



Tanggapan ng Kalihim

Office of the Secretary

APR 18 2005

DepED MEMORANDUM

No. **118**, s. 2005

NATIONWIDE MOS ICT LITERACY TRAINING OF PUBLIC
SECONDARY SCHOOL TEACHERS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Department of Education (DepED) through the Bureau of Secondary Education (BSE), in cooperation with the Partners in Learning (PIL), shall conduct a nationwide ICT Literacy Training of Public Secondary School Teachers on MS Office Specialist (MOS) between April 25, 2005 and May 20, 2005 at the designated computer laboratories of the PIL partner universities or colleges assigned to the schools. The schedules of the training are as follows:

Batch	Dates
1 st Batch	April 25-29, 2005
2 nd Batch	May 2-6, 2005
3 rd Batch	May 9-13, 2005
4 th Batch	May 16-20, 2005

2. The activity aims to: (a) upgrade the ICT literacy skills of the teachers specifically on MOS; (b) update teachers on the use of the technology in classroom management; and (c) enhance the ICT potentials of the teachers on the use of ICT in teaching and learning.

3. The participants to this nationwide activity are the public secondary school teachers of computer recipient schools under the DepED Computerization Program, PCs for Public Schools Batches 1 and 2, etc.

4. Travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. The template for sign-up sheet/s for teachers (copy enclosed) may be accomplished by the school head so that Philippine Business for Social Progress (PBSP) could match the participants with the nearest training partner. The said accomplished sign-up sheet/s may be sent by telefax (02) 527-3743 (c/o Ms. Girlie Corona or Ms. Grace Palapus) to Philippine Business for Social Progress (PBSP), Intramuros, Manila not later than April 14, 2005.

6. For further information, please contact the Director, Bureau of Secondary Education (BSE), (Attention: Jesus L. Huenda, DepED-PIL National Coordinator, Curriculum Development Division-Bureau of Secondary Education (CDD-BSE) at telefax no. (02) 632-7746; mobile no. (0920) 9002256; and e-mail address: jlhuenda@deped.gov.ph.

7. Immediate and wide dissemination of this Memorandum is desired.

FLORENCIO B. ABAD
Secretary

Encl.:

As stated

Reference:

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY
SCHOOLS
SECONDARY EDUCATION
TRAINING PROGRAMS

Reformatted by: Maricar/DM-MOS ICT
04-06-05

Template for Sign-Up Sheets Re MOS ICT Literacy Training for Public Secondary School Teachers

Name of Public High School: _____

Division/ Region: _____

School Address: _____

School Principal: _____

School Telephone Number: _____

School Fax Number: _____

Complete Name of Public High School Teacher					
Last Name	First Name	Middle Initial	Mobile Number	Landline Phone	E-mail Address
1					
2					
3					
4					
5					

Pre-requisites for DepED-PIL ICT Literacy Training on MS Office Specialist (MOS):

1. Public high schools must be recipients of either PCPS 1 and 2, DepEd Computerization Program, or any similar computerization programs from the public and private sectors.
2. Preferably have basic knowledge on use of computers such as use of keyboard, mouse, etc.