



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

November 14, 2023

**DIVISION MEMORANDUM**  
**No. 532, s. 2023**

**DIVISION WRITESHOP ON THE DEVELOPMENT OF LEARNING ACTIVITY SHEETS ON THE IDENTIFIED LEAST- LEARNED SKILLS AND UNDELIVERED COMPETENCIES (SECONDARY)**

To: **OIC, Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Senior Education Program Specialists**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. This Office, through the Curriculum Implementation Division (CID), announces that there will be a **Division Writeshop on the Development of Learning Activity Sheets on the Identified Least- Learned Skills and Undelivered Competencies (Secondary)** at Hotel Metro Skybar and Restaurant (Big Hall, Sampaguita A), Kalibo, Aklan on November 21-25, 2023.
2. The orientation-workshop aims to:
  - a. present to the participants the standards in the development of printed instructional materials;
  - b. present the guidelines of the quality assurance of printed instructional materials;
  - c. develop supplementary instructional materials to equip MAPEH teachers with learning resources as aids in the different approaches and techniques in teaching.
3. Listed hereunder is the allocation of participants.

District	District MAPEH Coordinator (Secondary)	Teachers
1. Altavas	1	4
2. Balete	1	4
3. Banga	1	4
4. Batan	1	4
5. Buruanga	1	4
6. Ibaday East	1	4



Poblacion, Numancia, Aklan  
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7. Ibajay West	1	4
8. Kalibo I	1	4
9. Kalibo II	1	4
10. Lezo	1	4
11. Libacao	1	4
12. Madalag	1	4
13. Makato	1	4
14. Malay	1	4
15. Malinao	1	4
16. Nabas	1	4
17. New Washington	1	4
18. Numancia	1	4
19. Tangalan	1	4
Training Staff	2	
<b>TOTAL</b>	<b>21</b>	<b>76 = 97</b>

4. Expenses relative to the conduct of this activity such as lunch, snacks, training materials and other allowable expenses shall be charged against **Flexible Learning Operations (FLO) Funds** while travelling expenses are charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion or any similar factors/personal circumstances that would run counter to the principles of equal opportunity.

6. Participants are entitled to **1-day service credit** where it applies in accordance with DepEd Order No. 53, s. 2003 entitled: Updating Guidelines on the Grant of Vacation Service Credits to Teachers”.

7. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**FELICIANO C. BUENAFE Jr., CESO VI**  
 Schools Division Superintendent

Enclosure: As stated  
 Allotment: 1-5 (R.O. 12-94)  
 To be indicated in the Perpetual Index  
 under the following subjects:

**SEMINARS**  
 RRI/

**TEACHERS**

**WORKSHOPS**



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**TRAINING MATRIX**

Day	TIME	ACTIVITY	PRESENTER
Day 1	A.M. 8:00 – 8:30	Arrival and Registration	
Tuesday	8:30 - 9:30	Opening Program	
	9:30 –10:30	<ul style="list-style-type: none"> <li>• Overview of Workshop Objectives</li> </ul>	Rebecca R. Ibarreta, EPS-MAPEH
	10:30 – 11:30	<ul style="list-style-type: none"> <li>• Development and Quality Assurance of Text-based Learning Resources (Video Presentation)</li> </ul>	Mahnnie Q. Tolentino
	11:30 – 12:00		
	P.M. 12:00 –1:00	Lunch Break	
	1:00 – 2:00	<ul style="list-style-type: none"> <li>• Development of Instructional Materials like Learning Activity Sheets</li> </ul>	
	2:00 – 5:00	Workshop Proper	
Day 2	A.M. 8:00- 8:30	M O L	
Wednesday	8:30- 12:00	Continuation of Workshop	
	12:00- 1:00	Lunch Break	
	1:00- 5:00	Continuation of Workshop	
Day 3	A.M. 8:00- 8:30	M O L	
Thursday	8:30- 12:00	Finalization and Presentation of Outputs	
	12:00- 1:00	Lunch Break	
	1:00- 4:00	Finalization and Preparation for the Quality Assurance	
	4:00- 5:00	Closing Program	
		Home Sweet Home	
Day 4 Friday		Quality Assurance	
Day 5 Saturday		Quality Assurance	



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