



DIVISION MEMORANDUM

February 14, 2013

No. 21 s. 2013

TO: PS District Supervisors
Secondary School Administrators
School/District ICT Coordinators
Division ICT Team

SUBJECT: ICT Training on the Integration of the DepEd ICT Programs, Systems and Services

1. In support of the thrust of the Department of Education Technical Service and ICT Unit to upgrade its human resource capabilities through ICT, there is a need to harmonize all efforts from the division to school level. Necessary information and skills are needed to rationalize the deployment of these ICT programs, systems and services. Thus, the Division ICT Team shall conduct a one-day **ICT Training** on **February 20, 2013** at the **Division Office Conference Hall**.
2. The training aims to:
 - a. enhance skills in using Information and Communication Technology
 - b. boost literacy on the existing DepEd ICT updates on Learner Information System (LIS), Learning Resource Management and Development System (LRMDS) and DepEd Internet Connectivity Project (DICP)
 - c. roll-out DICP to secondary school recipients
 - d. maximize the registration of accounts using DepEd Email Service
 - e. utilize salient features of the official website of DepEd Division of Misamis Oriental
3. Participants of this activity are:
 - a. For Secondary Schools, School Head or School ICT Coordinator
 - b. For Elementary Schools, 1 ICT Coordinator from each District/Municipality
4. All participants are advised to bring their own laptops with extension wires and are expected to follow the Training Matrix. (*Enclosure 1*) Confirmation of attendance prior to the training schedule is required through the Division ICT Team. (*Enclosure 2*)
5. Travelling expenses shall be charged against local school MOOE. The Division Office shall cover the registration fee of P100.00 through INSET funds.
6. Immediate dissemination of this memorandum is desired.



CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



TRAINING DESIGN

**ICT TRAINING ON THE INTEGRATION OF DEPED ICT PROGRAMS,
SYSTEMS AND SERVICES**

February 20, 2013
Division Office Conference Hall

TRAINING OBJECTIVES:

1. enhance skills in using Information and Communication Technology
2. boost literacy on the existing DepEd ICT updates on Learner Information System (LIS), Electronic Basic Education Information System (E-BEIS), Learning Resource Management and Development System (LRMDS)
3. roll-out DICP to secondary school recipients
4. maximize the registration of accounts using DepEd Email Service
5. utilize salient features of the official website of DepEd Division of Misamis Oriental

TRAINING MATRIX:

DAY / TIME	ACTIVITIES	FOCAL PERSON
AM		
0730	Arrival of Participants	
0800 – 0900	Registration and Administration of Training Needs	Mr. Andrew Heroe Janubas
0800 – 0900	Opening Program	Mrs. Ingrid Hebron
0930 – 1030	Roll-out of DICP to Recipient Schools	Mrs. Virginia A. Buana
1030 – 1100	B R E A K	
1100 – 1200	Network Administration & Updates on DepEd Information Communication Technology (ICT)	Mr. Mark Lorren T. Tejano
PM		
1200 – 1300	L U N C H	
1300 – 1400	Learning Resource Management and Development System (LRMDS)	Dr. Olga A. Alonsabe
1400 – 1500	Learner Information System (LIS) and Electronic Basic Education Information System (E-BEIS)	Mr. Edwin L. Gamorot
1500 – 1530	B R E A K	
1530 – 1630	DepEd Email Service, Features of the Official Website of DepEd MisOr	Mr. Edwin L. Gamorot Mr. Mark Lorren T. Tejano
1630 – 1700	Closing Program	Mr. Mario T. Arroyo
1700	End of Training	

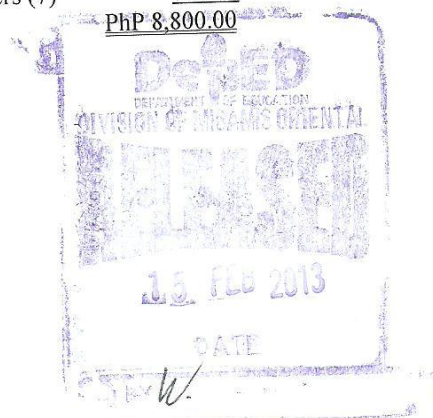
TRAINING EXPENSES:

PhP 100.00 per participant to cover 1 lunch, 1 snacks
 No. of District ICT Coordinators (25) PhP 2,500.00
 No. of Secondary Schools ICT Coor (56) 5,600.00
 No. of Division ICT Team Members (7) 700.00

PhP 8,800.00

TRAINING MATERIALS:

LCD Projector
 Sound System
 WIFI Internet Connection
 Handouts
 Certificate of Appearance
 Certificate of Training



DIVISION ICT TEAM:

ICT Coordinator	VIRGINIA A. BUANA Education Program Specialist, ICT virginia.buana@deped.gov.ph
ICT Administrators	MARK LORREN T. TEJANO Budget Officer mark.tejano@deped.gov.ph EDWIN L. GAMOROT Planning Officer edwin.gamorot@deped.gov.ph
ICT Trainer	OLGA A. ALONSABE, Ph.D. Education Program Specialist, SBM olga.alonsabe@deped.gov.ph
ICT Support	MARIO T. ARROYO Personnel Officer mario.arroyo@deped.gov.ph INGRID C. HEBRON Records Officer ANDREW HEROE R. JANUBAS ICT Specialist

