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

October 24, 2019

DIVISION MEMORANDUM
No. 374, s. 2019

WORKSHOP ON RETOOLING OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) LITERACY FOR SCHOOL HEADS

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. There will be a Workshop on Retooling of ICT Literacy for School Heads on November 4, 2019 for Eastern Side Aklan and November 5, 2019 for Western Side Aklan at the Gov. Corazon L. Cabagnot Training Center, Old Buswang, Kalibo, Aklan.

2. Participants to this workshop are all School Heads and District ICT Coordinators, to wit:

Eastern Side: Altavas, Balete, Banga, Batan, Kalibo I and II, New Washington, Libacao and Madalag

Western Side: Buruanga, Ibajay I and II, Lezo, Makato, Malay, Malinao, Nabas, Numancia and Tangalan

3. This training aims to retool the participants on the use of Microsoft Office Applications.

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

7. Travel expenses and other incidental expenses of participants shall be chargeable against school MOOE while venue, food and training materials shall be chargeable against downloaded-HRTD fund subject to the usual accounting and auditing rules and regulations.

8. The Workshop Program is found in Enclosure No. 1 of this memorandum.

9. Immediate and wide dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: DMEA Result
Allotment: 1 (R.O. s. 1994)

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Enclosure No. 1 of Division Memorandum No. 374, 2019

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WORKSHOP ON RETOOLING OF ICT LITERACY FOR SCHOOL HEADS

TRAINING MATRIX

November 4/5, 2019	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 - 10:30 AM	Microsoft Office Word Workshop	**Mr. Maylord R. Bonifacio**
10:30 – 12:00 NN	Microsoft Office Excel Workshop	**Mr. Dave Richard J. Santiago**
12:00 PM - 1:00 PM	**LUNCH**	
1:00 PM - 3:00 PM	PowerPoint Workshop	**Ms. Meganda A. Villar**
3:00 PM – 4:30 PM	Basics of Internet	**Mr. Jose Emilio I. Reyes**
4:30 PM – 5:00 PM	Closing Program	

"Tell me and I forget. Teach me and I remember. Involve me and I learn."
-Benjamin Franklin