

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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Division Memorandum

No. 09, s 2017

To : Asst. Schools Division Superintendents  
All Public Schools District Supervisors  
All Elementary and Secondary School Heads

From: **SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of Asst. Regional Director *AS*  
Concurrent OIC-Office of the Schools Division Superintendent

Subject: **FREE ONE DAY ICT SKILLS ENHANCEMENT TRAINING**

Date: January 10, 2017

1. Attached is the letter invitation from Silliman University, College of Computer Studies inviting public schools teachers (both elementary and secondary) in the Schools Division of Negros Oriental for a **Free One Day ICT Skills Enhancement Training** through the Microsoft Ambassador Program on January 21, 2017 at Uytengsu Foundation Computer Center, College of Computer Studies, Silliman University.
2. Encourage your teachers to participate the aforementioned training but see to it that this will fall on a Saturday.
3. However, the Schools Division of Negros Oriental have also **16 Microsoft Ambassadors** who will be inviting teachers to attend the same kind of training that Silliman University is offering.
4. In this regard, all Public Schools District Supervisors are advised to thoroughly counter check the letter invitations coming from the Microsoft Ambassadors for schedule approval purposes and to avoid duplication of attendance to the same training.
5. Immediate dissemination and compliance with this memorandum is enjoined.

112 JAN 2017



COLLEGE OF COMPUTER STUDIES  
**SILLIMAN UNIVERSITY**  
*Building Competence, Character & Faith*

NO:	4-0049
DATE:	05
TIME:	
BY:	
RE:	

January 5, 2017

**MR. SALUSTIANO T. JIMENEZ, LL.B, CESO VI**  
Schools Division Superintendent  
Department of Education  
Province of Negros Oriental

Dear **Mr. Jimenez**,

Greetings in the name of service!

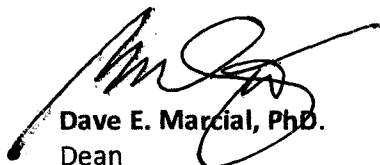
Silliman University – College of Computer Studies will offer a free 1-day ICT Skills Enhancement Training through the Microsoft Ambassador Program on January 21, 2017, from 8:00-12:00 noon, 1:00-5:00 pm. The training will be held in the computer laboratories in Uytensu Foundation Computer Center, College of Computer Studies, Silliman University.

The training is aimed at improving ICT literacy of the use of Microsoft's educational technology tools among public school teachers in the province. It is hoped that at the end of the training, participants will have an enhanced competency in OneDrive, OneNote, Windows 10, Sway, Word, Excel, PowerPoint and Office Mix as tools towards a learner-centered environment.

**In view thereof, we would like to invite 250 public teachers in the province to join and actively participate in this endeavor.** Lunch and snacks are to be shouldered by the participants. A Certificate of Attendance will be issued after the training. All participants are required to pre-register at <http://bit.do/MSDepSU> on or before January 19, 2017.

We are hoping for your most favorable response to this request. Thank you.

Respectfully,

  
**Dave E. Marcial, PhD.**  
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**TEACHnology: Teaching with ICT towards a Learner-Centered Environment**  
**TRAINING OUTLINE**

Saturday, January 21, 2017

8:00 AM-5:00 PM

CC05, CC06, CC09, CC10, CC11, UCS201, UCS202, UCS203

Uytensu Foundation Computer Center

College of Computer Studies, Silliman University

Time	ACTIVITIES/TOPICS
7:30	<b>Registration/Confirmation</b>
8:00	<b>Preliminaries</b> <ul style="list-style-type: none"><li>• Invocation</li><li>• Philippine National Anthem</li><li>• Presentation of Participants</li><li>• Welcome Remarks</li><li>• Rationale</li><li>• House Rules</li></ul>
8:15	<b>Microsoft Educator Community</b> <ul style="list-style-type: none"><li>• Creating an Account</li><li>• Courses and Resources</li><li>• Badges/Certificates</li></ul>
9:00	<b>Windows 10</b> <ul style="list-style-type: none"><li>• Features</li><li>• Task View &amp; Multi-doing</li><li>• Virtual Desktop</li><li>• Cortana</li><li>• Windows Store/Apps for Education</li></ul>
9:45	<b>OneNote</b> <ul style="list-style-type: none"><li>• Create a New Notebook and Learn Its Parts</li><li>• Use Tags</li><li>• Use Search</li></ul>
11:00	<b>MS Word</b> <ul style="list-style-type: none"><li>• Recovering File</li><li>• Using Templates</li><li>• Quick Access Toolbar (QAT)</li><li>• Building Blocks Organizer</li><li>• Using Styles</li><li>• Page Break and Section Breaks</li><li>• Styles and Table of Contents</li><li>• SmartArt</li><li>• Smart Lookup</li><li>• Opening and Editing Document File (PDF)</li></ul>
12:00	<b>LUNCH BREAK</b>
1:00	<b>MS Excel</b> <ul style="list-style-type: none"><li>• Basic Parts</li><li>• Basic Navigation</li><li>• Data Entry Techniques (AutoComplete, AutoFill, FillSeries, Ctrl-Enter, Pick From Drop-down List)</li></ul>



	<ul style="list-style-type: none"><li>• Table</li><li>• Using Formulas<ul style="list-style-type: none"><li>• VLookUp</li><li>• Rank</li><li>• Average</li></ul></li><li>• Charts<ul style="list-style-type: none"><li>• Sparklines</li></ul></li><li>• Conditional Formatting</li><li>• Data Validation</li><li>• Speak Cells (available in 2016)</li><li>• Flash Fill</li><li>• Protecting Worksheet</li></ul>
3:00	<p>MS PowerPoint</p> <ul style="list-style-type: none"><li>• Inserting Slide from Other Presentation</li><li>• Design Ideas</li><li>• Inserting Objects (Pictures and Videos)<ul style="list-style-type: none"><li>• Screen Clipping</li><li>• Remove Background Images</li><li>• Trimming Videos/Audios</li></ul></li><li>• Sectioning</li><li>• Transitions &amp; Animations<ul style="list-style-type: none"><li>• Hiding multiple objects in one slide</li></ul></li><li>• Changing Screen Color (White/Black)</li><li>• Presenters View (timed presentation)</li><li>• Custom Slide Show</li><li>• Using Office Remote</li><li>• Office Mix</li></ul>
4:15	Giving of Training Event Promo Code
4:30	Closing Program