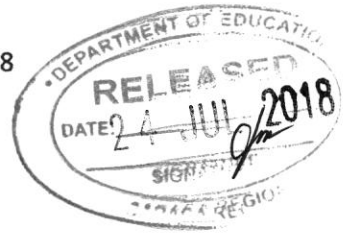




Republic of the Philippines
Department of Education
CARAGA REGION XIII
J.P. Rosales Avenue, Butuan City



July 20, 2018



REGIONAL MEMORANDUM:

No. 386 s. 2018

ACTIVITIES FOR LEVEL-UP THE ICT COMPETENCE THROUGH IN-SERVICE PROGRAMS FOR TEACHERS (LICIT)

To: Schools Division Superintendents
This Region

1. The Department of Education through the **Bureau of Learning Delivery – Teaching and Learning Division** will conduct the **Level-up the ICT Competence through In-service Programs for Teachers (LICIT)** with the following activities:

Name of the Activity	Objectives	Date	Venue
Workshop on Utilization and Development of National Survey Assessment Tool for Teacher Training 2018	Gather Data on ICT Education and identify the status, concerns and conditions of Philippine Educational System in ICT	October 8-12, 2018	Cavite
National Seminar – Workshop on Integrated ICT Competence for Teaching 2018	Train participants in ICT Education related to teaching and learning, current trends, issues and concerns	November 12-16, 2018	Cavite

2. With this, SDOs are required to nominate two (2) participants for the said activities. The potential participants must meet the following qualifications:
 - preferably supervisors, education program specialists, school heads, or head teachers who are knowledgeable in ICT Education and ICT Integration; have a good background in research and conducting it; and ICT enthusiasts;
 - physically and mentally fit;
 - have the ability to work under pressure;
 - open to constructive feedback on submitted output;
 - above satisfactory written communication and social interaction skills; and
 - ability to construct a research instrument, to contribute information to the developed instrument and to implement it later.
3. SDOs shall submit thru email the **nomination form (please see attached form)** with attached soft copy of **personal data sheet** to **marcelino.ahon@deped.gov.ph** not later than **12 NN of July 26, 2018**.
4. The submitted documents will be forwarded to the **Bureau of Learning Delivery-Teaching and Learning Division in DepEd Central Office** for screening and final selection of ten (10) official participants from Caraga region. Official participants will be notified thru phone or email.

5. All expenses relative to the conduct of the activity shall be charged against **2018 HRTD Funds**. Participants are advised to secure their approved Travel Order/Authority before they go to the activity.
6. Immediate dissemination of this memorandum is highly enjoined.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director 

ORD/ICTU01/mma

Level-up the ICT Competence through In-service Programs for Teachers (LICIT)

**DEPARTMENT OF EDUCATION
Nomination Form**

Division _____

	Fullname (Surname First)	Position	School / Office	Email Address	Contact No.	Research Conducted/ Activities related to ICT (You may use additional sheets, if necessary)
1						
2						

Recommended by:

Schools Division Superintendent
Division of _____

Note: please submit together with the softcopy of their PDS



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-_____

**Original
Signed**

TO : Regional Directors
Regional Secretary, ARMM
All others concerned

FROM : LORNA DIG DINO, Ph. D.
Undersecretary for Curriculum and Instruction

SUBJECT : Activities for Level-up the ICT Competence through
In-service Programs for Teachers (LICIT)

Date : July 6, 2018

In line with the implementation of the K to 12 Basic Education Program pursuant to RA 10533, the Department of Education through the Bureau of Learning Delivery – Teaching and Learning Division will conduct the ***Level-up the ICT Competence through In-service Programs for Teachers (LICIT) with the following activities:***

<u>Name of the Activity</u>	<u>Objectives</u>	<u>Date</u>	<u>Venue</u>	<u>Participants</u>
Workshop on Utilization and Development of National Survey Assessment Tool for Teacher Training 2018	Gather data on ICT Education and identify the status, concerns and conditions of Philippine Educational System in ICT	October 8-12, 2018	Cavite	35
National Seminar – Workshop on Integrated ICT Competence for Teaching 2018	Train participants in ICT Education related to teaching and learning, current trends, issues and concerns	November 12-16, 2018	Cavite	145

In this connection, we would like to request your office to nominate participants from your respective regions for the said activities. The potential participants must meet the following qualifications:

1. preferably, supervisors, education program specialists, school heads, head teachers who are knowledgeable in ICT Education and ICT Integration; have a good background in research and conducting it; and ICT Enthusiasts;
2. physically and mentally fit;
3. have the ability to work under pressure;
4. open to constructive feedback on submitted output;
5. above satisfactory written communication and social interaction skills; and
6. ability to construct a research instrument, to contribute information to the developed instrument and to implement it later.

Attached is the list of required number of participants per region. (Please see Enclosure A).

Below is the nomination process:

1. The Regional Offices (ROs) shall submit thru email the nomination form with attached soft copy of personal data sheet of the nominated participants to the focal person. (Please see Enclosure B).
2. The focal person will notify the nominees thru email.
3. The nominees will be required to answer an online survey.
4. The focal person will communicate with the nominees thru phone or email.
5. The focal person will release the final roster of participants.
6. The participant shall fill-out an online registration form.

Once the nominees are registered, they are considered **official participants** and there will be a series of assignments to be given to them.

Participants will be required to bring their own laptop, smart phone, and pocket wifi or reliable internet source on the **activity proper**. They also requested to attend and stay throughout the duration of the activity and to produce the expected output.

All expenses relative to the conduct of the activity shall be charged against **2018 HRTD Funds**. Participants are advised to secure their **approved Travel Order/Authority** before they go to the activity and are advised to take the most **economical** means of transportation.

To reimburse **the travel expenses of the participants** from their respective regional offices, the ROs are requested to submit a letter of acceptance for the attached travel expenses budget. (Please see Enclosure C). The ROs may opt to download the travel expenses reimbursement or cash advance of the final participants to their respective divisions.

Kindly accomplish the documents and submit it to Mr. **Mark Timothy O. Manaois** before July 23, 2018 through any of the following: a) email (mark.manaois@deped.gov.ph); b) fax (02-6384799); and c.) courier (Bureau of Learning Delivery-Teaching and Learning Division, 4th floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City).

For your guidance, information, and compliance.