



August 28, 2018


**DIVISION MEMORANDUM**

No. 276, s. 2018

**DIVISION TRAINING-WORKSHOP ON THE DEVELOPMENT AND PRODUCTION OF OFFLINE DIGITAL LEARNING RESOURCES FOR ALTERNATIVE LEARNING SYSTEM (ALS) IMPLEMENTERS**

To : **Chief Education Supervisor - CID**  
**Education Program Supervisor – ALS**  
**Public Schools District Supervisors/**  
**Principals/Head Teacher-In-Charge of the District**  
**Education Program Specialists II – ALS**  
**Heads of Public Elementary/Secondary and Integrated Schools**  
**District ALS Coordinators**  
**ALS Mobile Teachers**  
**ALS Learning Facilitators**

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 Learning Resources for Alternative Learning System (ALS) Implementers** on September 17 - 21, 2018 at Kusina sa Kalibo, Kalibo, Aklan.
2. This activity aims to equip ALS implementers with the necessary knowledge, skills and attitudes on the development and production of offline digital learning resources for ALS 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 who are required to attend are the following:
  - 1 Education Program Supervisor – ALS
  - 2 Education Program Specialist II – ALS
  - 18 District ALS Coordinators
  - 19 ALS Mobile Teachers
  - 2 ALS Learning Facilitators (District of New Washington)
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. Attached herewith is the training matrix for your information and guidance.
6. Training expenses shall be charged against Division INSET/HRTD Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this memorandum is earnestly desired.

  
**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
Schools Division Superintendent

Enclosure: As Stated

To be indicated in the Perpetual Index under the following subjects

TRAINING

ALTERNATIVE LEARNING SYSTEM

AZZ/mtll



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Alternative Learning System  
Kalibo, Aklan



**DIVISION TRAINING-WORKSHOP ON THE DEVELOPMENT AND PRODUCTION OF OFFLINE DIGITAL LEARNING RESOURCES FOR ALS IMPLEMENTERS**

**TRAINING MATRIX**

September 17-21, 2018  
Kusina sa Kalibo

Day 0	TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Preparation of Training Materials	8:00 – 8:30	Arrival and Registration of Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning
	8:30 – 9:00					
Hall Decoration/ Dry-Run of Lecture Presentation	9:00 – 10:00	Plenary/Opening Program	Offline Digital Learning Resource (Video Presentation) Mr. NILO T. MURALLO Teacher I Ciraco L. Icamina Sr. NHS	WORKSHOP Development and Production of Offline Digital Learning Modules	WORKSHOP Development and Production of Offline Digital Learning Modules	Finalization of Outputs WORKSHOP Development and Production of Offline Digital Learning Modules
	10:00 – 11:00					
	11:00 – 12:00					
Final Instruction to food caterer, sound system operator, etc.	12:00 – 1:00	LUNCH	LUNCH	LUNCH	LUNCH	Presentation of Outputs
	1:00 – 2:00					
Final Meeting of the Facilitators/ Working Committee	2:00 – 3:00	Offline Digital Learning Resources (Screencasting) Mr. MAHNNIE Q. TOLENTINO Project Development Officer II LRMDS	WORKSHOP Development and Production of Offline Digital Learning Modules	WORKSHOP Development and Production of Offline Digital Learning Modules	WORKSHOP Development and Production of Offline Digital Learning Modules	Presentation of Outputs
	3:00 – 4:00					
	4:00 – 5:00					
	Officers of the Day					
		DAWSA 2, MR. – Western Side	DAWSA 2, MR. – Eastern Side	ALS Implementers Association-Office	ALS	

Prepared by:

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Schools Division Superintendent