



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



October 5, 2018

To: Public Schools District Supervisors  
School Heads Concerned  
All Other Concerned

Dear Sirs/Mesdames:

Greetings!

Please find attached letter from the Department of Information and Communications Technology (DICT) dated October 4, 2018 re: Tech4Ed Center Managers Training to be conducted at DICT, Aklan Provincial Tech4Ed Training Center, Mabini St., Kalibo, Aklan (Former National Telecommunication Center), Kalibo, Aklan on October 9-11, 2018.

Listed hereunder are the identified schools as Tech4Ed Centers, to wit:

<b>Name of School</b>	<b>District</b>
1. New Buswang Elem. School	Kalibo I
2. New Washington Elem. School	New Washington
3. Tangalan Elem. School	Tangalan
4. Altavas National School	Altavas
5. New Wash. Comprehensive Natl. High School	New Washington
6. Libacao Natl. Forestry Voc. High School	Libacao
7. Malinao School for Phil. Craftsmen	Malinao
8. Maloco Natl. High School	Ibajay I
9. Toledo Natl. High School	Nabas
10. Kalibo Integrated Special Education Center	Kalibo II

Participants to this training are two (2) teachers from identified schools and the Information Technology Officer I of DepEd, Division of Aklan.

Please be guided accordingly.

Very truly yours,

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent 

UNNUMBERED DIVISION LETTER

/FPJ



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

October 4, 2018

**DR. SALVADOR O. OCHAVO JR., CESO VI**  
Schools Division Superintendent  
Department of Education  
Division of Aklan  
Archbishop G.M. Reyes St, Kalibo, Aklan

Dear **Dr. Ochavo**:

Greetings from the Department of Information and Communications Technology (DICT)!

Please be informed that I had a meeting with Ms. Floradel P. Jamero, DepEd IT Officer last September 19, 2018, regarding the schedule of Tech4Ed Center Managers Training to be conducted at DICT, Aklan Provincial Tech4Ed Training Center on October 9-11, 2018.

Relative thereto, I would like to request from your good office to allow Two (2) participants to attend the training including IT Officer of DepEd, Division of Aklan. DICT will cover the expenses for the meals (Lunch, AM and PM snacks) for the entire duration of the training excluding travelling expenses and accommodation.

Attached herewith are the lists of schools identified by the IT Officer and the Program for the Center Managers Training.

I am hoping for your considerable and favorable action regarding on this matter.

Thank you.

Sincerely yours,

**JOEMAR B. MAGBANUA**  
ENGR-III/PFTL – Aklan Province  
DICT, Aklan Provincial Field Office  
Kalibo, Aklan

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Aklan Provincial Field Office  
Mabini St, Kalibo, Aklan  
Telephone (036)500-9002

Here are the names of schools provided by Ma'am Floradel P. Jamero:

1. New Buswang Elem. School - Kalibo I
2. New Washington Elem. School - New Washington
3. Tangalan Elem. School - Tangalan
4. Altavas National School - Altavas
5. New Wash. Comprehensive Natl. High School - New Washington
6. Libacao Natl. Forestry Voc. High School - Libacao
7. Malinao School for Phil. Craftsmen - Malinao
8. Maloco Natl. High School - Ibajay I
9. Toledo Natl. High School - Nabas
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY



Basic Center Manager Training  
AKLAN PROVINCIAL FIELD OFFICE TRAINING CENTER  
Mabini St., Kalibo, Aklan

October 9 - 11, 2018

Time	Activity
<b>DAY 1</b>	
8:00-8:40 AM	Registration
8:40-9:00 AM	Prayer, National Anthem and Aklan Hymn Multimedia Presentation
9:00-9:05 AM	Welcome Remarks <b>Joemar B. Magabanua/PFTL</b>
9:05-9:45 AM	Message <b>Dr. Salvador O. Ochoa Jr, CESO VI</b> Schools Division Superintendent, DepEd, Division of Aklan Message <b>Antonio Edward E. Padre</b> OIC, Office of the Regional Director Message <b>Elmer D. Prudente</b> OIC, Office of the Assistant Regional Director
9:45 -10:00 AM	Training rules, GTKY Activity & Expectations Check
10:00-10:15 AM	AM Snack
10:20-12:00 NN	<b>Introduction toTech4ED Project Background</b> *Vision *Mission *Target Sectors *Tech4ED Center *Partner's Commitment *Tech4ED Center Layout
12:00-1:00PM	LUNCH BREAK
<b>PM</b>	
1:30 - 5:00 PM	*Center Manager *Roles and Responsibilities <b>Tech4ED Platform: An overview</b>

Time	Activity
<b>DAY 2</b>	
8:30-9:00 AM	Registration/Prayer
9:00-9:15 AM	Recap of previous day activity
9:20-11:30 AM	<b>Tech4ED Platform</b>
	*How to create an account
	*Center Manager account
	<b>Tech4ED Center Monitoring System</b>
	<b>Objective and Application</b>
	LUNCH BREAK
<b>PM</b>	
1:30 - 5:00 PM	<b>Resource Mobilization</b>
	<b>Envisioning Activity/ADSOCMOB</b>

<b>DAY 3</b>	
8:30-9:00 AM	Registration/Prayer
9:00-9:15 AM	Recap of previous day activity
9:20-11:30 AM	<b>Computer Hardware</b>
	*Disassembling of Computer
	*Assembling of Computer Hardware
12:00-1:00PM	LUNCH BREAK
1:30 PM	<b>Graduation Ceremony</b>
	<b>Distribution of Certificate of Attendance and Appearance</b>
	<b>Photo Ops</b>