



DIVISION MEMORANDUM
No. 117, s. 2019

December 4, 2019


ICT TRAINERS TRAINING ON PRODUCTIVITY TOOLS AND OTHER APPLICATIONS

To: **SCHOOL HEADS**
ELSER MATEO – EPS II, M & E

Attention: ICT Coordinators
Robin Charles Ramos – MEA, Digos City SHS
Moises R. Perral - MEA, Digos City SHS

1. The use of Information and Communication Technology in the Department of Education (DepED) is anchored with the four major areas in the Digital Rise Program, namely; Digital Literacy Skills, ICT-Assisted Teaching, ICT-Assisted Learning and the Automation of Organization Processes.
2. In line with the thrust in improving the digital literacy skills of teachers, the ICT unit of this office will conduct ICT Trainers Training on Productivity Tools and Other Applications, on December 12-14, 2019, at Megan's Function Hall, Corner Lim St. and Bataan St., Digos City, Davao del Sur.
3. Participants for this activity are the School ICT Coordinators of Elementary, Junior and Senior High Schools.
4. The division Microsoft Education Ambassadors, Eleser Mateo, Jimmy Laranjo, Robin Charles O. Ramos and Moises R. Perral are also directed to attend as resource personnel.
5. Each participant is requested to bring laptop, extension wire, pocket WiFi, and soft copies of Learning Materials.
6. Meals and snacks during the orientation shall be charge against ICT Training downloaded funds while travel and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum is directed.


CRISTY C. EPE, CESE
Schools Division Superintendent *CE*

DepEd Schools Division of Digos City
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