



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OFFICE OF NEGROS ORIENTAL**

www.depednegor.net

**Division Memorandum**

No. 209, s 2019

To : Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Division Education Program Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
Elementary and Secondary District/ School ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent *WB*

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 542, s. 2018 RE: CONDUCT OF 2018 DIVISION ICT LITERACY CAPACITY BUILDING SEMINAR – WORKSHOP IN SERIES OF ACTIVITIES AND CLUSTER TRAINING .**

Date: March 28, 2019

1. In view of Division Memorandum No. 542 s. 2018 entitled **“CONDUCT OF 2018 DIVISION ICT LITERACY CAPACITY BUILDING SEMINAR WORKSHOP IN SERIES OF ACTIVITIES AND CLUSTER TRAINING”**, this office informs the field that participants to the aforementioned seminar shall be granted one (1) day service credit/ CTO for the services rendered on a Saturday (September 8, 2018).
2. For your information and guidance.

28 MAR 2019



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DEPARTMENT OF EDUCATION  
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**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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**DIVISION MEMORANDUM**

No. JY2, s. 2018

**To :** ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
CID & SGOD CHIEFS  
ALL EDUCATION PROGRAM SUPERVISORS  
ALL PUBLIC SCHOOLS DISTRICT SUPERVISOR  
ALL CONCERNED SCHOOL HEADS

**Attention:** ALL DISTRICT ICT COORDINATORS (Sec & Elest)  
ALL SCHOOL ICT COORDINATORS

**From :** DR. WILFREDA D. BONGALOS, CESO V  
Schools Division Superintendent  
8/21/18

**Subject :** CONDUCT OF 2018 DIVISION ICT LITERACY CAPACITY BUILDING  
SEMINAR-WORKSHOP IN SERIES OF ACTIVITIES AND CLUSTER  
TRAINING

**Date :** August 22, 2018

The DepEd - Schools Division of Negros Oriental thru the Information and Communications Technology Unit (ICTU) will be conducting 2018 Division ICT Literacy Capacity Building Seminar-Workshop.

1. The objectives of the said workshop are the following:
  - a. Equip District ICT Coordinators on the proper delivery of ICT LAC;
  - b. Update participants on the education technology tools to use in the classroom;
  - c. Educate teachers and technology leaders in understanding what students/children should know about the norms of appropriate and responsible technology use through the launch of Digital Citizenship advocacy;
  - d. Demonstrate and create district profile teaser video; and
  - e. Update the skills of the District ICT Coordinators in Photo Editing, Design and Layout.

2. Target participants are:

Activity 1: Training of Trainers	67 District ICT Coordinators 13 Training Team/Secretariat
Activity 2: School Rollout-Training (in 5 clusters)	Per School • 1 School ICT Coordinator

- a. Participants of Activity 1: Training of Trainers shall be the resource person in Activity 2: School Rollout-Training on their respective district cluster.



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**3. Date and venue**

Activity	Date	Venue	Participants
Activity 1: Training of Trainers	September 7-8, 2018	GSP Dgls. City (1 <sup>st</sup> day) Division Conference Hall (2 <sup>nd</sup> day)	67 – District ICT coordinators 13 – Training Team / Secretariat
Activity 2: School Rollout-Training (in 5 clusters)			Per School • 1 School ICT Coordinator
1) Cluster 1	Sep. 21-22, 2018	<i>(shall be announced thru a separate advisory)</i>	
2) Cluster 2	Sep. 28-29, 2018		
3) Cluster 3	Oct. 5-6, 2018		
4) Cluster 4	Oct. 12-13, 2018		
5) Cluster 5	Oct. 19-20, 2018		

a. Exact address of venue and list of participants by school cluster shall be announced thru a separate advisory.

**4. Board, lodging and travel expenses**

- a. Board, lodging, travel expenses of all participants including the members of the training team and secretariat shall be charged to local funds (MOOE) subject to usual accounting and auditing rules and regulations.
- b. Meals and snacks charged to Division HRTD funds.

**5. Participants are requested to bring the following:**

- a. Laptop
- b. Extension Cords
- c. Pocket WiFi/broadband
- d. District profile raw data (pictures, video clips, districts info, etc.) -for teaser video making

**6. Program of Activities**

- a. *(See attached Program of Activities)*

**7. Participants of Activity 1**

- a. *See attached Names of District ICT Coordinators, Members of the Training Team and Secretariat*

8. For inquiries, kindly email Mr. Melchor A. Duenas at [melchor.duenas@deped.gov.ph](mailto:melchor.duenas@deped.gov.ph)

9. This serves as **TRAVEL ORDER**.

10. For your information and guidance.

**2018 Division ICT Literacy Capacity Building Seminar-Workshop  
TRAINING OF TRAINERS**

Date: *SEP 28, 2018*  
Venue: *GSP Bldg. & Division Conference Hall, Davao City*

**PROGRAM OF ACTIVITIES**

<b>8: 00AM – 8:30 AM</b>	<b>Registration of Participants</b>	
<b>8:30 AM – 9:30 AM</b>	<b>Opening Program</b> <i>National Anthem</i> <i>Prayer</i> <i>Opening Remarks</i> <i>Overview of the Activity</i> <i>Schedule Presentation</i> <i>Message</i>	<i>EPS Antonio Bagnio</i> <i>Remylin V. Gao-gao, ITO-I</i> <i>Melchor A. Duchas, PDO II</i> <i>SDS Wilfredo D. Bongalos</i>
	<b>Seminar/Workshop Proper</b>	
<b>9:30 AM – 10:30 AM</b> <i>(with 15-minute working break)</i>	<b>Explore the ICT LAC Tool Kit</b> *ICT LAC Introductory *ICT LAC Template *ICT LAC Video Manuals *LAC Kwentuhan Cards	<i>Louelyn M. Lajot</i>
<b>10:30 AM – 12:00 NN</b>	<b>Deep Dive on the ICT LAC Activity Card Template</b>	
<b>12:00 NN – 1:00 PM</b>	<b>Lunch</b>	
<b>1:00 PM – 3:00 PM</b>	<b>EdTech Tools Connecting to Class and Subject Areas</b>	<i>Chariss R. Siplon</i>
<b>3:00 PM – 3:15 PM</b>	<b>Break</b>	
<b>3:15 PM – 4:00 PM</b>	<b>Launching of Digital Citizenship Advocacy</b>	<i>Melchor A. Duchas</i>
<b>4:00 PM – 5:00 PM</b>	<b>R.A. 10173: Data Privacy Law (National Privacy Commission)</b>	<i>Atty. Sherma Alexa</i>
<b>End of Day 1</b>		
<b>Target Output</b>		
<ol style="list-style-type: none"> <li>1. ICT LAC activity cards created per group</li> <li>2. Updated knowledge on Digital Citizenship and EdTech Tools</li> </ol>		

<b>8:00AM – 8:30 AM</b>	<b>Registration of Participants</b>	
<b>8:30 AM – 9:00 AM</b>	<i>Prayer</i> <i>Yesterday's Recap</i>	
<b>9:00 AM – 12:00 NN</b> <i>(with 15-minute working break)</i>	<b>Video Editing and Teaser Video Making</b> <i>*District Profile (max of 2-3 mins)</i>	<b>Joseph Anthony Justilla</b>
<b>12:00 NN – 1:00 PM</b>	<b>Lunch</b>	
<b>1:00 PM – 3:00 PM</b>	<b>Graphic Design and Layout (Adobe Photoshop)</b> <i>*Tarpsulin &amp; Poster</i>	<b>Mark Dave Vendiola</b>
<b>3:00 PM – 3:15 PM</b>	<b>Break</b>	
<b>3:15 PM – 3:30 PM</b>	<b>Schedule of Activities- Preparation for District Cluster Training</b>	<b>Remylin V. Gao-gao</b>
<b>3:30 PM – 5:00 PM</b>	<i>Training Evaluation</i> <i>Announcements: ICT Camp 2018</i> <i>Closing Remarks</i> <i>Giving of Certificates and Tokens</i> <i>Photo Ops</i>	
<b>Home Sweet Home</b>		
<b>Target Output</b>		
<ol style="list-style-type: none"> <li>1. Created district profile teaser video</li> <li>2. Submitted file for the designed tarpaulin and poster</li> </ol>		



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**MEMBERS OF THE TRAINING TEAM/SECRETARIAT**

*Remylin V. Gao-gao, Division Office-Training Manager*  
*Antonio Baguio, Division Office*  
*Melchor A. Duchas, Division Office*  
*Atty. Sheena Alexa, Division Office*  
*Louelyn M. Lajot, Cuziman ZNNHS*  
*Chariss R. Siplon, Sibulan NHS*  
*Mark Dave Vendicola, NOHS*  
*Joseph Anthony A. Juntilla, Cuziman ZNNHS*  
*Ray Anthony Tingula, Amian NHS*  
*Ayris Aycardo, Sibulan Night HS*  
*Godfrey Calbog, San Jose PHS*  
*Alfredo Ticon, Jr.*  
*Chris Angelo Empeso*

**2018 Division ICT Literacy Capacity Building Seminar-Workshop**  
**August 31 – September 1, 2018**

**LIST OF PARTICIPANTS**

#	ELEMENTARY	#	SECONDARY	District	
1	MICHAEL S. GUDIO	34	GLYNDEL D. PASTOR	Ayungon 1	1st Congressional District
2	EDDIE MIR G. MURILLO II	35	CHELEY C. MARCISO	Ayungon 2	
3	MITCHEL G. RAZONABLE	36	JANE ROSE M. AMAMAG	Blasoy 1	
4	MA. ALFIE V. ALCORAN	37	IRIEA C. FERNANDEZ	Blasoy 2	
5	LAUREN JANE A. JOSEPH	38	ROLLEN O. ABA	Camlaon 1	
6	JERALYN S. ALABANZAS	39	JOHN REY D. PORSUELO	Camlaon 2	
7	NATHALIE FAITH C. ENADE	40	DOMINIC B. VIDAL	Imaculada	
8	ROGEN S. HEMODO	41	JUNE ARIEL F. GANTALAO	La Libertad 1	
9	DICKY B. ELENTORIO	42	SILVERIO J. TELERON	La Libertad 2	
10	JOEMANLO A. PALLIMAR	43	WENDYMAE A. ANDAYA	Manjoyod 1	
11	FAITH B. SORSANO	44	ARNOLD B. MEDEZ	Manjoyod 2	
12	HERBERT B. GARGOLES	45	JOANNA A. SINDO	Tayasan 1	
13	JAN REY D. ABELLA	46	SARAH JEAN CADONDOY	Tayasan 2	
14	MARCEL A. REBUTAZO	47	JOCELYN A. FRASCO	Amian	
15	HYDON B. LIBRADILLA	48	JUNE WYNDELL C. BONOL	Mahinay 1	
16	JASON A. BONOL	49	MALYN B. ESCOTON	Mahinay 2	
17	YVES ANIBAN N. SILVA	50	RAFAEL ESTIMAR	Mahinay 3	
18	CHARLENE MER L. MARAHAN	51	ALCHER B. GALPO	Mahinay 4	
		52	MARY JANE A. SAMSON	NOIS	
19	FLORIZA B. BULAY	53	MARLOU A. ARTIAGA	San Jose	3rd Congressional District
20	JULIE ANN L. FRIOLANITA	54	CHARISS R. SIFLON	Silukan 1	
21	KRISTINA S. CADUNGON	55	NOBALYN DUMOGHO	Silukan 2	
22	MA. LOUANE L. SASTRE	56	NOZIEL G. MILLAN	Bacang	
23	FELY S. CERNALES	57	MILA A. REYES	Doula	
24	KATRINA A. DARIAS	58	MICHAEL J. CABA	Station 1	
25	CLAIRE ANNE T. PIALAGO	59	CATHERINE B. FUENTES	Station 2	
26	RAY ANTHONY R. BARRON	60	JUMAR JARIPIN	Station 3	
27	JAYSON SOLAMILLO	61	HENRY T. DAYOT	Station 4	
28	RAUL N. MONCIDA JR	62	LOVELYN M. LAJOT	Sta. Catalina 1	
29	JOCEL ALVIO	63	JERICK ORZA	Sta. Catalina 2	
30	NOEL MELODIA, JR.	64	JOHN MARTIN G. CAÑO	Sta. Catalina 3	
31	SHEENA FE B. DOMMON	65	XANDER JHUNE MACAHLOS	Sta. Catalina 4	
32	ARNOLD B. ABESTADO	66	ARLYN B. LAGURAS	Valencia	
33	NOVAH WINDYRAIN F. ELNAR	67	RUTH MARIE B. ELTANAL	Zamboanga	