



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



CORRIGENDUM

TO : Asst. Schools Division Superintendent
OIC, Asst. Schools Division Superintendent
CID Chief
OIC, SGOD Chief
Public Schools District Supervisors
Public Elementary/Secondary School Heads
ICT Coordinators/Teachers

FROM: **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent

SUBJECT: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 046 s. 2016
ENTITLED "ICT LITERACY TRAINING-WORKSHOP FOR TEACHERS"**

DATE: May 10, 2016

Please be informed that there will be a change in venue in the conduct of ICT Training-Workshop for Teachers on May 16 – 18, 2016. Instead of Tagaytay Haven Hotel, Mendez Crossing it will be at Tagaytay Haven Hotel, Ulat.

Registration of Participants, Assessment on ICT Competencies and Program Evaluation will be done using QR Code Reader Apps so everyone is REQUIRED to download and install the said application in your smart phones or provincial issued e-tablets.

Attached is the Training Matrix for your guidance and strict compliance. Be at the venue on time.

TRAINING MATRIX:

ICT Literacy Workshop for Teachers

TIME	DAY 1	DAY 2	DAY 3
8:00 – 9:00	Registration		Plenary:
9:00 – 9:30	Opening Program		Planning/Workshop on School Based ICT
9:30 – 10:30	Briefing/Orientation on Training/Workshop		Training for teachers through LAC Sessions.
10:30-10:45	AM Snacks		
11:00 -12:00	Assessment on ICT Competency for Clustering	Cluster 1: MS PowerPoint/Office Mix/Sway Cluster 2: MS PowerPoint/Office Mix/Sway Cluster 3: MS PowerPoint/Office Mix/Sway Cluster 4: MS PowerPoint/Office Mix/Sway Cluster 5 (Secondary): Advanced Networking	
12:00 -1:00	Groupings for Break-out Sessions Lunch Break	Lunch Break	Lunch Break
1:00 – 3:00	Cluster 1: Microsoft Word 2013/2016 Cluster 2: Microsoft Excel 2013/2016 Cluster 3: MS Word 2013/2016 Cluster 4: MS Excel 2013/2016 Cluster 5 (Secondary): Basic Networking		
3:00 – 5:00	Cluster 1: Microsoft Excel 2013/2016 Cluster 2: Microsoft Word 2013/2016 Cluster 3: Microsoft Excel 2013/2016 Cluster 4: Microsoft Word 2013/2016 Cluster 5 (Secondary): Basic Networking	Cluster 1: One Note/One Drive Cluster 2: One Note/One Drive Cluster 3: One Note/One Drive Cluster 4: One Note/One Drive Cluster 5 (Secondary): Workshop	Presentation of Output per Group Closing Program

***1 Participant per school**

Cluster 1-4: Elementary (280 participants)

- Cluster 1: Silang (44 schools), Indang (26 schools)
- Cluster 2: Gen. Trias (26 schools), Tanza (16 schools), Magallanes (10 schools), Alfonso (18 schools)
- Cluster 3: Maragondon (15 schools), Kawit (11 schools), Naic (22 schools), GEA (10 schools), Ternate (5 schools), Noveleta (7 schools)
- Cluster 4: Rosario (8 schools), Carmona (9 schools), GMA (8 schools), Trece (12 schools), Mendez (7 schools), Tagaytay (16 schools), Amadeo (10 schools)

Cluster 5: All Secondary Schools (64 participants)