



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



DEPARTMENT OF EDUCATION
DIVISION OF TANGUB CITY
109
RELEASED BY:
N
5-26-16

DIVISION MEMORANDUM
No. 98, s. 2016

To: **CID and SGOD Personnel**
Coordinating Principals
School Principals/Head Teachers/Cluster Heads/TICs
Both Elementary
Teachers
School Buddy

From: *only* **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **TWO-DAY DIVISION ICT TRAINING ON TROUBLESHOOTING AND MAINTENANCE**

Date: May 26, 2016

1. In coherence to DepEd Order # 78 s. 2010 re: DepEd Computerization Program (DCP), this Division will conduct a Clustered Two-Day Division ICT Training on Troubleshooting and Maintenance named as **ICT BASICS: LIVING INTO A DIGITAL WORLD** on May 27 – 28, 2016 at **TCNHS for Cluster 1** (North & Central district) and **Lorenzo Tan Memorial Central School for Cluster 2** (South and Southwest district).
2. Participants to this training are teachers from elementary school; two (2) for complete elementary and 1 for primary schools.
3. Each Participants shall bring 15 pcs short bond paper, laptop, 4GB to 8GB free space flash drive/disk. Participants may opt but encourage to bring another laptop or desktop with minor/major problems for more troubleshooting activities.
4. Expenses incurred during the training covering meals and snacks will be charged against Division Inset Funds.
5. Attached herewith is the training matrix with venue and the cluster number.
6. Immediate and wide dissemination of this memorandum is hereby desired.



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



" ICT BASICS: LIVING INTO A DIGITAL WORLD"

(ATM – Action Towards Modernization)

TRAINING MATRIX

Day 1 (May 27, 2016)

Cluster 1 – Venue 1 : Tangub City National High School

Cluster 2 – Venue 2: Lorenzo Tan Memorial Central School

TIME	VENUE	TOPIC	TRAINERS
7:30 – 8:00	1 & 2	Registration	
8:00 – 8:30	1 & 2	Opening Program	
8 : 30 – 10 : 15	1 & 2	The Computer Hardware	Mr. Antonio & Mr. Rosalijos
10 : 15 – 10 : 30		Snack Break	
10:30 – 11:30	1 & 2	Configuring/Installing Computer Hardware	Mr. Antonio & Mr. Roxas
11 : 30 – 1 : 00		Lunch Break	
1 : 00 – 1 : 50	1 & 2	Setting Up a Projector	Mr. Enoc & Mr. Mag-usara
1 : 50 – 2 : 45	1 & 2	Installing a Printer	Mr. Antonio & Mr. Roxas
2 : 50 – 3 : 00		Snacks	
3 : 00 – 5 : 00	1 & 2	Printing documents	Mr. Antonio & Mr. Mehoy

Day 2 (May 28, 2016)

TIME	VENUE	TOPIC	TRAINERS
7:30 – 8:00	1 & 2	Registration/Opening Program	
8:00 – 11:30	1 & 2	OS/ Installing OS-Reformatting	Mr. Rosalijos/Mr. Roxas
11:30 - 1:00		Lunch Break	
1:00 – 2:00	1 & 2	Installing/Uninstalling Programs MS Office 2013	Mr. Enoc & Mr. Mag-usara
2 : 00 – 3:00	1 & 2	Keyboard shortcuts of commands	Mr. Mehoy & Mr. Roxas
3:00 – 3 : 15		Snacks	
3 : 15 – 4 : 15	1 & 2	Complete Virus Prevention and Removal	Mr. Roxas & Mr. Rosalijos
4 : 15 – 5 : 00		Closing Program (By Venue)	

Prepared by:

JOSELITO B. ROSALIJOS
Education Program Specialist – II

Approved:

VICTORIA V. GAZO, Ph. D. CESO V
Schools Division Superintendent