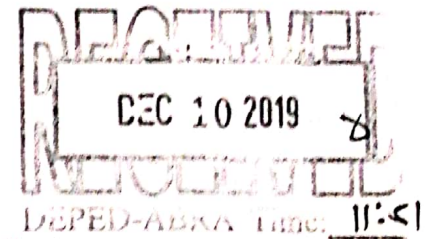




December 9, 2019


DIVISION MEMORANDUM
No. 432 s. 2019



Advanced ICT Training for all ADA, ADAS, and Selected Unit Heads

To: Heads of Public Elementary, Secondary, and Integrated Schools
Division ITO
All others concerned

- 1) The SDO-Abra will conduct a **three-day Seminar on Advanced ICT Training for all Administrative Aide (ADA) IV and VI, Administrative Assistant (ADAS) I, II, and III, and Selected Unit Heads on December 17-19, 2019**, venue to be announced later.
- 2) The said activity aims to equip participants with advanced skills in ICT to improve efficiency in the delivery of public service.
- 3) The participants to the seminar are the ADA IV and VI; ADAS I, II, and III including those who are school based; and Selected Unit Heads. Participants are required to bring laptop to be used during the training.
- 4) Participants are expected to **arrive on the afternoon of Day Zero, December 16, 2019 (Monday)**. The training proper will **start on December 17, 2019 at 8:00 AM** and will end on **Day Three, December 19, 2019 at 5:00 PM**. Registration will start at **7:00 AM** on the first day of the Seminar. Check-out shall be on **December 19, 2019**. Participants will depart from the venue after the culmination of the Day Three activity. Participants are expected to attend in the said activity as accommodation arrangements will be made.
- 5) Full board meals and snacks will be provided. The first meal that will be served is dinner on Day Zero while the last meal is PM snacks on Day Three. Board and lodging of the participants shall be charged to local fund, while transportation and other incidental expenses relative to the attendance of the activity shall be charged to MOOE, subject to the usual accounting and auditing rules and regulations. Other incurred expenses by the participants beyond those stated will not be covered by the organizers.
- 6) Attached to this memo are the following: Enclosure 1: **List of Participants per Class**; Enclosure 2: **Schedule of Activities**.
- 7) Immediate dissemination and adherence to this Memorandum are hereby enjoined.


GLORIA B. BUYA-AO
Schools Division Superintendent