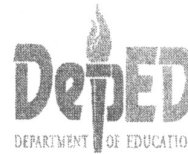REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City

DepED
DEPARTMENT OF EDUCATION

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DepED MEMORANDUM
No.   4 6 3   , s. 2007

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CAPACITY BUILDING WORKSHOP USING ICT IN EDUCATION TOOLKIT FOR POLICYMAKERS, PLANNERS AND PRACTITIONERS

To: Bureau Directors
         Regional Directors
         Directors of Services/Centers and Heads of Units
         All Others Concerned

1.   The Department of Education (DepED) in coordination with UNESCO and INNOTECH will hold a four-day workshop entitled *"Capacity Building Workshop Using the Online ICT in Education Toolkit for Policymakers, Planners and Practitioners"* at the SEAMEO-INNOTECH in Commonwealth Avenue, UP Diliman, Quezon City on November 26-29, 2007.

2.   The workshop will deliberate the use of **ICT in Education Toolkit for Policymakers, Planners and Practitioners**. It will also enlighten, enrich and systematize the process of policy making and planning by providing the necessary information and policy options, facilitating deliberate planning for implementation and feedback, and allowing for a systematic and constructive engagement of different stakeholders.

3.   The participants to this workshop are the focal persons of DepED organizations in developing ICT in Education, (Regional Directors, Bureau Directors, Center Directors, including the QUT Scholars, Regional Participants (ICT savvy and results oriented planning person), TechVoc Representatives and the ICT Technical Committee Members at the Central Office. Enclosed is the list of the participants to the aforecited activity.

4.   UNESCO and INNOTECH shall shoulder costs of board and lodging and training materials. Participants are requested to be at the venue in the afternoon of November 25, 2007. Check out will be on the earliest available flight after the last day of the workshop. Travel and other incidental expenses of the participants however shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5.   For more information, please contact *Mr. Alvin F. Salcedo* at +63 (2) 633.7208 or e-mail at afsalcedo@deped.gov.ph, salcedoalvin@gmail.com or *Ms. Ligaya G. Ilagan* at +63(2) 687.2948 or e-mail at jlibra70@gmail.com, jibra_70@yahoo.com.

6   Enclosure Nos. 1 and 2 are the Tentative Program Agenda and List of Participants, respectively.

7.   Immediate dissemination of this Memorandum is desired.

TEODOSIO C. SANGIL JR.
Undersecretary
Officer-in-Charge
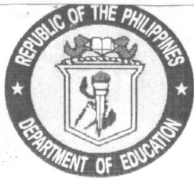
Encl.:
As stated

Reference:
N o n e

Allotment: 1—(D.O. 50-97)

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

INFORMATION TECHNOLOGY
OFFICIALS
WORKSHOPS

Madel:capacity building
11-19-07
computer used: sally

Republic of the Philippines
Department of Education

DepED

Tanggapan ng Kalihim
Office of the Secretary

Enclosure # 1 - **Program Agenda (Tentative)**

Time	Topic
Day 1	
08:00	**Registration** **Opening** Welcome Remarks Introduction to Workshop • purpose of workshop • introduction of participants
09:00	**The Basics of ICT in Education** • Challenges and dilemmas facing decision makers and planners • Crucial questions about ICTs in Education ○ What ICTs are we talking about? ○ To what use are we planning to put ICTs ○ What is the potential value of ICTs for different educational objectives and issues? ○ What conditions should be met to make ICTs in education effective?
10:00	**Group Photo/ Morning break**
10:30	**Presentation and discussion of ICT in Education Plans and Initiatives in the Host Country**
12:30	*Lunch*
13:30	**What is ICT?** **The Potentials of ICT in Education** • Identifying ICT in Education projects by focusing the Educational Objectives • Identifying Potential Innovative Project Ideas using and combining different technologies
15:00	*Afternoon Break*
15:30	**What does it take to formulate, plan and assess ICT-enhanced education programs?** **Introduction of the Toolkit** • Conceptual premises • Underlying characteristics and features • Modalities of orientation, training and feedback in this workshop • Arrangements for accessing the toolkit and other organizational matters **Introduction of the "ICTs for Education: Reference Handbook"**
16:00	**Presentation and Walk through Toolbox 1, "Mapping of Present Situation"** **Application of Tools of Toolbox 1** **Feedback and discussion of Toolbox 1 and Handbook**
18:00	**British Council Video conference " BEST PRACTICES in UK"** **Venue : British Council Manila**
Day 2	
08:00	**Presentation and Walk through Toolbox 2, "Development of an ICT-Enhanced Program"** **Application of Tools of Toolbox 2**
09:00	*Morning Break*
09:30	**Continuation of Application of Tools of Toolbox 2**
12:00	*Lunch*

13:30	**Continuation of Application of Tools of Toolbox 2** **Feedback and discussion of Toolbox 2**
15:00	*Afternoon Break*
15:30-16:30	**Presentation and Walk through Toolbox 3, "Planning for Physical and Human Resources"** **Application of Tools of Toolbox 3**
Day 3	
08:00	**Continuation of Application of Tools of Toolbox 3** **Feedback and discussion of Toolbox 3**
09:00	*Morning Break*
09:30	**Presentation and Walk through Toolbox 4, "Planning for ICT-Enhanced Content"** **Application of Tools of Toolbox 4**
12:00	*Lunch*
13:30	**Continuation of Application of Tools of Toolbox 4** **Feedback and discussion of Toolbox 4**
15:00	*Afternoon Break*
15:30-16:30	**Presentation and Walk through Toolbox 5, "Planning for Implementation - Summation"** **Application of Tools of Toolbox 5**
Day 4	
08:00	**Continuation of Application of Tools of Toolbox 5** **Feedback and discussion of Toolbox 5**
09:00	*Morning Break*
09:30	**Presentation of and Walk through Toolbox 6, "Assessment and Subsequent Actions"**
12:00	*Lunch*
13:30	**Presentation of Group Outputs**
	Wrap-up • Summarization of Feedback • Discussion of "real" application of the Toolkit in the host country • Presentation of Certificates of Training Completion • Closing

Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
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Enclosure # 2 - **Program Agenda (Tentative)**

Bureau Directors
1. Dir. Lolita M. Andrada - BSE
2. Dir. Yolanda S. Quijano - BEE
3. Dir. Carolina S. Guerrero – BALS

Center Directors
1. Dir. Nelia V. Benito – NETRC
2. Dir. Thelma G. Santos – HNC
3. Dir. Orfelina O. Tuy – NEAP
4. Dir. Raul C. Larosa – NSTIC
5. Dir. Socorro A. Pilor – IMCS
6. Dir. Ricardo M. De Lumen - TechVoc

QUT Scholars
1. Dir. Mari Paul Soriano -
2. Ms. Victoria Abcede - BSE
3. Mr. Elmer Guizano – ICTU
4. Ms. Angelita M. Esdicul - BEE
5. Ms. Abigail Lanceta- BALS
6. Mr. Deogracias B. Genito Jr. –DBMU-OPS
7. Mr. Eric U. Labre – IMCS
8. Mr. Ferdinand Q. San Jose - ICTU
9. Mr. Gilbert C. Morong – Budget Div. FMS
10. Mr. Albert C. Alano – Property Div.
11. Mr. Nicholas Teñazas – EDPITAF

ICT – Technical Committee
1. Mr. Romeo Glenn B. Sumido – Chief of Staff
2. Ms. Georgia U. Usares – BALS

Cyber Team
1. Mr. Elcid Pangilinan
2. Mr. Ricky Santos
3. Mr. Alvin Salcedo

TechVoc
1. Yrrah Jean R. Pineda