



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan



July 6, 2018

DIVISION MEMORANDUM

No. 197 s. 2018

**DIVISION WORKSHOP ON THE DEVELOPMENT AND PRODUCTION OF
PROFESSIONAL DEVELOPMENT MATERIALS (PDMs)**

To: **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, Secondary and Integrated Schools
All Others Concerned**

1. This is to inform the field that there will be a **Division Workshop On The Development And Production Of Professional Development Materials (PDMs)** on **November 22-24, 2018**. The specific venue will be announced later.
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. Participants for the said workshop will be **(1) District LR Coordinator, and (4) Elementary/High School Master Teachers. Teachers attending must have experience in leading a Learning Action Cell (LAC) Session. "NO DISRUPTION OF CLASSES" POLICY SHALL BE STRICTLY OBSERVED.**
4. Each participant must bring the following:
 - a. Laptop, charger and extension wire;
 - b. Related Subject Teacher Guide/s; and
 - c. Internet connectivity device.
5. Training expenses of participants shall be charged against division INSET/HRTD funds. Travel expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. The participants and facilitators will be given service credits/compensatory day off as per DepEd Order 53, s. 2003, Updated Guidelines on the Grant of Service Credits.
7. Immediate and widest dissemination of this Memorandum is desired.


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

Enclosures: As stated

Reference:

Allotment: 1- (R.O. s. 12-94)

To be indicated in the Perpetual Index

under the following subjects:

TRAINING PROGRAM WORKSHOP

TEACHING AIDS

TEACHERS

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**DIVISION TRAINING ON THE UTILIZATION OF THE
LEARNING RESOURCE DELIVERY TRACKING SYSTEM (LRDTS)**

TRAINING MATRIX
Date: October 25-27, 2018

DAY	TIME	ACTIVITY	PRESENTER
DAY 1	7:00 – 8:00	Registration	
	8:00 – 8:30	Opening Program	Multimedia Presentation
		1. National Anthem	
		2. Prayer	
		3. Aklan Hymn	
		4. Welcome Remarks	Dr. Dobie P. Parohinog Chief Education Supervisor Curriculum and Implementation Division
		5. Overview of the Workshop Objectives	Mr. Mahnnie Q. Tolentino Proj. Development Officer II Division Focal Person - LRMDs
	6. Inspirational Message	Dr. Salvador O. Ochavo, Jr., CESO VI Schools Division Superintendent	
	8:30 – 9:00	Presentation: Understanding the Adult Learner	
	9:00 – 9:15	BREAK	
9:15 – 10:30	Presentation: Understanding the Adult Learner (cont'd)		
10:30 – 12:00	Presentation: Professional Development Materials (PDMs)		
12:00 – 1:00	LUNCH		
1:00 – 5:00	Workshop: Development of Professional Development Materials		
DAY 2	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 5:00	Workshop: Development of Professional Development Materials	
DAY 3	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 12:00	Workshop: Development of Professional Development Materials	
	12:00 – 1:00	LUNCH	
	1:00 – 3:00	Presentation: PDM Outputs (Selected Districts)	
	3:00 – 4:30	CLOSING PROGRAM	