and training materials).
5. Relative expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Participants are advised to bring laptop, extension cord and pocket wifi to be used during the workshop.
7. The Workshop Program is found in Enclosure No. 1 of this Memorandum.
8. Immediate and wide dissemination of this Memorandum is desired.


Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

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

/fpj



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 Division Office Personnel,
Administrative Assistants, Administrative Aide and Job Orders**

WORKSHOP PROGRAM

October 27, 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/Internet Browser	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