



Republic of the Philippines
Department of Education
Region IV – A CALABARZON



UNNUMBERED MEMORANDUM

UM No. 187, s. 2016

TO : Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Schools Division Office Sections
All Concerned

FROM : 
MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT : **ICT LITERACY FOR DIVISION PERSONNEL**

DATE : September 21, 2016

In preparation with the deployment of laptops and desktops in the division offices as part of the Department's thrusts to bring digital divide in schools and offices, this Office thru Information and Communications Technology Unit will conduct a three-day ICT Literacy workshop for Division Personnel on September 27-29, 2016 at Sevilla's Resort, Brgy. Domoit, Lucena City.

The objectives of this training are as follows:

- a. To effectively use the available technologies;
- b. To develop skills in the following:
 - a. Google Applications
 - b. Creative Designs online using Canva Application;
 - c. MS Office Apps Features; and
 - d. Photo Editing and Layouting using Adobe Photoshop
- c. To develop camaraderie among Division Personnel

Participants to this training are listed in the attached enclosure which also serves as your travel order. They are advised to bring their own laptop, power cord, mouse, extension cord and internet connection. *Only those participants who indicated live in in the survey are allowed to stay in the venue.*

Online Registration will start at 7:30AM to 8:00AM followed by opening program observing Juan Time Policy.

No registration fee will be collected. Expenses related to the conduct of training such as meals and accommodation, materials/kits and supplies are chargeable against the downloaded ICT Literacy Fund while travel expenses and per diem are chargeable against local funds according to the usual accounting and auditing rules.

Immediate dissemination and strict compliance to this Memorandum is desired.

DEPED QUEZON ICT
UPLOADED BY: Enon
DATE: 9-23-16 **TIME:** 2:47
REFERENCE NO: UM 187-16

LIST OF PARTICIPANTS IN THE ICT LITERACY FOR DIVISION PERSONNEL

**This also serves as your travel order.*

No.	NAME	SECTION	Accommodation
1	Anicia P. Lorica	CID	Live out
2	Maria Fatima U. Calayag	CID	Live out
3	Celestina M. Alba, Ed.D.	CID	Live in
4	Marita A. Pionilla, Ed.D.	CID	Live in
5	Joan Alejaida R. Mauhay	CID	Live out
6	Lorena S. Walangsumbat	CID	Live out
7	Walter F. Galarosa, Ph.D.	CID	Live in
8	Joseph E. Jarasa	CID	Live in
9	Laarni Gloria	CID	Live in
10	Maria Carla M. Caraan	CID	Liveout
11	Carmela Ezel M. Orogo	CID	Liveout
12	Asuncion C. Ilao	CID	Live out
13	Apolinario Mojares	CID	Live in
14	Raymond Q. Nieva	CID	Live out
15	Fernando T. Seno	SGOD	Live in
16	Raul R. Agaran	SGOD	Live in
17	Regina V. Marino	SGOD	Live in
18	Engr. Ramir O. Arbolente	SGOD	Live in
19	Carla Marie D. Carandang	SGOD	Live in
20	Mary Joyce P. Salamat	SGOD	Live in
21	Rebie A. Marciano	SGOD	Live in
22	Ruffa B. Ascarraga	SGOD	Live in
23	Jaypee A. Escobar	SGOD	Live in
24	Marvin Jeramil D. Fragata	SGOD	Live in
25	Manuel P. delos Santos	SGOD	Live in
26	Jose Macario Ernie V. Patiño	SGOD	Live in
27	Roy Mark D. Buctil	Cashier	Live out
28	Isabelita C. Cabangon	Records	Live out
29	Leovigildo V. Gaela	Records	Live out
30	Caren D. Aranilla	Records	Live out
31	Monica Cyril J. Yap	Records	Live out
32	Wennie O. Gaela	Personnel	Live out
33	Gemma R. Radan	Personnel	Live out
34	Yvannah Marie A. Ingente	Personnel	Live out
35	Aloha C. Cantos	Personnel	Live out
36	Rodelio M. Esmerna Jr.	Personnel	Live out
37	Jackqueline D. Nuyda	Legal	Live out
38	Jean O. Solomon	Supply	Live out
39	Lyka G. del Moro	Accounting	Live out
40	Joyce F. Puertollano	Accounting	Live out