



MAY 08 2006

DepED MEMORANDUM
No. **175**, s. 2006

MOS ICT LITERACY TRAINING OF PUBLIC SECONDARY SCHOOL TEACHERS

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

1. The Department of Education (DepED) through the Bureau of Secondary Education-Curriculum Development Division (BSE-CDD), in collaboration with the Partners in Learning (PIL) through the Philippine Business for Social Progress (PBSP), will conduct a nationwide MOS (MS Office Specialist) ICT Literacy Training of Public Secondary School Teachers between April 2, 2006 and June 30, 2006 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 24-28, 2006
2 nd Batch	May 2-6, 2006
3 rd Batch	May 8-12, 2006
4 th Batch	May 15-19, 2006
5 th Batch	May 22-26, 2006
6 th Batch	May 29-June 2, 2006
7 th Batch	May 5-9, 2006
8 th Batch	June 12-16, 2006
9 th Batch	June 19-23, 2006
10 th Batch	June 26-30, 2006

2. The activity aims to:


- upgrade the ICT literacy of teachers specifically on MOS;
- update teachers on the use of the technology in classroom management; and
- enhance their technology potentials on the use of ICT in teaching and learning.

3. Contained in Enclosure No. 1 is the template for sign-up sheet/s for teachers which may be accomplished by the school head so that PBSP could match the participants with the nearest training partner university or college. The said accomplished sign-up sheets may be sent to PBSP, Intramuros, Manila by telefax no. (02) 527-3743 c/o Ms. Elisa B. Sta. Maria or Ms. Ave Repoquit) not later than April 17, 2006.

4. Attendance of participants shall be on official business. The expenses for training materials shall be borne by PBSP and travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For inquiries, please contact the DepED - PiL Coordinator Jesus L. Huenda, Chair, DepED ICT/ E-TV Coordinating Committee (telefax 02-632-7748; e-mail jesuslhuneda@yahoo.com); or PBSP training Coordinator Elisa B. Sta. Maria (telefax 02-5273743, mobile 0918-5554854, e-mail smb422003@yahoo.com.au).

6. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Reference: None

Allotment: 1—(D.O. 50-97)

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

INFORMATION TECHNOLOGY

Sally/MOS ICT
MAY 2, 2006

(Enclosure to DepEd Memorandum No. 175, s. 2006)

Template for Sign – Up Sheet/s Re MOS ICT Literacy Training for Public School Teachers

Name of Public High School : _____
Division/Region : _____
School Address : _____
Principal : _____
School Telephone Number : _____
School Fax No. : _____

Please print the name of the teacher					
Last Name	First Name	Middle Initial	Mobile No.	Telephone No.	E-mail Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Pre-requisite for DepEd-PIL ICT Literacy Training on MS Office Specialist (MOS)

1. Public High School must be recipients of either PCPS 1 and 2, DepEd Computerization Program, or any similar computerization programs from the public and private sectors.

Note : Please identify the training venue.

VENUE : _____
ADDRESS : _____
CONTACT PERSON: _____
Telephone No. _____