



October 16, 2014

Division Memorandum
No. 524, s. 2014

**TRAINING OF TRAINERS (TOT) FOR THE DIVISION ROLL OUT OF THE
2014 PLDT INFOTEACH OUTREACH PROGRAM**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. There will be a **Training of Trainers (TOT) for the Division Roll Out of the 2014 PLDT Infoteach Outreach Program** on **October 22 to 24, 2014** for the identified secondary schools in the municipalities of Bantayan, Santa Fe and Madridejos. The venue for this training is **Bantayan National High School**. Participants from the different schools in these municipalities have been identified already by their respective school heads.
2. Secondary school heads from other municipalities are requested to submit names of their teachers whom they will recommend to attend the next Training of Trainers. Schedule will be announced later through a Memorandum. It is suggested that one of the participants should be the school ICT coordinator, the other one, a teacher handling any subject as long as he/she is willing and capable to train her co-teachers after the TOT. The school ICT coordinator is responsible to train at least fifteen (15) fourth year students in the school.
3. Please submit the list of participants to your Municipal ICT Coordinator, who in turn, is requested to email the report to Mrs. Maria Elena T. Paras, Division ICT Coordinator (maria_3lena@yahoo.com) by Municipality.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.


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Schools Division Superintendent