



DepED
Department of Education
Region I
DIVISION OF CITY SCHOOLS
Burgos Street, Dagupan City
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Division Memorandum No. 6 s. 2017

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

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

Subject: **Department of Information and Communications Technology (DICT)**
TECH4ED Project – CENTER MANAGER TRAINING for School Heads & ICT
Coordinators

Date: **January 11, 2017**

1. The Department of Information and Communications Technology (DICT) and the Schools Division Office – Dagupan City is entering into a Memorandum of Agreement re: TECH4ED CENTERS scheduled on January 19, 2017 at the Abong na Alumni, DCNHS.

2. Tech4ED is a project of the DICT that aims to harness ICT to bridge the digital divide and alleviate poverty in both urban and rural areas.

3. In line with this, DICT shall conduct a CENTER MANAGER TRAINING in two (2) batches:

Batch 1: January 16-17, 2017 at the DAGUPAN CITY LIBRARY, Tapuac Dist., Dagupan City

Participants: School ICT Coordinators and ALS Mobile Teachers

Batch 2: January 18-19, 2017 at the DAGUPAN CITY LIBRARY, Tapuac Dist., Dagupan City

Participants: School Heads

4. The said training aims to orient the participants on the operations of the TECH4ED platform and its content.

5. All participants are advised to bring their Laptops, Pocket wi-fi, extension cords, etc.

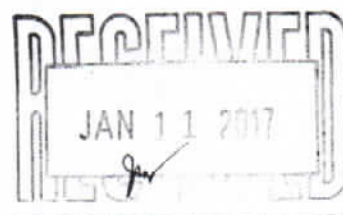
5. Immediate dissemination and compliance to this Memorandum is enjoined.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

January 10, 2017

FROSERFINA J. BRAVO
School Superintendent Division
Dagupan City



Madam Bravo:

Greetings!

The Department of Information and Communications Technology (formerly DOST – ICTO) is grateful to your Office for supporting our Tech4ED Project and entering into a momentous partnership with us through signing the Memorandum of Agreement on January 19, 2017.


We appreciate your aspiration to address the country's digital divide through providing digital education and opportunities to your community.

In line with this, we would like to inform you that we will conduct a Center Manager Training on January 16-17 first Batch (Venue: Dagupan City Library) and January 18-19 Second Batch (Venue: /) for your personnel who will administer the daily operations of the centers. Once the centers have been prepared and are ready for operation, we require all center managers to undergo training with us in order to be familiarized not just with the Tech4ED platform and its content, but also to be knowledgeable on how to handle the daily operations and other related activities of the center.

We are excited to work with you and we guarantee that we will provide appropriate guidance to your office as we go about the implementation of the project. Should there be any concerns, DICT will always be pleased to answer your queries.

Looking forward to more engagements!

Kind regards,


ELVIS E. CAYABYAB
TECH4ED PFT
Dagupan City

DICT Field Operations Office-Luzon Cluster II
2/F PGB Commercial Building II, Capitol Compound, City of Malolos, Bulacan
Tel/Fax Nos.: +63 (044) 305-0276; (044) 794-9293; Email Address:
foo.luzoncluster2@icto.dost.gov.ph



TECH4ED CENTER MANAGER TRAINING

DEPED DAGUPAN CITY

Province of Pangasinan

Day 1

Time	Activity	Focal Person
9:00 - 9:30 AM	Registration	ICTO Dagupan Team
9:30 - 10:00 AM	Prayer/National Anthem	DepEd Dagupan
10:15 - 10:30 AM	Welcome Remarks <i>(Optional)</i>	ICTO/DEPED
10:30 - 12:00 AM	Mood Setting House Rules Introduction to Tech4ED (working break) ICE BREAKER	ICTO Representative
12:00-1:00PM	LUNCH	
1:00-3:00PM	Creation of email account for SoLearn Creation of Tech4ED Platform Profile	ICTO Representative
3:00- 3:20PM	Snack Break	ICTO Dagupan Team
3:20-5:00PM	ICE BREAKER Tech4ED Platform Access How to Edit Profile Functional Literacy Test	ICTO Dagupan Team



Day 2

Time	Activity	Focal Person
8:30-9:00 AM	Attendance	ICTO Dagupan Team
9:00-10:30 AM	Review Of Day 1 Lecture How to Create Tech4ED Shortcut on Desktop	ICTO Team/LGU
10:30-10:40 AM	SNACK BREAK	ICTO Representative
10:40-12:00PM	Showing of Center Operations Manual Videos Role Playing	ICTO Representative
12:00 – 1:00 PM	LUNCH	
1:00-4:00 PM	Basic Trouble Shooting and Maintenance	ICTO Representative
4:00-4:15PM	SNACK BREAK	
4:15 – 5:00PM	Distribution of Certificates PICTURE TAKING	ICTO Representative



MOA SIGNING AND LAUNCHING of TECH4ED CENTERS

Prayer	-----	Audio/ Visual Presentation
National Anthem	-----	Audio / Visual Presentation
Welcome Address	-----	Dr. Lourdes D. Servito Asst. Schools Division Superintendent Dagupan City
Inspirational Message	-----	Mdm. Froserfina J. Bravo Schools Division Superintendent Dagupan City
		Dir. Cheryl Ortega Regional Director DICT Luzon Cluster II

Launching of Deped Dagupan Tech4Ed Center

- MOA Signing
- Ribbon Cutting

Awarding of Certificates
Impression/response from the Participants
Community Singing