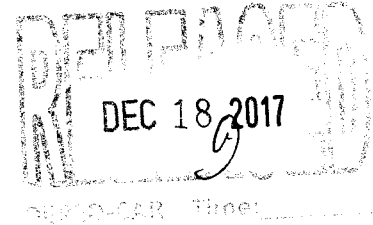


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**CORNER ADMINISTRATIVE REGION**  
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**REGIONAL MEMORANDUM**

No. 418 - s2017



TO : Schools Division Superintendent  
 Baguio City & Tabuk City Divisions

Attention: Division MEP/ALIVE Coordinators

Subject: **Capability Program on Basic Literacy ICT among the Asatidz**

Date : Dec. 13, 2017

1. The Capability Building Program on Basic ICT among the Asatidz is conceptualized to capacitate the Asatidz in manipulating Microsoft Technologies needed for the delivery of learning competencies and to familiarize them to the hardware aspects of technologies.

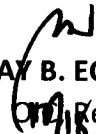
2. The participants are the following:

|  | No. of Pax |
|--|------------|
| <b>Training Team:</b> - ICT Experts to be invited from outside DepEd-CAR | 2          |
| -CLMD EPS, ADAS. LR Staff  | 6          |
| -QuAME & HRDD  | 2          |
| <b>Participants/Trainees:</b> - Baguio City, Asatidz                     | 26         |
| - Tabuk City, Asatidz  | 4          |
| <b>TOTAL</b>   | <b>40</b>  |

3. The activity will be conducted on January 25-27, 2018 in a venue to be announced. (TBA)

3. Meals, snacks and transportation expenses of the participants will be charged against the In-Service Training Fund for the Asatidz and Program Support Fund for Madrasah Education Program (MEP). Transportation expenses will be refunded upon submission of Bus Tickets, RER and other supporting documents subject to usual accounting rules and regulation.

4. Please be guided accordingly.

  
**MAY B. ECLAR, Ph. D., CESO V**  
 Regional Director