

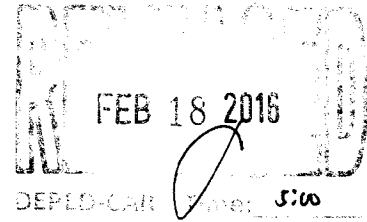


Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. 049.2016
 To: Schools Division Superintendents
 Division Information Technology Officers
 Division Legal Officers
 All Others Concerned



From: **ELLEN B. DONATO, Ed.D., CESO III**
 Regional Director

Date: February 18, 2016

SUBJECT: **Regional Writeshop on the Development of Activity Based Learning Materials for ICT Literacy Trainings and Launching of the Online Legal Services Information System**

1. The National Training of Trainers on ICT Literacy was conducted by the Department of Education - Information and Communications Technology Service (ICTS) to equip the Information Technology Officers (ITOs) together with the Education Program Supervisors (EPSs) in training the School ICT Coordinators in the region. With this, the Division ICT Training Teams are expected to conduct series of trainings in their respective divisions and the School ICT Coordinators to conduct series of LAC sessions in their respective schools.
2. To sustain the conduct of LAC Sessions, the Regional ICT Literacy Training Team will conduct writeshop on the development of activity based learning materials for the said LAC sessions. The following are the objectives of the said writeshop:
 - To develop activity-based training activity cards
 - To formulate a committee on the evaluation and quality assurance of training activity cards and session guides being developed
 - To come up with monitoring and evaluation approaches on the LAC sessions to be conducted by the School ICT Coordinators
3. Together with the Division Information Technology Officers and designated ICT Coordinators, the following personnel are likewise invited:

Name	Designation	Office
Juanito Padawan	EPS	SDO Ifugao
Evelyn C. Ganotice	EPS	SDO Kalinga
Anthony Berto	EPS	SDO Mt. Province
Imelda Espiritu	School ICT Coordinator	Benguet National High School
Melchor Layugan	School ICT Coordinator	Kalinga National High School

Lucia T. Casim	School Head	San Vicente National High School
Laureen Likigan	Teaching Aid Specialist	CLMD, Regional Office
Ethielyn E. Taqued	EPS (LRMDS)	CLMD, Regional Office
Ginaldine B. Balagso	PSDS	HRDD, Regional Office

4. The participants are required to attend the writeshop to be held on March 15-17, 2016 at the Stephen N. Capuyan Hall, DepEd CAR Complex, Wangal, La Trinidad, Benguet.
5. The program will begin at exactly 8:30am of the first day and will end at 5:00pm of the third day. Participants are not allowed to leave before the program ends.
6. The participants are required to bring their own laptop and extension cords. Participants are also recommended to bring their own portable wireless internet connection in the event that the venue's internet connection will be unstable.
7. Accommodations will be available at 1:00pm before the first day (March 14) until the evening of the last day (March 17) of the writeshop. Meanwhile, breakfast will be provided on the first day (March 15) until the third day and dinner will be provided on the first and second day (March 15-16) of the writeshop.
8. Additionally, the **Legal Services Information System** will be launched on the third day (March 17) at 1:00PM wherein the **Division Legal Officers and designated Legal Coordinators** are required to attend.
9. Transportation, other meals and incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
10. For clarifications or inquiries, you may contact Mr. Jumar B. Yago-an through **(074) 422-1318** or at jumar.yagoan@deped.gov.ph.
11. Attached to this Memorandum is the copy of the program of activities for your reference.
12. Immediate dissemination of this Memorandum is desired.

Program of Activities:

Day 1 (9:00AM to 5PM)	Agenda
8:30 AM – 9:00 AM	Registration
9:00 AM – 9:30 AM	Introduction <ul style="list-style-type: none">• Welcome Remarks• Introduction of Participants• Objectives
9:30 AM – 10:00 AM	ICT4E Overview – ICT in Education in DepEd
10:00AM – 10:15AM	<i>Working Break</i>
10:15 AM – 12:00 PM	Evaluation & Quality Assurance of Learning Materials for Teachers (w/ LRMDC)
12:00AM – 1:00PM	<i>Lunch Break</i>
1:00PM – 3:00PM	LAC Sessions and Adult Learning (w/ HRDD) Discussion on Monitoring and Evaluation and Reports Submission
3:00 PM – 3:15 PM	<i>Break</i>
3:15PM – 5:00PM	Lesson Ideas Jam

Day 2 (8:30AM to 5PM)	Agenda
8:30 AM – 9:00 AM	Registration, Recap and Introduction (Day 2 Agenda)
10:00 AM – 10:15 AM	<i>Working Break</i>
9:00 AM - 12:00PM	Activity Cards Development
12:00 PM – 1:00 PM	<i>Lunch Break</i>
1:00 PM – 3:00 PM	Activity Cards Development (cont.)
3:00 PM – 3:15 PM	<i>Break</i>
3:00 PM – 4:00 PM	Assessment of the Activity Cards Developed
3:15 PM – 5:00 PM	Activity Cards Finalization

Day 3 (8:30AM to 4PM)	Agenda
8:30 AM – 9:00 AM	Registration and Introduction
9:00 AM – 11:00 AM	Activity Cards Finalization
10:00 AM – 10:15 AM	<i>Break</i>
11:00 AM - 12:00 PM	Further discussion on Division level implementation plans
12:00 PM – 1:00 PM	<i>Lunch Break</i>
1:00 PM – 2:00 PM	Introduction and Launching of the Legal Services Information System
2:00 PM – 4:00 PM	LSIS Orientation and Live Demo
3:00 PM – 3:15 PM	<i>Break</i>
3:15 PM – 4:00 PM	Turn-over of User Manuals & Guidelines Forum
4:00 PM	Closing Program