



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegoc.net

DIVISION MEMORANDUM

No. JY2, s. 2018

To : **ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CID & SGOD CHIEFS
ALL EDUCATION PROGRAM SUPERVISORS
ALL PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL CONCERNED SCHOOL HEADS**

Attention: **ALL DISTRICT ICT COORDINATORS (Sec & Elem)
ALL SCHOOL ICT COORDINATORS**

From : **DR. WILFREDA D. BONGALOS, CESO V**
Schools Division Superintendent
8/21/18

Subject : **CONDUCT OF 2018 DIVISION ICT LITERACY CAPACITY BUILDING
SEMINAR-WORKSHOP IN SERIES OF ACTIVITIES AND CLUSTER
TRAINING**

Date : **August 22, 2018**

The DepEd - Schools Division of Negros Oriental thru the Information and Communications Technology Unit (ICTU) will be conducting **2018 Division ICT Literacy Capacity Building Seminar-Workshop**.

1. The *objectives* of the said workshop are the following:
 - a. Equip District ICT Coordinators on the proper delivery of ICT LAC;
 - b. Update participants on the education technology tools to use in the classroom;
 - c. Educate teachers and technology leaders in understanding what students/children should know about the norms of appropriate and responsible technology use through the launch of Digital Citizenship advocacy;
 - d. Demonstrate and create district profile teaser video; and
 - e. Update the skills of the District ICT Coordinators in Photo Editing, Design and Layout.

2. *Target participants* are:

Activity 1: Training of Trainers	67 District ICT Coordinators 13 Training Team/Secretariat
Activity 2: School Rollout-Training (in 5 clusters)	Per School • 1 School ICT Coordinator

- a. Participants of Activity 1: Training of Trainers shall be the resource person in Activity 2: School Rollout-Training on their respective district cluster.



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3. **Date and venue**

Activity	Date	Venue	Participants
Activity 1: Training of Trainers	September 7-8, 2018	GSP Dgte. City (1 st day) Division Conference Hall (2 nd day)	67 – District ICT coordinators 13 – Training Team / Secretariat
Activity 2: School Rollout-Training (in 5 clusters)			Per School
1) Cluster 1	Sep. 21-22, 2018	<i>(shall be announced thru a separate advisory)</i>	<ul style="list-style-type: none"> • 1 School ICT Coordinator
2) Cluster 2	Sep. 28-29, 2018		
3) Cluster 3	Oct. 5-6, 2018		
4) Cluster 4	Oct. 12-13, 2018		
5) Cluster 5	Oct. 19-20, 2018		

- a. Exact address of venue and list of participants by school cluster shall be announced thru a separate *advisory*.

4. **Board, lodging and travel expenses**

- a. Board, lodging, travel expenses of all participants including the members of the training team and secretariat shall be charged to local funds (MOOE) subject to usual accounting and auditing rules and regulations.
- b. Meals and snacks charged to Division HRTD funds.

5. **Participants are requested to bring the following:**

- a. Laptop
- b. Extension Cords
- c. Pocket WiFi/broadband
- d. District profile raw data (pictures, video clips, districts info, etc.) -for teaser video making

6. **Program of Activities**

- a. *(See attached Program of Activities)*

7. **Participants of Activity 1**

- a. *See attached Names of District ICT Coordinators, Members of the Training Team and Secretariat*

8. For inquiries, kindly email Mr. Melchor A. Dueñas at melchor.duenas@deped.gov.ph.

9. This serves as **TRAVEL ORDER**.

10. For your information and guidance.

**2018 Division ICT Literacy Capacity Building Seminar-Workshop
TRAINING OF TRAINERS**

Date: *August 31 – Sep 1, 2018*

Venue: *GSP Bldg. & Division Conference Hall, Dumaguete City*

PROGRAM OF ACTIVITIES

8: 00AM – 8:30 AM	Registration of Participants	
8:30 AM – 9:30 AM	Opening Program <i>National Anthem</i> <i>Prayer</i> <i>Opening Remarks</i> <i>Overview of the Activity</i> <i>Schedule Presentation</i> <i>Message</i>	<i>EPS Antonio Baguio</i> <i>Remylin V. Gao-gao, ITO-I</i> <i>Melchor A. Dueñas, PDO II</i> <i>SDS Wilfreda D. Bongalos</i>
	Seminar/Workshop Proper	
9:30 AM – 10:30 AM <i>(with 15-minute working break)</i>	Explore the ICT LAC Tool Kit *ICT LAC Introductory *ICT LAC Template *ICT LAC Video Manuals *LAC <i>Kwentuhan</i> Cards	<i>Louelyn M. Lajot</i>
10:30 AM – 12:00 NN	Deep Dive on the ICT LAC Activity Card Template	
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 3:00 PM	EdTech Tools Connecting to Class and Subject Areas	<i>Chariss R. Siplon</i>
3:00 PM – 3:15 PM	Break	
3:15 PM – 4:00 PM	Launching of Digital Citizenship Advocacy	<i>Melchor A. Dueñas</i>
4:00 PM – 5:00 PM	R.A. 10173: Data Privacy Law <i>(National Privacy Commission)</i>	<i>Atty. Sheena Alesna</i>
<i>End of Day I</i>		
Target Output		
<ol style="list-style-type: none"> 1. ICT LAC activity cards created per group 2. Updated knowledge on Digital Citizenship and EdTech Tools 		

8: 00AM – 8:30 AM	Registration of Participants	
8:30 AM – 9:00 AM	<i>Prayer</i> <i>Yesterday's Recap</i>	
9:00 AM – 12:00 NN <i>(with 15-minute working break)</i>	Video Editing and Teaser Video Making <i>*District Profile (max of 2-3 mins)</i>	Joseph Anthony Juntilla
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 3:00 PM	Graphic Design and Layout (Adobe Photoshop) <i>*Tarpaulin & Poster</i>	Mark Dave Vendiola
3:00 PM – 3:15 PM	Break	
3:15 PM – 3:30 PM	Schedule of Activities- Preparation for District Cluster Training	Remylin V. Gao-gao
3:30 PM – 5:00 PM	<i>Training Evaluation</i> <i>Announcements: ICT Camp 2018</i> <i>Closing Remarks</i> <i>Giving of Certificates and Tokens</i> <i>Photo Ops</i>	
Home Sweet Home		
Target Output		
<ol style="list-style-type: none"> 1. Created district profile teaser video 2. Submitted file for the designed tarpaulin and poster 		



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MEMBERS OF THE TRAINING TEAM/SECRETARIAT

Remylin V. Gao-gao, Division Office-Training Manager
Antonio Baguio, Division Office
Melchor A. Dueñas, Division Office
Atty. Sheena Alesna, Division Office
Louelyn M. Lajot, Caziano ZNNHS
Chariss R. Siplon, Sibulan NHS
Mark Dave Vendiola, NOHS
Joseph Anthony A. Juntilla, Caziano ZNNHS
Ray Anthony Tinguha, Amlan NHS
Ayvis Aycardo, Sibulan Night HS
Godfrey Calbog, San Jose PHS
Alfredo Ticon, Jr.
Chris Angelo Empeso

2018 Division ICT Literacy Capacity Building Seminar-Workshop
 August 31 – September 1, 2018

LIST OF PARTICIPANTS

#	ELEMENTARY	#	SECONDARY	District	
1	MICHAEL S. GUDIO	34	GLYNDEL D. PASTOR	Ayungon 1	1st Congressional District
2	EDDIE MUR G. MURILLO II	35	CHELEY C. NARCISO	Ayungon 2	
3	METCHIL G. RAZONABLE	36	JANE ROSE M. AMAMAG	Bindoy 1	
4	MA. ALFIE V. ALCORAN	37	RHEA C. FERNANDEZ	Bindoy 2	
5	LAUREN JANE A. JOSEPH	38	ROLLEN O. ABA	Canlaon 1	
6	JERALYN S. ALABANZAS	39	JOHN REY D. PORSUELO	Canlaon 2	
7	NATHALIE FAITH C. ENABE	40	DOMINIC B. VIDAL	Jimalalud	
8	ROGEN S. HEMODO	41	JUNE ARIEL F. GANTALAO	La Libertad 1	
9	DICKY R. ELENTORIO	42	SILVERIO J. TELERON	La Libertad 2	
10	JOEMANLO A. PALUMAR	43	WENDIMAE A. ANDAYA	Manjuyod 1	
11	FAITH B. SORSANO	44	ARNOLD B. MEDEZ	Manjuyod 2	
12	HERBERT B. GARGOLES	45	JOANNA A. SINCO	Tayasan 1	
13	JAN REY D. ABELLA	46	SARAH JEAN CADONDOY	Tayasan 2	
14	MARICEL A. REBUTAZO	47	JOCELYN A. FRASCO	Amlan	
15	HYDON B. LIBRADILLA	48	JUNE WYNDELL C. BOHOL	Mabinay 1	
16	JASON A. BOHOL	49	MAILYN B. ESCOTON	Mabinay 2	
17	YVES ADRIAN N. SILVA	50	RANJEL ESTIMAR	Mabinay 3	
18	CHARLENE MER L. MARANAN	51	ALCHER R. GALPO	Mabinay 4	
		52	MARY JANE A. SAMSON	NOHS	
19	FLORIZA B. BULAY	53	MARLOU A. ARTIAGA	San Jose	
20	JULIE ANN L. FRIOLANITA	54	CHARISS R. SIPLON	Sibulan 1	
21	KRISTINA S. CADUNGON	55	NORALYN DUMOGHO	Sibulan 2	
22	MA. LOUANIE I. SASTRE	56	ROZIEL G. MILLAN	Bacong	
23	FELY S. CERIALES	57	MILA A. REYES	Dauin	3rd Congressional District
24	KATRINA A. DARIAS	58	MICHAEL J. CABA	Siaton 1	
25	CLAIRE ANNE T. PIALAGO	59	CATHERINE B. FUENTES	Siaton 2	
26	RAY ANTHONY R. BARRON	60	JUMAR JANIPIN	Siaton 3	
27	JAYSON SOLAMILLO	61	HENRY T. DAYOT	Siaton 4	
28	RAUL N. MONCIDA JR	62	LOUELYN M. LAJOT	Sta. Catalina 1	
29	JOCEL ALVIO	63	JERICK OZOA	Sta. Catalina 2	
30	NOEL MELODIA, JR.	64	JOHN MARTIN G. CAÑO	Sta. Catalina 3	
31	SHEENA FE R. DORIMON	65	XANDER JHUNE MACAHILLOS	Sta. Catalina 4	
32	ARNOLD B. ABESTADO	66	ARLYN R. LAGURAS	Valencia	
33	NOVAH WINDYRAIN F. ELNAR	67	RUTH MARIE B. ELTANAL	Zamboanguita	