



Office of the Secretary

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DepED MEMORANDUM
No. 407, s. 2003

OCT 17 2003

THE NATIONAL FORUM ON TEACHING WITH ICT: BUILDING A COMMUNITY
OF ADVOCATES

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

1. The Department of Education (DepED), through the Curriculum Development Division, Bureau of Secondary Education (CDD-BSE), in collaboration with Intel Technology Philippines, Inc. (ITPI), UP NISMED and SEAMEO INNOTECH, will conduct a one-and-a-half-day National Forum for Master Trainers and School Heads, with the theme "**Teaching with ICT: Building a Community of Advocates**" at the Pearl Hall, SEAMEO INNOTECH, Commonwealth Avenue, Diliman, Quezon City on November 25-26, 2003.

2. The National Forum shall enable the participants to:

- share successful strategies used in improving/enhancing ICT integration in teaching-learning practices;
- experience the importance and joy of networking and sharing, including sharing of materials developed, to ensure Project sustainability; and
- become more aware of continuous DepED and Intel efforts to support ICT integration in teaching and learning, including the "Award for Excellence in Teaching with ICT."

3. The participants to the Intel Forum are as follows:

• Experienced <i>Intel Teach to the Future</i> team practitioners (1 teacher and the respective school head of 55 schools)*	110
• New/aspiring <i>Intel Teach to the Future</i> team practitioners (1 teacher and the respective school head of 55 schools)*	110
• BSE Program Specialists (2 each from CDD and SDD)	4
• Regional IT Coordinators	17
• Members of the DepED E-TV and ICT Coordinating Committee	5
TOTAL:	246

(* For regional allocation of schools, see Enclosure A to this Memorandum)

Experienced Team Practitioners refer to the school teams (represented by the master trainer-teacher and head of an *Intel Teach to the Future* beneficiary school) that have exhibited good teamwork; are supportive of and familiar with the Project and its requirements; and have already developed a good *Intel Teach to the Future* Project/unit portfolio integrating ICT in teaching and learning aligned with the BEC, exemplifying the suggested *Intel Teach to the Future* learning materials, teaching methods, assessment, and classroom management.

New/Aspiring Team Practitioners refer to teacher and school head teams that are just beginning to implement the Project in their school.

The Regional IT Coordinators shall identify and select participant teams, guided by the regional allocation schedule found in Enclosure A. They shall forward the final list of participants to the Intel Forum Secretariat (see # 6 below).

The Regional IT Coordinators shall also select participant teams (one teacher and one school head team per region) to present samples of teaching portfolios designed to infuse ICT into learning. Recommended content of presentations is as follows:

For Teachers: unit/project plan, student samples with evaluation tools, teacher/unit support materials, and implementation plan; and

For School Heads: instructional supervision role, networking efforts, teacher/project support activities.

4. The tentative schedule of Forum Activities is contained in Enclosure B of this Memorandum.
5. Intel Technology Philippines, Inc. (ITPI) shall subsidize the cost of participation in the forum including meals and accommodation at SEAMEO INNOTECH. Travel expenses of the participants shall be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations.
6. The selected participants should confirm their attendance in the Forum not later than Tuesday, November 18, 2003, to **Mr. Jesus L. Huenda** or **Mr. Exzur J. Peralta**, Curriculum Development Division - Bureau of Secondary Education, 3/F Bonifacio Bldg., DepED Complex, Meralco Ave., Pasig City, tel. no. (02) 635-4766, fax no. (02) 632-7586, e-mail jesuslhuenda@yahoo.com or exzurjp@yahoo.com or Intel Teach to the Future National Forum Secretariat, SEAMEO INNOTECH, Commonwealth Ave., Diliman, Quezon City, tel. nos. (02) 924-7681, (02) 926-4442, fax no. (02) 928-7692, e-mail monique@seameo-innotech.org, or mobile number 0920-900-4632 c/o **Mrs. Monique I. Adalem**.
7. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CONFERENCES
INFORMATION TECHNOLOGY

PROJECTS
TEACHERS

(Enclosure A to DepED Memorandum No. 407, s. 2003)

Region	Experienced team practitioners of the Intel Teach to the Future Program			New/aspiring team practitioners of the Intel Teach to the Future Program		
	No. of High Schools	No. of Teachers	No. of School Heads	No. of High Schools	No. of Teachers	No. of School Heads
I	5	5	5	5	5	5
II	2	2	2	2	2	2
III	4	4	4	4	4	4
IV-A	3	3	3	3	3	3
IV-B	3	3	3	3	3	3
V	5	5	5	5	5	5
VI	5	5	5	5	5	5
VII	5	5	5	5	5	5
VIII	5	5	5	5	5	5
IX	3	3	3	3	3	3
X	2	2	2	2	2	2
XI	3	3	3	3	3	3
XII	2	2	2	2	2	2
Caraga	2	2	2	2	2	2
ARMM	2	2	2	2	2	2
NCR	2	2	2	2	2	2
CAR	2	2	2	2	2	2
Total	55 <i>high schools</i>	55 <i>teachers</i>	55 <i>school heads</i>	55 <i>high schools</i>	55 <i>teachers</i>	55 <i>school heads</i>
	110 experienced team practitioners of the Intel Teach to the Future Program			110 new/aspiring team practitioners of the Intel Teach to the Future Program		

(Enclosure B to DepED Memorandum No. 407, s. 2003)

TENTATIVE SCHEDULE OF FORUM ACTIVITIES

<i>Time</i>	<i>Day 0 Nov. 24, 2003 (Mon.)</i>	<i>Day 1 Nov. 25, 2003 (Tues.)</i>	<i>Day 2 Nov. 26, 2003 (Wed.)</i>
Morning 8:30		<ul style="list-style-type: none"> • Opening Ceremony • Orientation to the Forum • Presentations: The Role of ICT in Enhancing Teaching & Learning 	<ul style="list-style-type: none"> • Results of Peer Selection • Presentation & Open Forum on the "Award for Excellence in Teaching with ICT" • Transition Ceremony
Afternoon 1:30	Registration (3:00 pm) Briefing of Selected Regional Team Presenters	<ul style="list-style-type: none"> • Breakout Session 1 • Breakout Session 2 	<ul style="list-style-type: none"> • (1:00 pm) Check out from the International House
Evening 6:30		Evening Bonding Activity	

Madel:c:intel forum for MT
10-14-03