



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

16 June 2021

**DIVISION MEMORANDUM**

DM No. 394, s. 2021

**ICT TRAINING WORKSHOP ON ENABLING DIFFERENT ONLINE PLATFORMS,  
WEBSITE DEVELOPMENT AND ICT INFRASTRUCTURE IN NEW NORMAL**

To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
Elementary and Secondary District ICT Coordinators  
All Others Concerned

1. The Department of Information and Communications Technology (DICT) Unit and the DepEd Division of Quezon ICT Unit are working hand-in-hand to enable the District and School ICT and their co-teachers to embrace the adjustment of ICT Platform in this time of pandemic. As support to the "New Normal" condition of our schools, this effort will facilitate the assistance on how to use the different platform on training, meeting and conferences in online and offline teaching classroom settings as mostly used by our ICT Coordinators, development of school websites and discussing the ICT Infrastructure in school set-up.
2. In connection, the training entitled "ICT Training Workshop on Enabling Different Online Platforms, Website Development and ICT Infrastructure in New Normal" as followed on the given schedule below at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City. To ensure the list of participants from Elementary and Secondary District ICT Coordinators as recommended by the Public Schools District Supervisor (PSDS) . Kindly fill up this pre-registration link: <https://tinyurl.com/DEPEDQUEZONICTREGISTRATION>

Congressional District	District ICT Elementary Coordinators July 13-16, 2021 (Batch 1)	District ICT Secondary Coordinators July 27-30, 2021 (Batch 2)
1st Congressional District	16	16
2nd Congressional District	9	9
3rd Congressional District	18	18
4th Congressional District	17	17

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Date/Time: 6/22/2021  
By: Rommel  
Ref. no. DM 394, s. 2021





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3. **All participants are advised to bring their laptop, internet modem and extension wire** which are necessary to perform the activities that will be provided.
4. To ensure the implementation of **health and safety protocol amid this Covid-19 pandemic**, the conduct of this training shall comply with the existing *Inter-Agency Task Force-Emerging Infectious Diseases (IATF-EID) Guidelines and Policies*. Participants shall follow strict physical distancing measures. **ALL** participants are **REQUIRED** to bring **Health Clearance** from their respective Rural Health Unit (RHU) during their scheduled date and answer **Health Declaration Form** through this link <https://tinyurl.com/21HealthDeclaration-Trainings>. Health Clearance shall be presented to the Nurse on Duty for verification. It is also a **MUST** to wear facemask and faceshield throughout the duration of the activity.
5. A **Health Officer** shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are **over sixty-five years of age**, and those with **immunodeficiency, comorbidity, or other health risks**, and **pregnant women** shall not be required to participate in this activity but can be replaced as recommended by their PSDS. For those are taking their maintenance medication is advised to bring their medicine.
6. Please see the table hereunder for the schedule and program matrix:
7. For immediate dissemination and guidance.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

ictwbp/06/16/2021

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**SCHEDULE**

Date	Time	Participants
July 13 – 16, 2021	8:00am to 5:00 pm.	District Elementary ICT Coordinators
July 27 – 30, 2021	8:00am to 5:00 pm.	District Secondary ICT Coordinators

**PROGRAM MATRIX**

JULY 13 (Elem) / JULY 27 (Sec)		
Time	Activity / Topic	Speakers/Facilitator
8:00 – 8:30am	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Energizer	Audio Visual Presentation
8:30 – 8:45am	Presentation of Participants	<b>Shean Racelis</b> (For Elementary Training) District ICT, Agdangan District
	House Rules	<b>Renato M. Agoba</b> (For Secondary Training) School ICT, Dagatan NHS
8:45 – 8:55am	Opening Remarks	<b>Gregorio A. Co Jr.</b> OIC, Office of the ASDS
8:55 - 9:00am	Inspirational Message	<b>Elias A. Alicaya, Jr.</b> OIC - Office of the SDS
9:05 – 9:10am	Presentation of Rationale, Terminal Objective and Enabling Objectives	<b>Wilbert B. Porteza</b> IT Officer
9:10 – 12:00nn	Topic: Different Online Platform on classroom management, meetings and conferences and internet Media Information Literacy	<b>Mr. Kouji Marquez</b> PDO DICT, Quezon
Lunch		
1:00 – 5:00 pm	Continuation to the Topic	<b>Mr. Kouji Marquez</b> PDO DICT, Quezon
JULY 14 – 15 (Elem) / JULY 28 – 29 (Sec)		
Time	Activity / Topic	Facilitator
8:00 – 8:30am	Nationalistic Song Prayer	Audio Visual Presentation
8:30 – 8:45am	Checking of Attendance	<b>Shean Racelis</b> (For Elementary Training) District ICT, Agdangan District
	Introduction to Speaker	<b>Renato M. Agoba</b> (For Secondary Training) School ICT, Dagatan NHS
9:00 – 12:00nn	Topic: Website Development	<b>Mr. June Bence Adelan</b> IT Officer Division of Imus City
Lunch		
1:00 – 5:00 pm	Continuation to the Topic	<b>Mr. June Bence Adelan</b> IT Officer Division of Imus City
JULY 16 (Elem) / JULY 30 (Sec)		

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Registration Number:  
 QAC/R63/0216





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Time	Activity / Topic	Facilitator
8:00 – 8:30am	Nationalistic Song Prayer	Audio Visual Presentation
8:30 – 8:45am	Checking of Attendance Introduction to Speaker	<b>Shean Racelis</b> (For Elementary Training) District ICT, Agdangan District <b>Renato M. Agoba</b> (For Secondary Training) School ICT, Dagatan NHS
9:00 – 12:00nn	Topic: ICT Infrastructure	<b>Mr. Carlou A. Adao</b> IT Officer Division of Dasmariñas City
Lunch		
1:00 – 5:00 pm	Continuation to the Topic	<b>Mr. Carlou A. Adao</b> IT Officer Division of Dasmariñas City
4:30 – 5:00nn	Closing Remarks	Gregorio A. Co. Jr. OIC, Office of the ASDS

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