



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM
No. 384, s. 2021

TO: OIC – ASDS
Chief Education Supervisor – SGOD
Division SPED Focal
Public Schools District Supervisors
Principals Concerned
All SPED and Receiving Teachers
This Division

FROM: **FELIX ROMY A. TRIAMBULO, CESO V**
OIC – Schools Division Superintendent *and*

SUBJECT: THREE – DAY TRAINING WORKSHOP FOR SPED AND RECEIVING TEACHERS ON ICT

DATE: November 18, 2021

1. The Schools Division of Dapitan City will conduct a Three – Day Training Workshop of SPET and Receiving Teachers on ICT Skills on December 1 - 3, 2021 at Dapitan Central School Computer Laboratory.
2. The objectives of this training are the following:
 1. Acquire computer skills on the following:
 - a. Microsoft Powerpoint and basic photo and video editing;
 - b. Creating certificates the fastest way through mail merge in Microsoft word
 - c. Using adobe photoshop software
 - d. Getting started in Autodesk sketchbook software.
 - e. Getting started with virtual classroom Apps.
 2. Apply computer skills in designing learning plans for on – line class/activity appropriate for learners with special educational needs.
3. Participants to the training workshop are all SPET and receiving teachers
4. Expenses incurred in this training is chargeable to SPED Program Support Funds.
5. All participants are advised to adhere to the health and safety guidelines set by the IATF.
6. Immediate dissemination and compliance to this memorandum is desired.



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