



DEC 11 2009

DepEd MEMORANDUM

No. **525**, s. 2009

PC HARDWARE SERVICING TRAINING FOR THE NON-TEACHING PERSONNEL
OF THE 48 REGIONAL ICT TECHNICAL-VOCATIONAL SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Technical-Vocational High Schools
All Others Concerned

1. As a continuing support to the operationalization of the Regional ICT Technical-Vocational High Schools, a PC Hardware Servicing Training for the Non-Teaching Personnel of the 48 Regional ICT Technical-Vocational (Tech-Voc) High Schools will be conducted by cluster on the following dates and venues:

Cluster Regions	Venue	Dates	Pax
VI, VII, VIII, IX, X, XI, XII and Caraga	Tagum National Trade School, Tagum City, Davao, Region XI	January 11 – 19, 2010	48
I, II, III, IV-A, IV-B, V, CAR and NCR	Speaker E. Perez National Agricultural School, San Carlos City, Pangasinan, Region I	January 21-29, 2010	48

2. The objectives of this training are to:

- train the non-teaching personnel of the 48 regional ICT tech-voc high schools in troubleshooting the computers;
- conduct competency-assessment to the participants immediately after the training program; and
- produce pool of non-teaching personnel who will assist the school, particularly the administrative offices in maintaining and troubleshooting the computers.

3. Each Top Three (3) Regional ICT TVHS shall send two (2) non-teaching personnel preferably those with direct work in ICT as they will be the ones who shall be designated to repair or trouble shoot the units for administrative use. A Certification shall be issued after the training. Enclosed is the list of the 48 ICT Tech-Voc High Schools which shall participate in said activity.



4. Participants are directed to bring along the following for the competency assessment:

- a. Four (4) pcs. passport size colored ID picture with name tag and white background;
- b. crimping tools
- c. rj45 (minimum of 10 pcs.)
- d. screw driver
- e. philip screw

5. Board and lodging expenses, honoraria, travel and per diem of the facilitators, ICT resource persons, and project staff, supplies, function room rental, contingency and other incidental expenses are chargeable against HRTD Funds allocated for Technical-Vocational Education subject to the usual accounting and auditing rules and regulations while transportation expenses of the participants are chargeable against local funds.

6. For further inquiries, please contact Ms. Yrrah Jean R. Pineda with cellphone no.: 0917-8047-209 or at the TVE Task Force Office with tel. nos.: (02) 633-9346 and (02) 632-0170.

7. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary

Encl.:

As stated

Reference:

None

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

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

EMPLOYEES
INFORMATION TECHNOLOGY
TECHNICAL EDUCATION
TRAINING PROGRAMS
VOCATIONAL EDUCATION

48 REGIONAL ICT TECHNICAL-VOCATIONAL HIGH SCHOOLS

	RIGION	DIVISION	NAME of SCHOOL
1	I	Laoag City	Ilocos Norte College of Arts & Trades
2	I	Pangasinan II	Luciano M. Millan SAT
3	I	San Carlos City	Speaker Eugenio Perez Nat'l. Agr'l. Sch.
4	II	Cagayan	Sanchez Mira SAT
5	II	Isabela	Jones Rural School - Main
6	II	Cagayan	Western Cagayan SAT
7	III	Bulacan	Balagtas Agricultural NHS
8	III	Angeles City	Angeles City Nat'l. Trade School
9	III	Tarlac	Sto. Domingo HS (Capas HS)
10	IV-A	Laguna	San Pedro Relocation CHS - Langgam Annex
11	IV-A	Laguna	Siniloan NHS
12	IV-A	Cavite	Gen. Mariano Alvarez Tech. HS
13	IV-B	Calapan City	Community Vocational HS (Calapan City NHS)
14	IV-B	Oriental Mindoro	Marcelo I. Cabrera Vocational High School
15	IV-B	Palawan	Coron SOF
16	V	Naga City	Camarines Sur NHS
17	V	Camarines Sur	Ragay Nat'l Agr'l & Fisheries School (RNAFS)
18	V	Camarines Norte	Froilan D. Lopez HS (San Vicente HS)
19	VI	Iloilo	Sta. Barbara NCHS
20	VI	Silay City	Doña Montserrat Lopez MHS
21	VI	Iloilo	Cabatuan NCHS
22	VII	LapuLapu City	Marigondon NHS
23	VII	Cebu City	Abellana NHS (Day & Night)
24	VII	Siquijor	Campalanas NHS - Lazi Nat'l Agric'l Sch. Ext.
25	VIII	Leyte	Hilongos NVS
26	VIII	Southern Leyte	Pintuyan NVHS
27	VIII	Southern Leyte	Villa Jacinta NVHS
28	IX	Zamboanga del Sur	Molave VTS
29	IX	Pagadian City	Zamboanga del Sur SAT
30	IX	Dipolog City	Zamboanga Norte NHS
31	X	Ozamiz City	Ozamiz City School of Arts and Trades
32	X	Bukidnon	Bukidnon NSHI
33	X	Misamis Oriental	Opol NSTS
34	XI	Tagum City	Tagum NTS
35	XI	Digos City	Digos City NHS (Davao Del Sur NHS)
36	XI	Davao Oriental	Lupon VHS
37	XII	South Cotabato	Sto. Niño NSAT
38	XII	Gen. Santos City	Bula NSF
39	XII	Cotabato City	Canizares NHS
40	XIII	Surigao del Norte	Gigaquit Nat'l. Sch. of Home Industries
41	XIII	Bislig City	Tabon M. Estrella NHS
42	XIII	Agusan del Norte	Nasipit NVS
43	CAR	Benguet	Tublay Sch. of Home Industries
44	CAR	Kalinga	Rizal School of Arts & Trades
45	CAR	Benguet	Gov. Bado Dangwa Argo Ind. Sch.
46	NCR	Makati City	Benigno "Ninoy" Aquino HS
47	NCR	Pasig City	Kapitolyo High School
48	NCR	Muntinlupa City	Pedro E. Diaz HS