



Tanggapan ng Kalihim
Office of the Secretary

MAR 27 2007

DepED MEMORANDUM
No. 137 .s. 2007

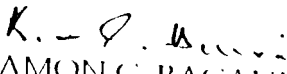
ICT LITERACY TRAINING OF PUBLIC SECONDARY SCHOOL TEACHERS

- To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Department of Education (DepED) through the Bureau of Secondary Education-Curriculum Development Division (BSE-CDD), in collaboration with the Partners in Learning (PiL) through the Philippine Business for Social Progress (PBSP), will conduct a nationwide ICT Literacy Training of Public Secondary School Teachers between April 10-25, 2007 and September 3-4, 2007 at the designated computer laboratories of the 30 (P) Potensyal division winners. The list of said participating divisions and schedule of the training are found in Enclosures No. 1 and 2 respectively.
2. The activity aims to:
 - a. upgrade the ICT literacy of teachers specifically on web page designing and Microsoft programs (Word, Excel, Powerpoint, Access, Publisher, Visual and Basic);
 - b. improve the maintenance/repair/troubleshooting skills of teachers assigned as computer lab technicians;
 - c. update teachers on the use of the technology in classroom management; and
 - d. enhance the skills of school, division and department heads, division supervisors, school and division ICT coordinators, subject area teachers on their roles as ICT for Education (ICT4E) instructional leaders.
3. The participants of the said trainings coming from the 30 (P) Potensyal division winners are as follows: (a) Schools Division Superintendent; (b) Assistant Schools Division Superintendent; (c) Division Supervisors; (d) Division ICT Coordinator; (e) school head; (f) school ICT coordinator; (g) department heads; (h) one English, one Science, one Math, and one Makabayan subject teacher per year level; and (i) four TLE computer lab teacher-technicians of the division pilot

school. It is understood that local arrangements shall be made such that the classes of the said teacher-participants shall not be disrupted.

4. Contained in enclosure No. 3 is the template for sign-up sheet/s for teachers which may be accomplished by the Division ICT Coordinator so that PBSP could assign the schedule of training for the participating pilot school or division. The said accomplished sign-up sheets may be sent to PBSP, Intramuros, Manila by telefax no. (02) 527-3743 c/o Ms. Joy Lapuz not later than March 23, 2007.
5. Attendance of participants shall be on official business. The expenses for training, materials shall be borne by the Pil. through PBSP and travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For inquiries, please contact the DepEd-Pil. coordinator; or PBSP training coordinator Elisa B. Sta. Maria (telefax 02-527-3743, mobile 0918-555-4854, e-mail smb422003@yahoo.com.au).
7. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary

Ends: As stated

Reference: None

Allotment: 1-(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:
INFORMATION TECHNOLOGY
SECONDARY EDUCATION
TEACHERS

(Enclosure No. 1 to DepED Memorandum No. 137, s. 2007)

LIST OF PARTICIPATING DIVISIONS

LUZON Masbate City
 Nueva Ecija
 Makati
 Zambales
 Ilocos Sur
 Baguio City
 Kalinga
 Muntinlupa City
 Batanes
 Ifugao

VISAYAS Roxas City
 Ormoc City
 Lapu-Lapu City
 Iloilo City
 Mandaue City
 San Carlos City
 Biliran
 Cebu Province
 Tagbilaran City
 Calbayog City

MINDANAO Bislig City
 Panabo City
 Butuan City
 Bukidnon
 Surigao del Norte
 Digos City
 Ozamiz City
 Gen Santos City
 Surigao City
 Iligan City

SCHEDULE OF TRAINING

| Training Courses | Course Description | Pre-requisites | Training Dates | Number of Days | Participants |
|---|---|---|-----------------------------|----------------|--|
| ICT Integration (w/ foundation skills) | The first two days of the course is designed for novice computer users focusing on computer basics, productivity programs such as Word, Excel, Power point, digital lifestyles, computer policy and security; the internet and the world wide web. The rest of the session will concentrate on piloting new Microsoft instructional technologies and providing technology training and planning services for teachers integrating ICT tools in classroom-based teaching and learning. | Basic Typing skills | April 10-14, April 16-20 | 10 | <ul style="list-style-type: none"> • SDS • ASDS • Division Supervisors • Division ICT Coordinator • School Principal • School Department Heads • School ICT Coordinators • School TLE Computer Lab • Teacher-technicians • Subject Area Teachers |
| PC Repair, Troubleshooting and Networking Help Desk | The course will help teachers familiarize with standard PC hardware and software systems. They will be able to dismantle and reassemble a PC, and learn about standard hardware systems and components including CPU's, system memory, video adapters, sound cards, storage drives, network adapters, internal and external modems. | Knowledge on basic computer parts & basic Computer skills | April 10-13 | 4 | <ul style="list-style-type: none"> • All School TLE Computer Lab Teacher-technicians |

| | | | | | |
|---------------------------------|---|--|--------------------|----------|--|
| | <p>They will also learn to diagnose some common hardware failures and configuration. They will be provided with hands-on practice using trouble shooting techniques to solve problems. The function, use and basic configuration of common networking components such as bridges, hubs, routers and firewalls will be explained and demonstrated</p> | | | | |
| <p>Visual Basic Programming</p> | <p>The course will help teachers understand basic programming concepts. They will be able to develop programs that can be used in their daily tasks. They will also learn the Visual Basic syntax, event-driven programming and how to compile an application with the native code compiler. They will work with forms and controls and add simple database support to their applications</p> | <p>Basic Computer skills using Microsoft products and basic programming knowledge desired but not required</p> | <p>April 16-20</p> | <p>5</p> | <p>4th Yr School TLE Computer Lab Teacher-technicians</p> |
| <p>MS Access</p> | <p>The course will help teachers become familiar with the MS Access environment, create and edit databases. They will also learn how to create and use formulas and reports derived from database information, add, move, size, edit and delete controls and run and modify a macro.</p> | <p>Familiarity with Windows and MS Excel</p> | <p>April 16-18</p> | <p>3</p> | <ul style="list-style-type: none"> • Division ICT Coordinator • School Principal • School Department Heads • School ICT Coordinator • 3rd Yr School TLE Computer Lab Teacher-technicians |

| | | | | | |
|--|--|---|-------------|---|---|
| MS FrontPage (Web Page Designing) | The course helps teachers to create and edit web pages using FrontPage 2003. The training will teach them to work with text and hyperlinks, add pictures, animations, clipart and files; format lists; position object; make a photo gallery; design a web structure; create a web; preview and published the finished web. | Basics for Windows and Internet | April 23-25 | 3 | School TLE Computer Lab Teacher- technicians |
| MS Publisher | The course will help teachers to easily create, customize and publish materials such as newsletter, brochures, flyers, catalogs and websites | Familiarity with Windows | Sept. 3-4 | 2 | School TLE Computer Lab Teacher- technicians |
| Monitoring Network | This lecture/lab-style, two-day course will help ASDS and ICT coordinators understand, deploy and successfully use DepEd's MoNet. The course emphasizes hands-on exercises which can be used to successfully monitor DepEd division servers. | Familiarity with Windows and MS Excel | April 12-13 | 2 | <ul style="list-style-type: none"> • ASDS • Division ICT • Coordinator • School ICT • Coordinators |
| Research Network | The primary objective of Research Network training is to promote training-through-research within the framework of quality international collaborative research projects. | Familiarity with Windows and MS Excel | April 16-17 | 2 | <ul style="list-style-type: none"> • ASDS • Division ICT • Coordinator |
| Project Development Implementation Monitoring & Evaluation | The course aims to provide division Superintendents and school Principals analytical concepts, strategies and tools for developing programs and projects. It further addresses issues and concerns into the key stages of the project cycle: project identification and design, assessment of projects for funding; project implementation; and monitoring and evaluation. | Supervisory or managerial capacity. Knowledge in institution building, enterprise development, project development, monitoring and evaluation | April 16-20 | 5 | <ul style="list-style-type: none"> • SDS • School • Principal |

| | | | | | |
|----------------------------------|---|--|--------------------|----------|---|
| <p>Resource Mobilization</p> | <p>This course will provide administrators what they need to know to build relationships with donor organizations and how to manage their own fundraising activities efficiently.</p> | <p>Good supervisory and human relations skills Knowledge in enterprise development, monitoring and evaluation.</p> | <p>April 12-13</p> | <p>2</p> | <ul style="list-style-type: none"> • SDS • School Principal |
|----------------------------------|---|--|--------------------|----------|---|

(Enclosure No. 3 to DepED Memorandum No. 137, s. 2007)

TEMPLATE for SIGN-UP SHEETS, RE: ICT LITERACY TRAINING for PUBLIC SCHOOL TEACHERS

Division/Region :
 Division ICT Coordinator Contact Person:
 Telephone Number :
 Fax Number :
 Venue of Training :
 Address of Training Venue:
 Venue Contact Person:
 Venue Telephone Number:
 Venue Fax Number :

Please print the name of the participants

| Training Courses | Participants | Last Name | First name | Middle Initial | Mobile No. | Telephone No. | E-mail Address | |
|--|----------------------|-----------|------------|----------------|------------|---------------|----------------|-----------------|
| | | | | | | | | Division Office |
| ICT Integration (w/ foundation skills) | SDS | | | | | | | |
| | ASDS | | | | | | | |
| | Division Supervisors | 1. | | | | | | |
| | | 2. | | | | | | |
| | | 3. | | | | | | |
| 4. | | | | | | | | |
| Division ICT Coordinator | | | | | | | | |

| Participants | Last Name | First name | Middle Initial | Mobile No. | Telephone No. | E-mail Address | |
|--|---------------|--------------------|----------------|------------|---------------|----------------|--|
| Pilot School | | | | | | | |
| Principal | | | | | | | |
| ICT Integration (w foundation skill(s)) De part ment Hea ds | English | 1 st Yr | | | | | |
| | | 2 nd Yr | | | | | |
| | | 3 rd Yr | | | | | |
| | | 4 th Yr | | | | | |
| | Sci- ence | 1 st Yr | | | | | |
| | | 2 nd Yr | | | | | |
| | | 3 rd Yr | | | | | |
| | | 4 th Yr | | | | | |
| | Math | 1 st Yr | | | | | |
| | | 2 nd Yr | | | | | |
| | | 3 rd Yr | | | | | |
| | | 4 th Yr | | | | | |
| | Maka bayan | 1 st Yr | | | | | |
| | | 2 nd Yr | | | | | |
| | | 3 rd Yr | | | | | |
| | | 4 th Yr | | | | | |
| ICT Coordinator | | | | | | | |
| TLE Computer Teacher | | | | | | | |
| Subject | | | | | | | |
| Area | | | | | | | |
| Tea- chers | | | | | | | |
| English | | | | | | | |
| Science | | | | | | | |
| Math | | | | | | | |
| Makabayan | | | | | | | |
| PC Repair, Trouble- shooting Networking | | | | | | | |
| 1 st Yr TLE Computer Teacher | | | | | | | |

| Training Courses | Participants | Last Name | First name | Middle Initial | Mobile No. | Telephone No. | E-mail Address |
|-------------------------|--|------------------------|------------|----------------|------------|---------------|----------------|
| MS FrontPage | 3 rd Yr TLE School Computer Teacher | | | | | | |
| | | | | | | | |
| MS Publisher | 2 nd Yr TLE School Computer Lab Teacher-technicians | | | | | | |
| | | | | | | | |
| Monitoring Network | ASDS ICT Coordinator | Division Office | | | | | |
| | | | | | | | |
| | | Pilot School | | | | | |
| | | | | | | | |
| Research Network | ASDS ICT Coordinator | Division Office | | | | | |
| | | | | | | | |
| | | Division Office | | | | | |
| | | | | | | | |
| Project Development | SDS | Division Office | | | | | |
| | | | | | | | |
| | | Pilot School | | | | | |
| | | | | | | | |
| Monitoring & Evaluation | Principal | | | | | | |
| | | | | | | | |
| Resource Mobilization | SDS | Division Office | | | | | |
| | | | | | | | |
| | | Pilot School | | | | | |
| | | | | | | | |
| | Principal | | | | | | |