DIVISION MEMORANDUM
No. 572, series 2017

TO : Stephen R. Pascual - IT Officer
     Analiza C. Almazan - Education Program Supervisor
     Jimmy K. Laranjo - RMCES- ICT Coordinator

FROM : WINNIE E. BATOON, Ed.D.
       Office-In-Charge office of the
       Schools Division Superintendent

SUBJECT : ATTENDANCE TO THE NATIONAL ROLLOUT ON ICT
          LITERACY CAPACITY BUILDING PROGRAM

DATE : August 24, 2017

1. You are hereby directed to attend the National Rollout Training on ICT Literacy Capacity
Building Program on August 31, to September 1, 2017 in Davao City (specific venue will be
announced later).

2. Board and lodging, supplies and travel expenses of all participants shall be shouldered by
DepEd ICTS charged against DCP 2016 Continuing MOOE, subject to the usual accounting
and auditing rules and regulations.

3. Participants are expected to secure bus tickets and travel authority for reimbursement of travel
expenses.

4. Participants are requested to bring Laptop, extension cord, pocket WIFI and ICT best practices
in school and document it in a 3-5 minute video presentation.

5. Participants are entitled of Service Credits or Compensatory Time-Off for days of trainings
that fall on holidays.

6. For more details, please refer to the attached Regional Memorandum no. 198 and Unnumbered
DepEd Memorandum dated June 201, 2017.

7. For your information, guidance and compliance.
Regional Memorandum
No. 198 s. 2017

NATIONAL ROLLOUT ON ICT LITERACY CAPACITY BUILDING PROGRAM FOR CLUSTER 8

To: Schools Division Superintendents
    Chief, Curriculum Instruction Division
    Division Information Technology Officers

1. Attached is the Unnumbered DepED Memorandum dated June 20, 2017 from Dir. Aida C. Yuvienco, Director IV, Information and Communications Technology Service (ICTS) with the information that the Department of Education through the Information and Communications Technology Services (ICTS), in partnership with the Basic Education Sector Transformation (BEST), will be conducting the National Rollout-Training on ICT Literacy Capacity Building Program for Cluster 8 on August 31, to September 1, 2017 in Davao City (specific venue will be announced later).

2. Participants in this National Rollout-Training are the following:

<table>
<thead>
<tr>
<th>PARTICIPANTS</th>
<th>REGION XI</th>
<th>REGION XII</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Regional ITO</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Regional ICTU Staff</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Regional EPS from CLMD</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Division ITO</td>
<td>11</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td>Division EPS from CID</td>
<td>11</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td>School ICT Coordinators</td>
<td>11</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>37</strong></td>
<td><strong>29</strong></td>
<td><strong>73</strong></td>
</tr>
</tbody>
</table>

Participants are requested to bring Laptop, extension cord, pocket wifi (optional), and ICT LAC best practices in school and document it in a 3-5 minute video presentation.
3. Board and lodging of the regional and central office participants and travel expenses of Region XI participants shall be charged against downloaded DCP 2016 Continuing MOOE Funds, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Incl.: as stated
References: ICTS Office Memorandum dated June 20, 2017

To be indicated in the Perpetual Index
Under the following subjects:

ICT  LAC  PROGRAM  TRAINING

ROC11/ARP
MEMORANDUM

To: DEPED ARM 11 REGIONAL SECRETARY
    ALL REGIONAL DIRECTORS
    ALL SCHOOLS DIVISION SUPERINTENDENTS

Attention: Regional and Division Information Technology Officers

From: AIMZ. TUVIENCE
      Director IV

Subject: CONDUCT OF ICT LITERACY CAPACITY BUILDING PROGRAM 2017 IN SERIES OF ACTIVITIES AND CLUSTER TRAINING

Date: June 20, 2017

The Department of Education thru the Information and Communications Technology Service (ICTS), in partnership with Basic Education Sector Transformation (BEST), will be conducting ICT Literacy Capacity Building Program 2017.

1. The objectives of the said workshop are the following:
   1. Compile DepEd ICT LAC best practices from different regions and divisions;
   2. Equip ITOs, Education Supervisors, and School ICT Coordinators on the proper delivery of ICT LAC;
   3. Update participants on the education technology tools to use in the classroom;
   4. 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;
   5. Reorient ITOs on their roles and responsibilities; and
   6. Update ITOs on the DepEd Computerization Program procurements and DCP Ticketing System

2. Target participants are:

<table>
<thead>
<tr>
<th>Activity 1: Training of Trainers</th>
<th>Per Region</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 1 Regional ITO</td>
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<tr>
<td></td>
<td>• 1 Regional Education Supervisor from CLMD</td>
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<table>
<thead>
<tr>
<th>Activity 2: National Rollout- Training (in 8 clusters)</th>
<th>Per Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 1 Division ITO</td>
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<tr>
<td></td>
<td>• 1 Division Education Supervisor from CID</td>
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<td></td>
<td>• 1 School ICT Coordinator</td>
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</tbody>
</table>

3rd Floor, Bonifacio Bldg, DepEd Complex, Meralco Ave., Pasig City
Telephone No.: (02) 631-9636
a. Participants of Activity 1: Training of Trainers shall be the resource person in Activity 2: National Rollout-Training on their respective regional cluster.

b. In identifying School ICT Coordinator, Division ITOs must choose one (1) who had already conducted ICT LAC sessions in school and has ICT LAC best practices to share.

c. Visit the link below if you have yet registered your participants:

   [link](http://bit.ly/ICTLiteracy2017ConfirmedParticipants)

### 3. Date and venue

<table>
<thead>
<tr>
<th>Activity 1: Training of Trainers</th>
<th>Dates</th>
<th>Venue</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 06-07, 2017</td>
<td>NCR</td>
<td>Per Region:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 1 Regional ITO</td>
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<td></td>
<td></td>
<td></td>
<td>- 1 Regional Education Supervisor from CLMD</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Activity 2: National Rollout-Training</th>
<th>Dates</th>
<th>Venue</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Cluster 1 (NCR, III)</td>
<td>July 13-14, 2017</td>
<td>NCR</td>
<td>Per Division:</td>
</tr>
<tr>
<td>3) Cluster 3 (I, II, III)</td>
<td>July 27-28, 2017</td>
<td>CAR</td>
<td>- 1 Division Education Supervisor from CID</td>
</tr>
<tr>
<td>4) Cluster 4 (VII, VIII)</td>
<td>Aug 03-04, 2017</td>
<td>Region VII*</td>
<td>- 1 School ICT Coordinator</td>
</tr>
<tr>
<td>5) Cluster 5 (VI, NIR)</td>
<td>Aug 10-11, 2017</td>
<td>Region VI</td>
<td></td>
</tr>
<tr>
<td>6) Cluster 6 (IX, ARMM)</td>
<td>Aug 17-18, 2017</td>
<td>Region VII*</td>
<td></td>
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<tr>
<td>7) Cluster 7 (X, CARAGA)</td>
<td>Aug 24-25, 2017</td>
<td>Region X</td>
<td></td>
</tr>
<tr>
<td>8) Cluster 8 (XI, XII)</td>
<td>Aug 31-Sep 01, 2017</td>
<td>Region XI</td>
<td></td>
</tr>
</tbody>
</table>

*Region VII to host 2 cluster training

a. Exact address of the venues shall be announced thru a separate advisory.
b. Workshop venues are expected to have a reliable internet connection considering the number of participants.

### 4. Board and lodging and travel expenses

a. Board and lodging *(to be downloaded to host region/division)*, supplies, travel expenses of all participants and central office staff shall be shouldered by DepEd ICTS charged against DCP 2016 Continuing MOOE.
b. Participants are expected to secure plane/bus tickets and travel authority for the reimbursement of travel expenses.

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

a. Laptop
b. Extension cords
c. Pocket wiffs/broadband (optional)
d. **ICT LAC Best Practices** for the participants of Activity 1: *Training of Trainers* (Regional ITNs and ES). The Region must identify ICT LAC best practices in schools and document it as a video presentation.

**ICT Best Practice Video Documentation**

Guidelines:

1. All ICT Literacy Capacity Building Program Training of Trainers (TOT) participants must have at least 1 ICT LAC Best Practice to be shared.
2. On a 3-minute video, the following information are shown:
   a. Title of the ICT LAC Best Practice
   b. What is it about? (Description of the Initiative)
   c. Show/Demonstrate the ICT LAC Best Practice
   d. Testimonials (optional)
   e. File must be in .mp4
3. Share the video link in the registration form
4. Showcase your region's ICT LAC Best Practice/s during the ICT Literacy Capacity Building Program Training of Trainers (TOT)

6. Program of Activities
   a. See attached Program of Activities

For inquiries, email Elisabeth Urbano at elizabeth.urbano@deped.gov.ph or Mary Anthony Sieras at mary.sieras@best.org.ph.

Thank you very much for your usual cooperation!