



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 17, 2017

Division Memorandum
No. 38, s. 2017

3-DAY LIVE- OUT TRAINING WORKSHOP IN BASIC TROUBLESHOOTING AND NETWORKING FOR THE DISTRICT ICT COORDINATORS AND ELEMENTARY SCHOOL ICT COORDINATORS

To: Assistant Schools Division Superintendents
Education Supervisors / Coordinators
District Supervisors/OIC
Elementary School Heads

1. Please be informed that this office announces the conduct of the Three – Day Live - Out ICT Training Workshop in Basic Troubleshooting and Networking of all District ICT Coordinators and Elementary School ICT Coordinators.
2. Participants to this training are all designated District and Elementary School ICT Coordinators.
3. Official Division designation for such designation shall be provided during training.
4. Please refer to the attached scheduled dates and venues for guidance.
5. All participants are required to bring the following, to wit:
 - Status Report of all DCP Batches Received
 - New USB 3.0 Flash Drive (32GB)
 - LAN Tester
 - Crimping Tools
 - Wire Stripper
 - Pliers
 - Screw Driver (Cross and Flat)
 - Computer Set (System Unit (CPU), Keyboard, Mouse, Monitor)
 - Rubber Mat / Anti-static Mat (optional)
 - Anti-static Wrist Strap (optional)
 - Switch Hub
 - Extension Wire

6. Transportation allowance, per diem and other incidental expenses of the training team shall be chargeable to Division MOOE while the participants traveling expenses, tools, materials and per diem shall be chargeable against the School MOOE / PTA / SEF Funds, subject to the usual auditing and accounting rules and regulations.
7. Teacher Trainers and participants are entitled to Service Credits for schedules that fall on a Saturday while School head trainers, participants and other staff are entitled to Compensatory Time Off (CTO) for services rendered on Saturdays.
8. This Memorandum serves as **Authority to Travel**.
9. Immediate dissemination of this Memorandum is desired.


RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent 

**Schedules of Division ICT Training Workshop of all District ICT Coordinators
and Elementary School ICT Coordinators by Batch**

Batch 1 (July 5 – 7, 2017)						Batch 2 (July 5 – 7, 2017)					
Area	District	District ICT	School ICT	Total	Venue	Area	District	District ICT	School ICT	Total	Venue
Northeast	Poro	1	17	65	Camotes National High School	Northwest	Bantayan 1	1	25	53	Madrirdejos National High School
	San Francisco	1	22				Bantayan 2	1			
	Pilar	1	11				Madrirdejos	1	14		
	Tudela	1	11				Santa Fe	1	10		

Batch 3 (July 13 – 15, 2017)						Batch 4 (July 20 – 22, 2017)					
Area	District	District ICT	School ICT	Total	Venue	Area	District	District ICT	School ICT	Total	Venue
Northeast	Consolacion	1	18	50	Consolacion CES	Northeast	Carmen	1	18	39	Carmen CES
	Lilo-an	1	15				Catmon	1	19		
	Compostela	1	14			Northwest	Daanbantayan NHS	Northwest	San Remegio 1	1	27
Daanbantayan 1	1	16	San Remegio 2	1							
Daanbantayan 2	1	14	Medellin	1	17						
Southeast	Minglanilla 2	1	8	53	Dalaguete CES	Southeast	Minglanilla 1	1	9	33	Dalaguete CES
	Dalaguete 1	1	20				Dalaguete 2	1	22		
	San Fernando	1	22								

Southwest	Dumanjug 1	1	29	60	Bitoon NVHS	Southwest	Boljoon	1	11	81	Bitoon NVHS
	Dumanjug 2	1					Santander	1	9		
	Aloguinsan	1	17				Pinamungajan	1	27		
	Ronda	1	10				Barili 1	1	34		
			Barili 2	1							

Batch 5 (August 3 – 5, 2017)						Batch 6 (August 17 – 19, 2017)					
Area	District	District ICT	School ICT	Total	Venue	Area	District	District ICT	School ICT	Total	Venue
Northeast	Badian	1	25	52	Badian NHS	Northeast	Alegria	1	21	50	Badian NHS
	Alcantara	1	9				Ginatilan	1	11		
	Moalboal	1	15				Malabuyoc	1	15		
Northwest	Argao 1	1	22	56	Dalaguete CES	Northwest	Argao 2	1	25	59	Dalaguete CES
	Alcoy	1	8				Oslob	1	16		
	Sibonga	1	23				Samboan	1	15		
Southeast	Sogod	1	22	42	Consolacion CES	Southeast	Tabogon	1	20	33	Consolacion CES
	Borbon	1	18				Cordova	1	11		
Southwest	Tuburan 1	1	20	51	Tuburan Central ES	Southwest	Balamban 1	1	12	64	Balamban Central ES
	Tuburan 2	1	29				Balamban 2	1	19		
							Asturias	1	30		

Prepared by:


EMMANUEL F. MENDOZA
 Division ITO

Approved by:


RHEA MAR A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent