



November 5, 2018

DIVISION MEMORANDUM

No. 748 s. 2018

**TWO-DAY DIVISION SKILLS ENHANCEMENT TRAINING FOR EPP/TLE/TVL
TEACHERS ACCENTUATING ON GENDER SENSITIVITY**

To : Asst. Schools Division Superintendents
Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. This office informs the field on the Two-Day Division Skills Enhancement Training for EPP/TLE/TVL Teachers Accentuating on Gender Sensitivity at Negros Oriental High School on November 8-9, 2018.
2. Participants to this live-out training are teachers identified by PSDSs as best in the field of ICT, AFA, H.E. I.A, a total of four (4) participants per district. Trainees are advised to bring materials for the return performance and expected to be at the venue before 8:00 A.M. up to 5:00 P.M. for the whole duration of the training. (see attached participants and the materials for reference)
3. Three meals and two-snacks per day of the participants for the two days are charged to GAD Funds while travel and other incidental expenses incurred by the personnel relative to the training activity are chargeable against School MOOE/Local Funds subject to the usual accounting rules and regulations.
4. For more information, you may contact the following: Rose Marie Elum for Agri-Fishery Arts @ 09354554730; Calinao, Dennis for Industrial Arts @09174256219; Mark Buling for Home Economics @ 09755059213.
5. This serves as **Travel Order**.
6. For widest dissemination.


WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

cid/abbjr.



Facilitators:

H.E

Jesus Paladar -Siaton NHS
 Philip Academia – Jugno HS
 Mark Vincent Buling- Jose Maria Locsin MHS
 Dicen, Earl Luvica.- Balugo HS
 Wilfreda Villalon-NOHS
 Mercy Ebanales- Zamboanguita District
 Earl Luvic Dicenm- Sibulan 2
 Philip Y. Academia Jr, - ANHS
 Rodin Einar – Zamboanguita
 Myrna Umbac – NOHS

ICT

Artiaga, Marlou - Tampi National HS
 Vargas, Arnel -San Miguel HS
 Jonathan Descallar- Amlan HS
 Mary Jean A. Samson- NOHS
 Louilyn M. Lajot- CZNNHS
 Nathaniel Lajot -D.O
 Deovenson Veracruz – D.O

I.A.

Howel Jay Caluyo – Ayungon NHS
 Oliver Sabac – Lalibertad TechVoc
 Calinao, Dennis- Silab HS
 Ibero, Gemuel C.-Jantianon HS
 Allan Oracion -NOHS

AFA

Reymar Milan – San Miguel HS
 Jesusito A. Inoferio – Timbao ES
 Mar Lill R. Mariot – Pancioa HS
 Jonathan Bayaton – Cambalocot HS
 Rosemarie Elum -NOHS
 Jason Solamillo- Bunay ES
 Dereck James Requina-Demetrio L. Alviola NHS
 Michael Gaitera – Principal Siaton II Dist.

NUMBER OF PARTICIPANTS

Component Area	Number of participants per district including NOHS	Total number of participants per component area
Information and Communication Technology	1	34
Agri-Fishery Arts	1	34
Home Economics	1	34
Industrial Arts	1	34
Total Participants	4	136

LIST OF MATERIALS, SUPPLIES, TOOLS & EQUIPMENT

A. INFORMATION AND COMMUNICATIONS TECHNOLOGY

Participants are required to bring the following:

I. COMPUTER SYSTEMS SERVICING NC II

MATERIALS:

1. 1 Computer Unit (Open Specs) with monitor, keyboard and mouse
2. Router and Network cable
3. 2 Flash Drive for Installers (Bootable OS & Server, Applications and Drivers)
4. Computer and Networking tools (RJ-45, UTP Cables, Crimping tool and network tester)
5. Personal Protective Equipment (PPE)



II. WEBPAGE DESIGNING

MATERIALS:

1. Laptop with Photoshop installed
2. Updated web browsers (Chrome and Firefox)
3. Text editor (Notepad ++ or Sublime Text 3) Installed

III. TECHNICAL DRAFTING

MATERIALS:

1. Laptop with AutoCAD v14.2 installed
2. Pencil or Technical pencil (if available)
3. Measuring instruments (ruler, T-Square, triangle, protractor and etc.)

Note:

- *Computer unit will be used for assembly and disassembly.*
- *Other applications will be provided by the facilitators.*
- *Extension cords.*