



September 22, 2017

DIVISION MEMORANDUM

No. **169**s. 2017

TO: Assistant Schools Division Superintendent
Division Chief
Division Information Technology Officer I
Education Program Supervisors
Public Schools District Supervisors
All School Heads
All Others Concerned

2017 ICT WORKSHOP ON WEBSITE DEVELOPMENT

1. This Office announces the conduct of the **2017 ICT Workshop on Skills Development for School ICT Coordinators (Website Development)** on October 19-21, 2017 at a venue to be announced later.
2. The activity intends to develop a School Website that will serve as a portal to provide information to current and potential clients and to promote and market the organization.
3. Attached are the following:
 - a. Enclosure No. 1 – Matrix of Activities
 - b. Enclosure No. 2 – Technical Working Group
4. Participants are advised to bring the following:
 - a. Laptop and extension cord
 - b. Internet Connection
 - c. Accomplished EBEIS Report and School Report Card (updated copy)
5. Meals, snack and training materials of participants shall be charged against Division MOOE Fund, while transportation expenses shall be charged against school MOOE subject to the usual accounting and auditing procedures.
6. All participants are entitled to one (1) service credit for October 21, 2017, provided that they complete the activity.
7. For immediate and wide dissemination.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

**2017 ICT WORKSHOP ON SKILLS DEVELOPMENT FOR
SCHOOL ICT COORDINATORS (WEBSITE DEVELOPMENT)
OCTOBER 19-21, 2017**

**Venue: To be announced latter
October 19-21, 2017**

TECHNICAL WORKING GROUP

RESOURCE SPEAKER / FACILITATOR		
Arthur F. Francisco Information Technology Officer I	Paulo Nikko D. Alfonso San Rafael (BBH) Elementary School	Christina T. Cabonitalla San Jose del Monte National Trade School
REGISTRATION AND DOCUMENTATION		
Dondy Riel A. Garcia Muzon High School	Emmanuel I. Espiritu San Jose del Monte National High School	Emelita L. Villarama Sapang Palay National High School

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**2017 ICT WORKSHOP ON SKILLS DEVELOPMENT FOR
SCHOOL ICT COORDINATORS (WEBSITE DEVELOPMENT)
OCTOBER 19-21, 2017**

	DAY 1 October 19, 2017	DAY 2 October 20, 2017	DAY 3 October 21, 2017
7:00 – 8:00	Registration	Registration	Registration
8:00 – 8:30	Opening Program	MOL	MOL
8:30 – 10:00	Website Development: An Overview ARTHUR F. FRANCISCO <i>Information Technology Officer I</i>	Presentation of School Website (Home Page)	Presentation of School Website (Webpage)
10:00 – 10:15	Morning Snacks	Morning Snacks	Morning Snacks
10:15 – 12:00	Weebly 101 PAULO NIKKO D. ALFONSO <i>San Rafael (BBE) Central School</i>	Workshop School Website (Webpage)	cont. Presentation of School Website (Webpage)
12:00 – 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 – 3:00	Home Page CHRISTINA T. CABONITALLA <i>San Jose del Monte National Trade School</i>	cont. Workshop School Website (Webpage)	Clearing house & Closing Program
3:00 – 3:15	Afternoon Snacks	Afternoon Snacks	Afternoon Snacks
3:15 – 5:00	Workshop School Website (Home Page)	cont. Workshop School Website (Webpage)	Home Sweet Home