Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan

April 10, 2018

DIVISION MEMORANDUM
No. 116, s. 2018

DIVISION TRAINING OF TRAINERS ON INFORMATION AND COMMUNICATION TECHNOLOGY

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to inform the field that there will be a Division Training of Trainers on Information and Communication Technology (ICT) on May 22-23, 2018. Venue will be announced later.

2. Participants to this workshop are 1 District and 2 Selected School ICT coordinators per District.

3. This training aims to train the participants on the Basic Computer Troubleshooting Skills (Hardware, Software and Virtual), EdTech Tools and GSuites for Education.

4. A Registration fee of **FIVE HUNDRED PESOS** (Php. 500.00) will be collected to cover other incidental expenses. Food and venue shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Participants are advised to pre-register on or before May 18, 2018 c/o Feby Moleta, AO IV (Please find attached form). Only those who pre-registered will be accepted during the activity.

6. Participants are advised to bring laptop, extension cord and pocket wifi to be used during the workshop.

7. The Workshop Program is found in Enclosure No. 1 of this Memorandum.

8. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

JOSE NIRO R. NILLASCA
Education Program Supervisor – LRMDS
Officer-In- Charge
Office of the Asst. Schools Division Superintendent

Enclosure: as stated
Reference: Master Plan for Professional Development
Allotment: 1 (R.O. s. 1994)
To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY **POLICY** **PROJECT** **SCHOOLS**

/fpj

Enclosure No. 1 of Division Memorandum No. 116, 2018

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WORKSHOP PROGRAM

May 22, 2018	**AGENDA**	**Person In-Charge**
7:30 AM – 8:00 AM	Registration	
8:00 AM – 8:30 AM	National Anthem/Opening prayer Welcome remarks	
8:30 AM - 9:00 AM	Introduction/Objectives Implementation overview	**Mrs. Floradel P. Jamero**
9:00 AM - 10:00 AM	EdTech Tools	**Mr. Jose Emilio Reyes**
10:00 Am – 11:00 AM	Workshop 1	
11:00 AM - 12:00 NN	Basic Troubleshooting (Hardware)	**Mr. Mahnnie Q Tolentino**
12:00 PM - 1:00 PM	**LUNCH**	
1:00 PM - 2:00 PM	Continuation of Basic Trouble Shooting (Hardware)	**Mr. Mahnnie Q Tolentino**
2:00 PM – 3:00 PM	Workshop 2	
3:00 PM – 5:00 PM	Basic Troubleshooting (Virtual)	
5:00 PM – 6:00 PM	Workshop 3	
6:00 PM – 7:00 PM	**DINNER**	
8:00 PM – 9:00 PM	Basic Troubleshooting (Software)	**Mr. Mahnnie Q Tolentino**

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

-Benjamin Franklin

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WORKSHOP PROGRAM

May 23, 2018	**AGENDA**	**Person In-Charge**
8:00 AM – 8:30 AM	MOL	
8:30 AM - 10:00 AM	Continuation of Basic Troubleshooting (Software)	**Mr. Mahnnie Q. Tolentino**
10:00 AM - 11:00 AM	Workshop 4	
11:00 AM - 12:00 PM	GSuites for Education	**Mr. Dave Richard Santiago**
12:00 PM - 1:00 PM	**LUNCH**	
1:00 PM - 3:00 PM	Continuation of GSuites for Education	**Mr. Dave Richard Santiago**
3:00 PM – 4:00 PM	Workshop 5	
4:00 PM – 5:00 PM	Closing Program	

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REGISTRATION

DIVISION TRAINING OF TRAINERS ON
INFORMATION AND COMMUNICATION TECHNOLOGY
May 22 - 23, 2018

DISTRICT: _____

No.	NAME	SCHOOL	AMOUNT
1			
2			
3			
		TOTAL	-

OFFICIAL RECEIPT NO. : _____

DATE : _____

Prepared by:

FEBY D. MOLETA
Administrative Officer IV