Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

March 21, 2023

DIVISION MEMORANDUM
OSDS-ICTU-DM No.___116___ s. 2023

REGIONAL TRAINING-WORKSHOP ON THE ADMINISTRATION OF THE LEARNING MANAGEMENT SYSTEM

TO   **:** Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1.   In connection with the attached RM No. 17 s. 2023 dated February 14, 2023, Advisories dated February 27, 2023 and March 17, 2023 entitled **Regional Training-Workshop on the Administration of the Learning Management System**, the following teachers are the identified participants to attend the said activity on **March 28-30, 2023** at NEAP Hall, DepEd RO V, Rawis, Legazpi City:

No.	Name of Teacher/SDO Personnel	School/Office
1	Jennifer B. Metica	OSDS-ICTU
2	Emil T. Rojas	Catanduanes NHS
3	Alvin Josef V. Soliveres *(replacement of Jerick Manlagnit of Calatagan HS)*	San Andres VS
4	Suzette C. Olarve	San Miguel ES-Panganiban
5	Elma S. Tarnate	Palnab ES
6	Ian DR. Lopez	Lumabao ES

2.   Meals, accommodation, and other incidental expenses shall be charged against Regional Funds/MOOE while transportation, per diems and other incidental expenses of the identified participants shall be charged against Division Funds/School Funds/MOOE subject to the usual accounting and auditing rules and regulations.
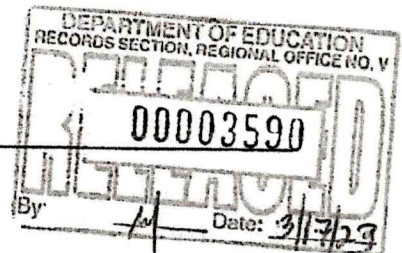
3.   For information, guidance, and compliance of all concerned.

By the authority of the SDS:

MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent
Officer-In-Charge

Republic of the Philippines
Department of Education
REGION V - BICOL

ADVISORY

**To the RM 17s2023 – Regional Training-Workshop on the
Administration of the Learning Management System**

March 17, 2023

To   :   **Schools Division Superintendents
Division IT Officers
All Others Concerned**

Please be informed that this advisory enclosed the list of participants to the *Regional Training-Workshop on the Administration of the Learning Management System* on March 28-30, 2023, at NEAP Hall, DepEd RO V, Rawis, Legazpi City.

Meals, accommodation, and other incidental expenses to this activity shall be charged against Regional Funds/MOOE while transportation, per diems and other incidental expenses of the identified participants/facilitators shall be charged against to the respective Local Funds/SDO/School/MOOE subject to the usual accounting and auditing rules and regulations.

For information and dissemination.

GILBERT T. SADSAD
Regional Director

ADVISORY-2023-02

List of Participants to the Regional Training-Workshop Administration of Learning Management System

Division	No.	Office/Name of School	Last Name	First Name	M.I
Albay	1	SDO	Jaucian	Mary Jane	
	2	San Juan NHS	Regilme	Gerzon	
	3	Libon East CS	Paterter	Syrelle France	
	4	Joroan NHS	Ramirez	Louie Jennidene	
	5	Bascaran NHS	Natividad	Joan	
	6	Malabog NHS	Mirafuentes	Neil	N.
Camarines Norte	1	SDO	Dela Torre	Jay	
	2	Vinzons Pilot High School	FERRER	PAULO GABRIEL	J
	3	V. Ricafrente ES	GATDULA	RODERICK	T
	4	Gonzalo Aler NHS	Lamadrid	Armando	
	5	Jose Panganiban National HS	Saramosing	Eric	
	6	Basud NHS	Talla	Christopher	
Camarines Sur	1	SDO	Nebria	Felipe	
	2	Bula National High School	Celetaria	Jane	A
	3	Sipocot South Central SChool	Vales	Maria Cielo	S.
	4	Guijalo National High School	Plopinio	Nikki	A.
	5	Vinagre ES	Cronico	Adone, Jr.	A.
	6	Calabanga NHS	Jarapa	Ernesto	L
Catanduanes	1	SDO	Metica	Jenifer	
	2	Catanduanes NHS	Rojas	Emil	T
	3	(Calatagan HS) SAVS	(Manlagnit) Solive res	(Jerick) ALVIN JOSEF	(MV
	4	San Miguel ES - Panganiban	Olarve	Suzette	C.
	5	Palnab ES	Tarnate	Elma	S.
	6	Lumabao ES	Lopez	Ian	DR.
Masbate Province	1	SDO	Cortes	Ruel	
	2	Cristeta Bagano MHS	Corral	Rio	B
	3	Federico A. Estipona MHS	Dela Cruz	Dandy	P
	4	Balud NHS	Montecalvo	Neilmor	D
	5	Famosa ES	Almonte	Rovic	V
	6	Monreal CS	Montes	Benjamin	T
Sorsogon Province	1	SDO	Martinez	Ma. Patricia	
	2	Juban National High School	Cantuba	Severino Jr.	R.
	3	Donsol Vocational High School - Main	Ranoco	Albin	C.
	4	Bulan National High School	Balaston	Ervin	G.
	5	Magallanes National High School	Divinagracia	Earl	S.
	6	Gubat National High School	Evasco	Mary Kris	E.

City	#	School	Last Name	First Name	MI
Iriga City	1	SDO	Belen	Marshia	
	2	Zeferino Arroyo High School	Corporal	Gilbert	C
	3	Rinconada National Technical Vocational School	Vasquez	Adrian	O
	4	Perpetual Help National High School	Roman	Eric Sun	A
	5	Sto. Niño National High School	Salcedo	Recheel	E
Ligao City	1	SDO	Villamor	Ted	O.
	2	Bicol Regional Science High School	Morco	Joseph	F.
	3	Ligao City National Technical Vocational High School	Obejas	Christian Rey	M.
	4	Ligao National High School	Rafallo	Eric Rey	R
	5	Culliat Elementary School	Villa	Mark IG	M.
Masbate City	1	SDO	Rivera	Mher	
	2	Masbate National Comprehensive High School	Abejuela	Jennifer	G
	3	Bayombon High School	Beltran	Milacel	M
	4	Usab High School	Alcao	Alvin	M
	5	Nursery High School	Vinluan	Leonila	S
Naga City	1	SDO	Dizon	Michael Noe	
	2	Camarines Sur National High School	Juntado	Alberto	B
	3	Carolina National High School	De Guzman	Jake	B
	4	Naga Central School I	Dy-Cok	Mark Andrew	S
	5	Julian B. Meliton Elementary School	Salvador	Silverio III	L
Sorsogon City	1	SDO	Lanuza	Francis	
	2	Sugod Senior High School	Despabiladero	Jeffrey	F
	3	Rawis National High School	Duazo	Arrian	A
	4	Ambocio J. Labrador Elementary School	Mendoza	Glenda	D
	5	Tublijon Elementary School	Janapin	Nadine	N
Tabaco City	1	SDO	Casim	Ma. Rafaela	
	2	Baranghawon Elem. School	Vista	Jenalyn	B
	3	San Vicente Elementary School	Tangtang	Ricky	B
	4	Mariroc High School	Vinas	Joann	Z
	5	Bantayan National High School	Borcelis	Amitty	B

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. V

RELEASED

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By: ___ Date: _____
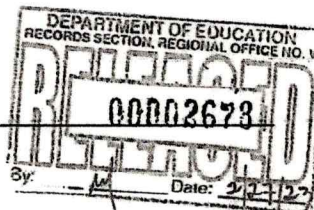
ADVISORY

Addendum to the RM 17s2023 – Regional Training-Workshop on the Administration of the Learning Management System

February 27, 2023

RECEIVED

DepEd-Division of Catanduanes
Office of the SDS

FEB 2 8 2023

Date . _____
Time . _____
By : _____

To   :   **Schools Division Superintendents**
                    Division IT Officers
                    All Others Concerned

This Office thru ICT Unit in partnership with the Schools Division Office of Legazpi City will conduct a *Regional Training-Workshop on the Administration of the Learning Management System* on March 28-30, 2023, at NEAP Hall, DepEd RO V, Rawis, Legazpi City.

The participants of this training-workshop are the Division IT Officers, 5 ICT Coordinators/Teachers per province divisions and 4 ICT Coordinators/Teachers per City Divisions (except for Legazpi City Division).

Technical Team of this activity from SDO-Legazpi City will have a meeting on March 3, 2023, Friday 8:30am at DepEd RO V, ICT Unit office.

First meal will serve on March 27, 2023, at day 0 (dinner) and last meal will serve on March 30, 2023, at day 3 (pm snack).

Transportation, accommodation, per diems and other incidental expenses of the identified participants to this activity shall be charged against Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.

For information.

GILBERT T. SADSAD
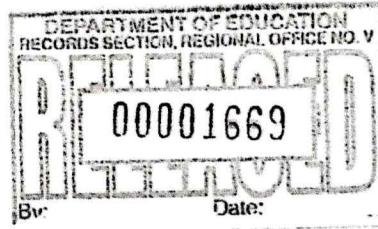Regional Director

ORD/ICTU/SBJR

ADVISORY-2023-01

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. V

R E C O R D E D

00001669

By: _____ Date: _____

February 14, 2023

REGIONAL MEMORANDUM
No. _____17_____, s. 2023

Regional Training - Workshop on the Administration of the Learning Management System (LMS)

To: SCHOOLS DIVISION SUPERINTENDENTS

1.   The Department of Education Region V, through the Information Communications and Technology Unit, in partnership with the Schools Division Office of Legazpi City, will conduct a 3-Day Regional Training-Workshop on the Administration of the Learning Management System (LMS) on **March 28-30, 2023,** at the NEAP Training Hall, Rawis, Legazpi City.

2.   At the end of the training, the participants will be able to:
- identify all the modules/ features of the Learning Management System;
- design courses in the portal for synchronous/ asynchronous lessons; and
- encourage and mentor colleagues to utilize the Learning Management System to create effective learning resources that are accessible to all learners.

3.   Expected to attend are the Division IT Officers, 5 ICT Coordinators per Province Divisions and 4 ICT Coordinators per City Division (except for Legazpi City Division) with the following qualifications:
- knowledgeable of the basic computer skills, such as using a web browser and working with files, and
- has not attended any training-workshop on the Learning Management System.

4.   IT Officers of Schools Division Offices shall submit the names of their recommended participants through the link: https://bit.ly/LMS-R05-participants on or before February 28, 2023.

5.   Participants to the 3-day training-workshop are expected to bring:
- laptop with the latest browser
- 3rd quarter lesson plans or self-learning modules (softcopy)
- mobile data/pocket Wi-Fi with load, and
- extension wire.

6.   All members of the training team from SDO Legazpi are expected to attend a training staff conference on February 24, 2023 at the ICT Unit, Regional Office V.

7.   Enclosed the are the following for reference.
   a. Committees
   b. Program of Activities

8.   Transportation, accommodation, per diems and other incidental expenses of facilitators/organizer relative to this activity shall be charged against Regional Funds/MOOE subject to the usual accounting and auditing rules and regulations.

9.   For guidance, information, and compliance.

GILBERT T. SADSAD
Regional Director

STEERING COMMITTEE

Chairman
GILBERT T. SADSAD
Regional Director

RONELO AL K. FIRMO
Assistant Regional Director

PLANNING COMMITTEE

Over-all Chairman

SALVADOR B. DEYTO JR
Regional IT Officer

Co-Chairman

AIDA SANTOS-NOORA
IT Officer - SDO Legazpi City

JONATHAN T. RODA
Teacher I – SDO Legazpi City

WORKING COMMITTEES

COMMITTEE	RESPONSIBLE PERSONS	IT OFFICER COUNTERPART	TASK
Hosts	Richard Nunez Krismelleh Cassandra Belaro-Millare	Aida Santos-Noora Michael Noe Dizon	Facilitate the program flow. Prepare spiels for the entire duration of the program.
Program Flow /Technical Side /House Rules	Ricardo Belbes Jr.	Jay De la Torre Felipe Nebria Aida Noora	In-charge of the overall technical duties
Registration	Jonathan Roda	Marshia Bellen Jennifer Metica Ruel Cortez	Prepare Online Form for the Registration
Attendance Certificate w/ OR	Jonathan Roda	Aida Noora Mher Rivera	Generate Certificates via LMS

Evaluation	Ryan Osea	Aida Noora Mary Jane Jaucian Francis Lanuza	Prepares Session Evaluation Tool to be included in LMS
Facilitators per Division	Aida Santos-Noora -SDO Albay -SDO Tabaco City Jonathan Roda -SDO Camarines Norte -SDO Ligao City Lex Sarmiento -SDO Camarines Sur Jaymark Alaurin -SDO Masbate -SDO Masbate City Ryan Osea -SDO Catanduanes Hermenigildo R. Donghit, Jr. IV -SDO Iriga City -SDO Naga City Ricardo Belbes -SDO Sorsogon -SDO Sorsogon City	Felipe Nebria Francis Lanuza Jay De la Torre Mary Jane Jaucian Marshia N. Belen Mher Rivera Michael Noe Dizon Myrna Rafaela Casim Ruel Cortez Ted Villamor Salvador Deyto, Jr. Jennifer Metica John Rey Perez	Provide guidance on course materials and help create a comfortable and engaging learning environment for participants. Monitor and check the submission of outputs of the different divisions
Poster / Videos	Albert Belir	Mher Rivera	Design tarpaulin, posters, art cards and slide decks for programs
Narrative / Documentation	Krismelleh Cassandra Belaro-Millare Carlita L. Briones	Myrna Rafaela Casim John Rey Perez	Prepare the narrative report of the program
QAME	Region V IT Officers		Supervise and monitor the implementation of the program

PROGRAM OF ACTIVITIES

Regional Training - Workshop on the Administration of the Learning Management System (LMS)		
Day 1		**Speakers**
9:00 AM - 9:30 AM	Opening program	
9:30 AM - 11:00 AM	**Session 1: The Future of Learning is Here: Introduction to LMS** • Login Procedure/ Password Reset • Profile • LMS Interface • Roles • Category & Sub-category Management • Course Creation	**Aida Santos-Noora** IT Officer, SDO Legazpi City
11:00 AM – 12:00 AM	Workshop	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM - 3:00 PM	**Session 2: From Zero to LMS Resource Hero: A Guide to Uploading Learning Resources** • Label • Page • Book • File • Folder • URL	**Jay Mark A. Alaurin** ICT Coordinator, SDO Legazpi City
3:00 PM - 4:00 PM	Workshop	
Day 2		**Speakers**
8:00 AM – 9:00 AM	Management of Learning	
9:00 AM – 10:00AM	**Session 3: The Future of Engaging Learning: Interactive Activities in Learning Management System** • Assignment • Forum • Quiz • Quiz Bank • Custom Certificate • H5P	**Jonathan T. Roda** ICT Coordinator, SDO Legazpi City
10:00 AM – 10:30AM	Health Break	
10:30 AM - 12:00 PM	Workshop	
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 3:00 PM	**Session 4: Mastering Assessment and Gradebook Setup in a Learning Management System**	**Hermenigildo R. Donghit, Jr. IV** ICT Coordinator, SDO Legazpi City

3:00 PM - 4:00 PM	Workshop	
Day 3		**Speakers**
8:00 AM – 9:00 AM	Management of Learning	
9:00 AM – 10:00AM	**Session 5: Enroll to Learn: A Guide to Course Enrollment in LMS** • Manual Enrollment (single) • Self-enrollment (w/o enrollment key) • Self-enrollment (with enrollment key) • Self-enrollment (with group & enrollment key) • Bulk enrollment & unenrollment	**Lex B. Sarmiento** ICT Coordinator, SDO Legazpi City
10:00 AM – 10:30AM	Health Break	
10:30 AM - 12:00 PM	Workshop	
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Workshop	
3:00 PM – 4:00 PM	Closing Program	