



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



May 5, 2016

DIVISION MEMORANDUM
NO. 217, s.2016

ICT LITERACY TRAINERS' TRAINING FOR SCHOOL ICT COORDINATOR

TO: School ICT Coordinators
Division ITO
HRDD

1. The Division of City Schools-Tagbilaran City will conduct the **ICT Literacy Trainers' Training for School ICT Coordinator** on May 13-14, 2016 at 3rd Floor BODARE COOP Pension House, J.A. Clarin St., Dao, Tagbilaran City.
2. The participants to this activity are School ICT Coordinators in all public elementary and secondary schools in the Division of City Schools-Tagbilaran City.
3. **Each participant is required to bring the following:**
 - a. **Laptop**
 - b. **Pocket wifi**
4. School ICT Coordinators shall be entitled to service credits in accordance with the provisions of DepEd Order No. 19 s.2011 and DepEd Order No. 53, s. 2003. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004 and upon validation of the entries of the Daily Time Records (DTRs).
5. Expenses for meals, supplies and materials, and other expenses incidental to the conduct of the ICT Literacy Trainers' Training for School ICT Coordinator shall be charged against the 2015 Continuing Appropriations HRDT-ICT Funds to be downloaded to SDO. Travel and other incidental expenses of teachers, trainers and management staff shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as your **Authority to Travel**.
7. Your attendance is highly expected.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent 