



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**



Wangal, La Trinidad, Benguet, 2601  
Tel: (074) 422-1318 | Fax: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)


**REGIONAL MEMORANDUM**

No. **013-2017**

To : All Schools Division Superintendents  
All others concerned



DEPED-CAR Time: \_\_\_\_\_

From :   
BEATRIZ G. TORNO, Ph.D., CESO IV  
Assistant Regional Director  
Officer In-Charge  
Office of the Regional Director

Subject : TRAINING ON MICROSOFT'S TEACHING WITH TECHNOLOGY FOR  
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND SCHOOL HEADS

Date : January 12, 2017

1. To enhance and strengthen the integration of Teaching and Learning strategies with the use of technology in the classrooms, a Two-Day Training for Public Schools District Supervisors and School Heads will be conducted at the NEAP-R, Wangal La Trinidad, Benguet by batch. The first batch will be conducted on January 24-25, 2017 while the second batch will be done on January 26-27, 2016.
2. The objectives of the training are the following:
  - a. The participants will be familiarized with the latest MS Technologies (software) and its beneficial role in teaching-learning processes
  - b. Acquire advanced skills in using Microsoft Office Productivity Tools
  - c. Use the MS products in handling the different classroom tasks; and
  - d. Create a Microsoft Account to access the Microsoft Educator Community portal for the countless professional tools and resources
3. The participants to the training are Public Schools District Supervisors (PSDS) and preferably School Heads of Public Elementary Schools with the following allocation per division:

School Heads ( 5 participants per Division – 5 x 8 ) – Batch 1	40
Public Schools District Supervisors (5 participants per Division – 5 x 8) – Batch 2	40
<b>Training Management Team</b>	
Consultants – OIC, Regional Director	1
OIC, Assistant Regional Director	1
Microsoft Ambassadors	6
ICT Unit	2
HRDD Staff	4
NEAP- R Maintenance	1
<b>Total</b>	<b>95</b>



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4. Participants are requested to bring their own laptop and wireless internet for the workshop. Check-in time for Batch 1 is 4PM of January 23, 2017 while Batch 2 is the same time of January 25 2017. Check-out time for Batch 1 is 12:00nn of January 25 while Batch 2 is the same time of January 27, 2017. First meal will be breakfast of Day 1 and last meal will be PM snacks of Day 2. Accommodation, Meals and snacks of participants will be charged against the RO HRDD funds while travelling and other incidental expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Participants are advised to register online with the appropriate link: <http://deped.in/TeachTechBatch1> and <http://deped.in/TeachTechBatch2> for confirmation of attendance on or before January 20, 2017.
6. Immediate and widest dissemination of this memorandum to all concerned is desired.