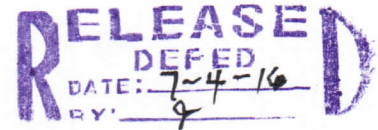
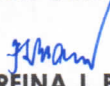



DepEd
DEPARTMENT OF EDUCATION
Department of Education
Region I
DIVISION OF CITY SCHOOLS
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Division Memorandum No. 101, s. 2015

To: **Chief Education Supervisors, & Staff, SGOD & CID
Public Schools District Supervisors
School Heads (Elementary & Secondary)
School ICT Coordinators
All Others Concerned**

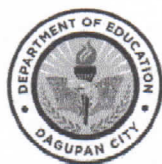


From: 
FROSERFINA J. BRAVO
Officer-in-charge
Schools Division Superintendent 

Subject: **ICT Literacy Training of Trainers for School ICT Coordinators**

Date: **July 07, 2016**

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1. The Department of Education's ICT Service Office has directed the division to conduct the ICT Literacy Trainers' Training for their respective school ICT coordinator in order to prepare them in delivering ICT literacy training to their fellow teachers.
 2. DepEd Dagupan shall conduct the ICT Literacy Training of Trainers for School ICT Coordinators on July 22, 23 & 24, 2016 at the Abong na Alumni, Dagupan City National High School.
 3. The objectives of the workshop are:
 - To equip the designated school ICT coordinators to train teachers in their schools on the use of software in the DCP for teaching and learning.
 - To train ICT coordinators in their various roles in supporting DepEd Information Systems.
 - To conduct a baseline study on ICT literacy of designated school ICT coordinators.
 4. Participants to the said orientation are **School ICT Coordinators**.
 5. Immediate dissemination and compliance to this Memorandum is enjoined.



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Training Matrix

ICT Literacy Training of Trainers for School ICT Coordinators July 22-24, 2016

| DAY 1 | |
|---------------------|--|
| Time | Program of Activities |
| 7:00 - 8:00 AM | Registration |
| 8:00 - 9:00 AM | Opening Ceremony Introduction <ul style="list-style-type: none"> • Expectation Settings • Workshop Objectives • Training Implementation Overview |
| 9:00 - 10:30 AM | ICT4E Overview – ICT in Education in Deped <ul style="list-style-type: none"> • ICT4E Strategy (4 Pillars) • Relevance of ICT to teachers, encouraging the maximization of the DCP for teaching & learning Speaker 1 Towards 21st Century Education Speaker 2 |
| 10:00 AM | Working Break and Grouping of Participants |
| 10:30 AM – 12:00 PM | Activity based Training <ul style="list-style-type: none"> • 1,2,3 Collaboration Game • Activity based training with activity cards exercise • Update on team's progress • Processing of the activity Lesson Ideas Discussion <ul style="list-style-type: none"> • Group presentation of output to plenary Speaker 3 |
| 12:00 - 1:00 PM | Lunch Break |
| 1:00 - 1:15 PM | Ice breaker |
| 1:15 - 3:00 PM | Introduction to LAC Session and Adult Learning for ICT Speaker 4 |
| 3:00 - 3:15 PM | Working Break |
| 3:00 - 5:00 PM | LAC Simulation Exercise Speaker 4 |

| DAY 2 | |
|---------------------|---|
| Time | Program of Activities |
| 8:00 - 8:30 AM | Registration |
| 8:30 - 9:00 AM | Ice breaker/Energizer Recap of Day 1 Insights |
| 9:00 – 10:30 AM | DESKTOP PUBLICATION Speaker 1 |
| 10:00 AM | Working Break |
| 10:30 AM – 12:00 PM | PRESENTATION OF OUTPUTS |
| 12:00 – 1:00 PM | Lunch Break |
| 1:00 – 1:15 PM | Ice breaker |
| 1:15 – 2:15 PM | OFFICE PRODUCTIVITY SUITES Speaker 2 |
| 3:00 – 3:15 PM | Working Break |
| 3:00 – 5:00 PM | Implementation Plan <ul style="list-style-type: none"> • Overview of Implementation tips • Individual implementation plan writing • Sharing of implementation plans per group • Sharing of 1 implementation plan per group to plenary Speaker 4 |

| DAY 3 | Launching of NEW INTERACTIVE AND COLLABORATIVE E-LEARNING PLATFORM USING GOOGLE CLASSROOM |
|---------------------|--|
| Time | Program of Activities |
| 8:00 - 8:30 AM | Registration |
| 8:30 - 9:00 AM | Ice breaker/Energizer Recap of Day 2 Insights |
| 9:00 – 10:30 AM | Orientation of NEW INTERACTIVE AND COLLABORATIVE E-LEARNING PLATFORM USING GOOGLE CLASSROOM |
| 10:00 AM | Working Break |
| 10:30 AM – 12:00 PM | Workshop on the E-Learning Platform |
| 12:00 – 1:00 PM | Lunch Break |
| 1:00 – 1:15 PM | Ice breaker |
| 1:15 – 2:15 PM | OFFICE PRODUCTIVITY SUITES Using NEW INTERACTIVE AND COLLABORATIVE E-LEARNING PLATFORM USING GOOGLE CLASSROOM |
| 3:00 – 3:15 PM | Working Break |
| 3:00 – 5:00 PM | Implementation Plan |