1. There will be a Division ICT Literacy Workshop for Teachers on September 20-22, 2016. Two participants from each Elementary and Junior High School, the ICT Coordinator and LRMDS Coordinator, are requested to attend.

2. The venue of the training will be announced later. The following are the schedules of the workshop, to wit;

<table>
<thead>
<tr>
<th>Date/ Time</th>
<th>Participants</th>
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| Sept. 20, 2016 8:00AM -5:00PM | • School ICT Coordinators  
• School LRMDS Coordinators  
• Public Schools District Supervisors  
• Education Program Supervisors |
| Sept. 21, 2016 8:00AM -5:00PM | • School ICT Coordinators  
• School LRMDS Coordinators |
| Sept. 22, 2016 8:00AM -5:00PM | • School ICT Coordinators  
• School LRMDS Coordinators  
• Public Schools District Supervisors  
• Education Program Supervisors |

3. Participants should bring Pocket WiFi and Laptops.

4. Meals during the training will be charged against the Division ICT Training budget, while individual transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For clarifications or inquiries, you may contact the IT Officer, Mr. Stephen R. Pascual, through Telephone No. (082) 553-8375 or stephen.pascual@deped.gov.ph.