



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 318, s 2021

May 27, 2021

**CONDUCT OF FOUR - DAY SKILLS ENHANCEMENT TRAINING ON INTERNET  
AND COMPUTING FUNDAMENTALS (ICF) AND BASICS IN TEACHING  
COMPUTER SYSTEMS SERVICING (CSS) IN EPP/TLE**

To: CID Chief  
Education Program Supervisor in TLE  
Public School District Supervisors  
School Principals Concerned  
EPP/TLE Teacher-Participants

1. In Reference to the implementation of the Division Education Development Plan (DEDP), the field is hereby informed of the conduct of the **Four-Day Skills Enhancement Training on Internet and Computing Fundamentals (ICF) and Basics in Teaching Computer Systems Servicing (CSS)** on June 4-5 and June 11-12, 2021 at DICNHS Audio Visual Room, Digos City.
2. The training is anchored on the following objectives:
  - a. Expose teachers to activities that would help them enhance their skills in Teaching ICT in related learning areas;
  - b. Assist teachers in developing Activity Sheets/ Worksheets in EPP/ TLE where ICT is integrated; and
  - c. Formulate ICT-based performance task assessment.
3. The participants are the selected TLE/EPP teachers, with list attached hereto. They are advised to bring laptops during the training.
4. The training matrix is also attached in this Memorandum.
5. The meals and travel expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
6. For immediate dissemination and compliance.

DepEd Schools Division Office - Digos City

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DATE: JUN 04 2021 TIME: 1:20  
BY: \_\_\_\_\_

**CRISTY C. EPE**  
Schools Division Superintendent

