



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



October 2, 2017

REGIONAL MEMORANDUM

No. **294-2017** s. 2017



ADVANCE ICT TRAINING FOR TEAM E REGIONAL NEAP FACILITATORS

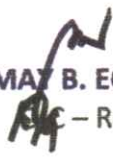
TO : Schools Division Superintendents
Chiefs of Divisions
All others concerned

1. In pursuit of providing quality delivery of Learning and Development Programs (PDP) in the region, a four (4) day Training in Advance ICT for Team E Regional NEAP Facilitators and SDO HRD personnel will be conducted on November 7-10, 2017 at the NEAP-R, DepEd-CAR Regional Office Compound, Wangal, La Trinidad, Benguet.
2. The training aims to enhance the participants' knowledge in manipulating the different Microsoft Productivity tools needed in facilitating learning.
3. The following is the list of participants to the activity:

Name	Division	No. of Pax
RD	RO	1
Resource Persons		7
HRD personnel (except Regional NEAP Facilitator)	1 per SDOs	8
HRDD Staff	RO	6
QAME	RO	1
Pedro M. Villastiqui Jr.	Abra	5
Catherine A. Baruela		
Fernandina B. Lagundino		
Nenita P. Sabino		
Perlita C. Bersamin	Apayao	3
Bernie A. Gamiao		
Maricel P. Enciso		
Suzelle C. Enciso	Baguio City	5
Dolores T. Comom		
Teodora B. Botis		
Nixon C. Elahe		
Rosanna D. Dizon		
Rose Melody Flores	Benguet	4
Rosita C. Agnasi		
Regina D. Sarmiento		
Esther F. Rizaldo		
Nancy Rosado		

Name	Division	No. of Pax
Joyce Karen D. Dulnuan	Ifugao	5
Juanito T. Padawan Jr.		
Brenda A. Ducusin		
Oliver D. Tobiagon		
Mercedes T. Tayaban		
Lily-Ann A. Fernando	Kalinga	3
Neva Jane a. Atiwag		
Fedencio R. Vallejo		
Mike S. Chorawan	Mt. Province	1
Evelyn C. Bongalon	Tabuk City	3
Joan B. Reyes		
Federico Flores Jr.		
Total		52

4. Participants are requested to bring their laptops/smart phones for the workshop.
5. Attached is the Training Matrix for reference.
6. Participants are expected to be at the venue on day one (1) at 7:00 o'clock in the morning. First meal will be breakfast on Day 1 while last meal will be PM snack on Day 4. Check-in time of participants starts from 4 PM on ~~Nov. 9~~ Nov. 9 2017 and check-out time will be 12 NN on ~~Nov. 10~~ Nov. 10 2017. Training materials, accommodation, meals and snacks of participants during the 4-day training shall be charged against RO-HRDD funds while transportation and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum to all concerned is desired.


MAY B. ECLAR, Ph.D., CESO V
 SAC – Regional Director

TRAINING IN ADVANCE ICT FOR TEAM E REGIONAL NEAP FACILITATORS

TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3	DAY 4
8:00-8:30	Registration	MOL	MOL	MOL
8:31-9:00		Session 2 Infographics	Session 4 Preparation of online evaluation, links and processing of results Resource Person: Anthony Berto	Session 7 Mobile Learning
9:00-9:30				
9:30-10:00	Levelling of Expectation			
10:00-10:15	HEALTH BREAK			
10:15-12:00	Session 1 Use of Adobe photo shop in the preparation of slide decks	Continuation of workshop in Infographics	Continuation of workshop on online evaluation	Session 8 MS Excel
12:00-1:00	LUNCH BREAK			
1:00-3:00	Continuation of workshop – adobe photo shop	Session 3 Prezy/MS Sway	Session 5 Powtoon	Session 9 One Note
3:15-4:30			Session 6 Office Mix	Clearing House & Closing Program
4:30-5:00				
OD	Margie/Emma	Host team	Host team	Host team