



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 4, 2025

DIVISION MEMORANDUM

No. 552 s. 2025

ORIENTATION ON THE UTILIZATION OF LEARNING MANAGEMENT SYSTEM(LMS)

To : OIC-Assistant Schools Division Superintendent
SDO Chiefs & Staff
EDUCATION Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All Others Concerned

1. In reference to Division Memorandum No. 544, s. 2025, entitled "*Series of Trainings Along the Revised K to 12 Curriculum – Phase 2*", this Office, through the SDO-ICT Unit, shall conduct an **Orientation on the Utilization of the Learning Management System (LMS)** to ensure readiness for and proper activation of LMS accounts and profile updating by all concerned personnel prior to the scheduled trainings.
2. This orientation is a preparatory activity for the following:
 - **Zonal Training of Teachers on the Revised K to 12 Curriculum – Phase 2 (G2358):** July 30–31 to August 1, 2025; and
 - **Training of School Leaders on the Revised K to 12 Curriculum – Phase 2 (G2358):** August 4–6, 2025.
3. Details of the orientation schedule, platform, and assigned participants, as follows:

Date / Venue	Title of the Activity	Persons Involved	Designation
July 5, 12, 19, 26, 2025 (Saturday, 8:00 a.m. to 5:00 p.m.) Onsite: ICT Team, identified District/School ICT Coordinators to be held at the SDO-ICTU Office Online: District/ School ICT Coordinators via Teams App	-Orientation on the Utilization/Contents of LMS -Consolidation, Checking of the Demographic Profile in the LMS and Enrolment of DepEd Email Account of Teachers and School Heads participants	1. Jennifer B. Metica(SDO) 2. Ian Lopez(Lumabao ES) 3. Emma Lynn Gianan(Oga ES) 4. Jake Sarmiento(Virac PES) 5. Paul Xavier Tejerero (Bato CES) 6. Ma. Reena Serrano (Panuto ES) 7. Suzette Olarve (San Miguel ES) 8. Mary Glor D. Bonaobra (CNHS) 9. Leo Tuplano Jr. (Baras RDHS) 10. Jerick Manlangit (Calatagan NHS) 11. District/School ICT Coordinators who can join in the online meeting via MS Teams App	ICT Team and District/School ICT Coordinators



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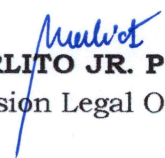
July 11, 18 & 25, 2025 (Friday, 3:00 p.m. to 5:00 p.m.) Online: Teams App	-Activation and Updating of LMS Account -Accomplishment of Participants Profile Form for the Zonal Training of Teachers on the Implementation of Revised K to 12 Curriculum – Phase 2	-Teachers and School Heads participants of the Zonal Training of Teachers on the Implementation of Revised K to 12 Curriculum – Phase 2 (G2358__); Training of School Leaders on the Revised K to 12 Curriculum-Phase 2 (G2358)	-Participant Teachers and School Heads of Grades 2, 3, 5 and 8
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4. All concerned are enjoined to attend and actively participate in the said activity to ensure the smooth conduct of the upcoming trainings and the effective implementation of the LMS in support of the Revised K to 12 Curriculum.

5. Travel and other expenses related to this activity shall be charged to school MOOE while the meals (am and pm snacks, lunch) of the ICT Team and identified district/school ICT Coordinators shall be charged to Division MOOE (PSF for the HRD Implementation of the Revised K to 12 Curriculum Training Activities) subject to the usual accounting rules and regulations. For the activities that fall on a Saturday, participants shall be entitled of service credit/s for the services rendered pursuant to CSC & DBM Joint Circular No. 2, s. 2014 and DepEd Order No. 13 s. 2024.

6. For information, guidance and compliance of all concerned.

By Authority of the OIC-Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Division Legal Officer

Encls: As stated
To be indicated in the Perpetual Index
Under the following subjects:
DepEd Email Accounts