



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**30 July 2021**

Division MEMORANDUM

No. 342, s. 2021

To : All Non-Teaching Personnel  
 This Division

**DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY'S  
 ICT LITERACY AND COMPETENCY DEVELOPMENT WEBINAR SERIES  
 FOR MEN AND WOMEN NON-TEACHING PERSONNEL OF  
 DEPED-SURIGAO DEL SUR**

1. The Digital Teachers and Learners Program of the ICT Literacy and Competency Development Bureau (ILCDB) will be conducting a series of webinar training for the **non-teaching personnel** of DepEd Surigao del Sur via **Google Meet**, to wit:

TOPICS	TIME	DATE
Cyber Ergonomics and Wellbeing		03 August 2021
Media Literacy and Fake News		05 August 2021
Presentation of Data – Using Spreadsheets		09 August 2021
OBS Studio: A Tool for Livestreaming and Recording	01:30	11 August 2021
Power of Google Slides: Presentation and more	PM	13 August 2021
The Basics of Computer Security	to	16 August 2021
Professionalism in the New Normal and Protocol	03:00	18 August 2021
Video Editing Basics for eLearning	PM	20 August 2021
Managing and Organizing Social Activities/Events under the New Normal		23 August 2021
Microsoft for Digital Workplace		25 August 2021

2. Interested participants are requested to register at **<https://tinyurl.com/DTLPWebinarseries>** on or before **August 3, 2021**.
3. For further inquiries and clarifications, you may contact **Mr. January P. Sablas** of the School Governance and Operations Division-Human Resource Development Section.
4. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.

  
**JOSITA B. CARMEN, CESO V**  
 Schools Division Superintendent



 Balilihan, Mabua, Tandag City, Surigao del Sur, 8300  
 (086) 211-3225  
 [surigaodelsur.division@deped.gov.ph](mailto:surigaodelsur.division@deped.gov.ph)

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Encl.: NONE

Reference/s: Regional Memorandum No. 557, s. 2021

To be indicated in the Perpetual Index  
under the following subjects:

Learning and Development

DICT

ILCDB

ICT

JPS/DM- DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY ICT LITERACY AND  
COMPETENCY DEVELOPMENT WEBINAR SERIES FOR MEN AND WOMEN NON-TEACHING PERSONNEL OF  
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