

January 19, 2015

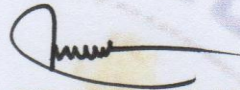
DIVISION MEMORANDUM
NO. 13 , s. 2015

DIVISION TRAINING/WORKSHOP ON WEBSITE DEVELOPMENT

To: Division ICT Coordinator
All Public Elementary & Secondary School Heads
All Elementary & Secondary School ICT Coordinators

1. In order to meet the objective of the Division Technology Implementation Plan, there will be a Division Training/Workshop on Website Development for Public Elementary and Secondary School ICT Coordinators at Jamesville Resort and Hotel, Brgy. San Jose Antipolo City on January 27, 28 and 29, 2015.
2. This training aims to:
 - a. familiarize the participants on the web graphical user interface and other software applications;
 - b. capacitate all participants in creating a multimedia design using Adobe Photoshop for developing a web design;
 - c. maintain and sustain the school website as administrator;
 - d. facilitate the collaboration and linkages to other online system in the department and other government agencies; and
 - e. link the school website to the Division Website for easy access and connections.
3. Participants to this training are the School ICT Coordinators on January 27, 28 & 29, 2015 and all elementary and secondary school heads on January 29, 2015.
4. All participants (ICT Coordinators) shall bring the following:
 - a. Laptop/Computer
 - b. Internet connection (Broadband/Pocket Wifi,dongle,etc.)
 - c. Extension Cord
 - d. School Data and Information
 - i. History/School Background
 - ii. Programs and Projects
 - iii. Accomplishments/Achievements
 - iv. Issuances
 - v. Faculty
 - e. Pictures
 - i. Digital logo
 - ii. School head/ faculty/ non-teaching employees
 - iii. School pictures/facilities
 - iv. School activities
5. A registration fee of **Two Thousand Two Hundred Pesos** (P2, 200.00) for School ICT Coordinators and **Six Hundred Pesos** (P600.00) for School Heads shall be collected to defray expenses for food, venue and training materials chargeable from School MOOE subject to usual accounting and auditing rules and regulations.

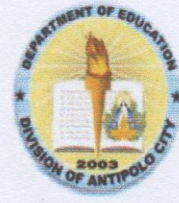
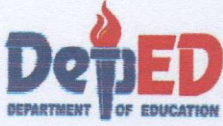
6. Participants are requested to be prepared for overtime sessions in case there is a need to complete the workshop for the whole duration of the training.
7. Working committees and facilitators were assigned to ensure the smooth flow of the training/workshop. (Enclosure No. 1)
8. The training matrix (Enclosure No. 2) and participants (Enclosure No. 3) are also attached for your reference.
9. Attendees to this training shall register online. Link for the registration and confirmation will be posted at DepEd Antipolo FB Account.
10. Immediate and widest dissemination of this Memorandum is earnestly desired



DR. MERTHEL M. EVARDOME

Acting Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent





(Enclosure No. 1 to Division Memorandum No. 13, s. 2015)

EXECUTIVE COMMITTEE

Chairman	Dr. Merthel M. Evardome
Co-Chairman	Doris DJ. Estalilla Priscilla V. Salo

FACILITATORS

Priscilla V. Salo	Kenneth M. Catungal
Maria Florabel M. Tolentino	Imelda Galisanao
Roy P. Benson	Noel C. Merino
Ronald Malicdem	John Joseph Atanacio

WORKING COMMITTEE

Registration	Michelle Carabot Michelle Cabot
Program & Invitation	Kristine Ramoya Marieneth Alejandro
Documentation	Sheena Jade Manuel Imelda Galisanao
Certificate	Noel C. Merino Ronald Malicdem
Physical Arrangement	Kenneth M. Catungal Roy P. Benson Jed V. Reyes
Food & Refreshments	Maria Florabel M. Tolentino Margie Lagarde

(Enclosure No. 2 to Division Memorandum No. 13 , s. 2015

DIVISION TRAINING/WORKSHOP ON WEBSITE DEVELOPMENT
January 27, 28 & 29, 2015

MATRIX OF ACTIVITIES

TIME	DAY 1 (January 27, 2015)	DAY 2 (January 28, 2015)	DAY 3 (January 29, 2015)
7:30 – 8:00	Registration	Management of Learning	Management of Learning
8:00 – 9:00	Opening Program Levelling of Expectation (Priscilla V. Salo)	Data and Information Directory Placement Hands-on (Roy P. Benson)	Enhancement of website content Hands-on
9:00 – 10:00	Multimedia software, hardware and Data Preparation (Priscilla V. Salo)	Graphics and photo Placement Hands-on (Roy P. Benson)	↓
10:00 – 10:15	Health Break	Health Break	Health Break
10:15 – 12:00	Web Graphical User Interface (Priscilla V. Salo)	Content Placement Hands-on (Noel C. Merino)	Previewing the enhanced website developed Hands-on
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 – 3:00	Site Creation Process (Florabel M. Tolentino)	Content Placement Hands-on (Noel C. Merino)	Finalizing the school website Hands-on
3:00 – 3:15	Review of Documents/ Creation of Menu Placement (Florabel M. Tolentino)		Health Break
3:15 – 5:00		Preview and Review of Website Developed (Florabel M. Tolentino)	Presentation of the website developed
5:00 – 6:00	Reminders		Closing Program
Officer of the Day	Roy P. Benson	Noel C. Merino	Florabel M. Tolentino

(Enclosure No. 3 to Division Memorandum No. 13 , s. 2015)

**PARTICIPANTS FOR THE TRAINING/WORKSHOP ON
WEBSITE DEVELOPMENT**

**Elementary School ICT Coordinators
January 27, 28 & 29, 2015**

	SCHOOLS	NO. OF PARTICIPANTS
I-A	BN I ES	1
	BN II ES	1
	BN IV ES	1
I-B	DELAPAZ ES	1
	SAN ISIDRO ES	1
	STA. CRUZ ES	1
	ANTIPOLO SPED CENTER	1
I-C	MAMBUGAN ES	1
	MAMBUGAN II ES	1
	MAYAMOT ES	1
	MUNTINDILAW ES	1
II-A	ISAIAS TAPALES ES	1
	JESUS CABARRUS ES	1
	SAN ANTONIO VILL ES	1
	JUAN SUMULONG ES	1
II-B	CUPANG ES	1
	CUPANG ES ANNEX	1
	DALIG ES	1
	LORES ES	1
	KNIGHTS OF COLUMBUS	1
	KAILA ES	1
	NAZARENE VILLE ES	1
	PEÑAFRANCIA ANNEX ES	1
	PEÑAFRANCIA ES	1
	TEOFILA ROVERO ES	1
	II-C	CABADING ES
INUMAN ES		1
OLD BOSO-BOSO ES		1
PANTAY ES		1
PEACE VILLAGE ES		1
SAPINIT ES		1
SAN LUIS ES		1
TANZA ES		1
II-D		BINAYOYO ES
	CALAWIS ES	1
	CANUMAY ES	1
	KAYSAKAT ES	1
	LIBIS ES	1
	RIZZA ES	1
	SAN JOSEPH ES	1
	SAN YSIRO ES	1
	SUMILANG ES	1
	UPPER KILINGAN ES	1
TOTAL	43	

**Secondary School ICT Coordinators
January 27, 28 & 29, 2015**

	SCHOOLS	NO. OF PARTICIPANTS
I-A	BN II NHS	1
I-B	ANTIPOLO NHS	1
	ANHS-DELAPAZ EXT.	1
	SAN ISIDRO NHS	1
I-C	MAMBUGAN NHS	1
	MAYAMOT NHS	1
	MUNTINDILAW NHS	1
II-A	SAN ROQUE NHS	1
	SAN JOSE NHS	1
	SAN JOSE NHS-DALIG EXT.	1
II-B	CUPANG NHS	1
	MARCELINO SANTOS NHS	1
II-C	MAXIMO LGMNHS	1
	MAXIMO LGMNHS- OBEXT	1
II-D	SAN JUAN NHS	1
	CALAWIS NHS	1
II-D	CALAWIS -APIA EXT.	1
	ANHS-KAYSAKAT EXT.	1
	MLGMNHS-RIZZA EXT.	1
	ANHS-CANUMAY EXT.	1
TOTAL	20	

**School Heads
January 29, 2015**

Elementary	43
Secondary	20
TOTAL	63