



November 2, 2017

DIVISION MEMORANDUM

No. 299 s. 2017

**DIVISION ORIENTATION-WORKSHOP ON THE DEVELOPMENT AND PRODUCTION OF
 OFFLINE DIGITAL RESOURCES (PHASE 2)**

To: Chief Education Supervisors
 Education Program Supervisors/Coordinators
 Public Schools District Supervisors/Principals in-Charge of the District/
 Head Teacher In-Charge of the District
 Heads of Public Elementary Schools
 District LR Coordinators

1. The Department of Education – Division of Aklan, through the Learning Resource Management and Development System (LRMDS), will conduct the Division Training-Workshop on the Development and Production of Offline Digital Resources (Phase 2) on November 23-25, 2017 at the 3rd Floor, Kalibo LGU Building.
2. This activity aims to equip supervisors and teachers with the necessary knowledge, skills and attitudes on the development and production of offline digital resources for learners and teachers. At the end of the training, each participant is expected to submit at least one completed offline digital resource.
3. The participants to this training-workshop are shown in the list below.

Supervisors/Coordinators	Name of Participant	No. of Pax
English	Dr. Kyzil D. Lipar	1
Science	Dr. Mary Cherry Lynn M. Dalipe	1
Mathematics	Dr. Edselyn T. Biray	1
Filipino	Mr. Marth S. Tropa	1
Araling Panlipunan	Mrs. Ruby Agnes B. Estrada	1
MAPEH	Mrs. Rebecca R. Ibarreta	1
EPP/TLE/TVL	Mrs. Marivic I. Tolentino	1
EsP	Miss Ma. Corazon R. Panaligan	1
ALS	Mr. Ariel Z. Zubiaga	1
Mother Tongue	Mrs. Perpetua N. Goyo	1
ADM/MEP/OHSP	Mrs. Nerissa M. Repaz	1
Participants from the District		
Note: Among the 5 participants, 2 must be JHS or SHS teachers.	District LR Coordinator	1
	Digital Illustrator (Teacher or School Head)	1
	English or Filipino Teacher	1
	Science or Math Teacher	1
	EPP/TVL/TLE Teacher	1

4. Each participant must bring the following:
 - a. Laptop and extension cord;
 - b. Digital camera (capable of recording videos – mobile phone is allowed);
 - c. Curriculum guide of his/her learning area; and
 - d. Internet connectivity device.
5. School heads concerned are reminded on the "no disruption of classes" policy. Appropriate measures should be implemented in order to ensure that make-up classes shall be done by the teachers who will participate in this activity. Also, adjustments as

"May katawhayan ag kalipayan sa among mga escuelahan."

to class schedules may be made so that the learners of these teachers are taken care of.

6. Training expenses of elementary school participants shall be charged against division INSET/HRTD funds. Each secondary school participant shall pay a registration fee of One thousand five hundred pesos (PHP 1,500.00). The registration fee and travel expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. All eligible participants shall be granted one (1) day service credit per DepEd Order 53, s. 2003 or one (1) day compensatory time off for services rendered on November 25, 2017.
8. Immediate and wide dissemination of this Memorandum is desired.

Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI
Assistant Schools Division Superintendent *SN*
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: Training Matrix
Reference: None
Allotment: 1- (R.O. 12-94)

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

TRAINING PROGRAM WORKSHOP

TEACHING AIDS

TEACHERS

/mqt

"May katawhayan ag kalipayan sa among mga escuelahan."

Division Training-Workshop on the Development and Production of Offline Digital Learning Resources (Phase 2)
TRAINING MATRIX
November 23-25, 2017

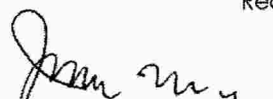
Learning Area: **LRMDS**

Time	November 23 (Thursday)	November 24 (Friday)	November 25 (Saturday)
8:00 – 8:30	<p align="center">Plenary/Opening Program</p>	Management of Learning	
8:30 – 9:30		<p>Offline Digital Learning Resource (Video Presentation) Mr. Nilo T. Murallo Teacher I Catalino M. Prado NHS</p>	<p>Workshop Development and Production of Offline Digital Learning Modules</p>
9:30 – 10:30			
10:30 – 12:00	<p align="center">Quality Assurance of Learning Resources (Enhanced LRMDS) Mr. Jose Niro R. Nillasca Education Program Supervisor LRMDS</p>	<p>Workshop Development and Production of Offline Digital Learning Modules</p>	<p>Presentation of Outputs</p>
12:00 – 1:00	LUNCH		
1:00 – 3:00	<p align="center">Offline Digital Learning Resource (Screencasting) Mr. Mahnnie Q. Tolentino Project Development Officer II LRMDS</p>	<p>Workshop Development and Production of Offline Digital Learning Modules</p>	<p>Presentation of Outputs</p>
3:00 – 5:00	<p align="center">Offline Digital Learning Resource (Video Presentation) Mr. Nilo T. Murallo Teacher I Catalino M. Prado NHS</p>		<p>Clearing House and Closing Program</p>

Prepared by:


Mr. MAHNNIE Q. TOLENTINO
 Trainer


Noted:


Mr. JOSE NIRO R. NILLASCA
 EPS-LRMDS

Recommending Approval:


Dr. DOBIE P. PAROHINOG
 Chief Education Supervisor
 Curriculum Implementation Division

Approved:


Dr. ERNESTO F. SERVILLON, Jr., MNSA
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent