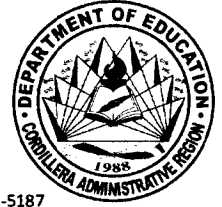


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



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Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

REGIONAL MEMORANDUM

No. 240-2015

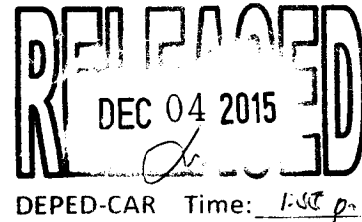
To: **SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISION INFORMATION TECHNOLOGY OFFICERS
ALL DIVISION EDUCATION PROGRAM SUPERVISORS FOR ICT**

From: **For the Regional Director**


ATTY. SEBASTIAN G. TAYABAN
Chief Administrative Officer
Officer-in-Charge

Date: December 4, 2015

SUBJECT: **ICT LITERACY WORKSHOP TRAINING OF TRAINERS**



DEPED-CAR Time: 1:30 p.m.

1. The Department of Education continues to deploy computer packages to schools through the DepEd Computerization Program. It recognizes that in order to better utilize these packages, the School Information and Communications Technology (ICT) Coordinators must be oriented and equipped to fulfil their roles in the school level.
2. In this regard, the ICT Literacy Workshop Training of Trainers will be conducted by the Department of Education with the following objectives:
 - To train the ICT Officers and ICT Education Program Supervisors on the content, program and delivery method of the ICT Literacy Training Workshop for School ICT Coordinators
 - To equip the training team in training school ICT Coordinators on the use of the DCP package for teaching and learning and their various roles in supporting DepEd information systems.
3. The **Regional Information Technology Officer** and the **Division Education Program Supervisors for ICT** and **Division Information Technology Officers** are required to attend the training to be held on December 14-16, 2015 at the NEAP-R Hall, DepEd-CAR Complex, Wangal, La Trinidad, Benguet.
4. The program will begin at exactly 8:30am of the first day and end at 5:30pm of the third day. Participants are not allowed to leave before the program ends.
5. Accommodations will be available at 1:00pm on December 13 until the morning of December 17. Meanwhile, meals will be provided beginning the dinner on the night of December 13 until dinner of December 16. These will be charged against HRTD 2014 funds subject to usual accounting and auditing rules and regulations.
6. Transportation, other meals and incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
7. For clarifications or inquiries, you may contact Mr. Jumar B. Yago-an through **(074) 422-1318** or **jumar.yagoan@deped.gov.ph**.