



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
7100 Dipolog City  
<http://www.depedzn.info>

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO DEL NORTE  
7100 Dipolog City

**RELEASED**

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DATE:

9/16/15

DIVISION MEMORANDUM  
NO. 252 s. 2015

TO : All District ICT Coordinators  
Public Secondary Schools ICT Coordinators  
This Division

FROM :  NATIVIDAD P. BAYUBAY, CESO VI  
OIC, Schools Division Superintendent

SUBJECT : SEMINAR-WORKSHOP ON ICT SKILLS ENHANCEMENT OF TEACHERS FOR  
Kto12 CURRICULUM INTEGRATION

DATE : SEPTEMBER 15, 2015

1. The Schools Division of Zamboanga del Norte announces the conduct of the One-day Division Seminar-Workshop on ICT Skills Enhancement of Teachers for Kto12 Curriculum Integration on September 24, 2015 at Mibang, Hotel Dipolog City.
2. The objectives of this activity are the following:
  - a. To orient the district ICT Coordinators and secondary school ICT Coordinators with basic to advance techniques on the use of different productivity tools and online apps and its application to teaching and learning as well as on evaluation;
  - b. To foster appropriate and ethical use of ICT tools;
  - c. To build good search skills online using advance search techniques.
3. The participants of this activity are all District ICT Coordinators and all Secondary ICT Coordinators of this Division.
4. Expenses incurred such as training materials, lunch, and two (2) snack shall be chargeable against Division Office Funds while travel and other incidental expenses of the participants shall be charged against School MOOE/Local School Board Funds subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.



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ICT Skills Enhancement of Teachers for  
K-12 Curriculum Integration  
September 24, 2015  
Dipolog Boulevard Function Hall  
Dipolog, City

Program of Activities

AM SESSION	ACTIVITIES
7:30-8:00	Registration
8:00-9:00	Opening program Doxology National Anthem Regional Hymn Zamboanga del Norte Hymn  Opening Remarks <b>LOURMA I. POCULAN</b> <i>OIC- Assistant Schools Division Superintendent</i> Message <b>NATIVIDAD P. BAYUBAY, CESO VI</b> <i>OIC-Office of the Schools Division Superintendent</i>
9:00-10:00	Website Expo (for schools with website)
10:00-12:00	MS Productivity Tools <ul style="list-style-type: none"><li>Advance techniques on MS productivity software</li><li>Electronic Class Record</li><li>Tips and tricks</li></ul>
12:00-1:00	Lunch / Organization of Zamboanga del Norte ICT Council
PM SESSION	ACTIVITIES
1:00-2:00	Online Apps for Teaching <ul style="list-style-type: none"><li>Cloud Storage</li><li>Google Docs and Sheets</li><li>Online exam and assignment</li><li>OneNote for teachers</li></ul>
2:00-3:00	Advanced Internet Searching <ul style="list-style-type: none"><li>Google Advance Search</li></ul>
3:00-5:00	Hands on Activity (Workshop) <ul style="list-style-type: none"><li>MS Productivity Tools</li><li>Online Apps</li></ul> Closing Program

Master of Ceremonies: Jessie Ellis Elacan, EPS II

**Note: Participants should bring their own laptops**