

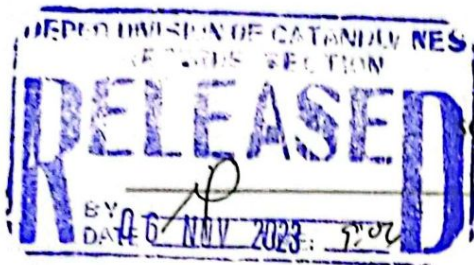


Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



30 OCT 2023

DIVISION MEMORANDUM

No 452 s. 2023

**TRAINING OF TRAINERS ON THE RETOOLING WORKSHOP ON
THE INVENTORY OF LEARNING RESOURCES AND MONITORING AND
EVALUATION OF LR PROCESSES**

TO: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. In compliance with the Regional Memorandum No. 17 s. 2023, there will be a two-day live-out Training of Trainers on the Retooling Workshop on The Inventory of Learning Resources and Monitoring and Evaluation of LR Processes on November 10-11, 2023 in a venue to be announced later.
2. The following are the objectives of the activity:
 - a. To improve the efficiency and facilitate the determination of needs for the development or redevelopment of learning resources;
 - b. To enhance the capacity of the learning resource management personnel (LRMDS Coordinators, In-charge of the Libraries, ICT Coordinators and Supply Officers/ Property Custodians) in managing and conducting an inventory of learning resources available in schools;
 - c. To adopt or develop an electronic data- gathering tool for inventory, monitoring/evaluation of activities and processes in learning resource management; and,
 - d. To create a school/ division/regional database for various learning resources available and utilized in schools.
3. Every district is expected to send the following, listed in Enclosure 1:
 - a. District LRMDS Coordinator
 - b. District Librarian -Designate
 - c. District ICT Coordinators
 - d. District Property Custodian


Note: If a coordinator holds double designations, an alternate should be sent for the other designation to avoid duplication of role during the training and rollout)
4. Training matrix is in Enclosure 2.
5. Meals (snacks and lunch for 2 days) of participants and venue shall be charged against the Program Support Funds (PSF) for Learning Resources

Inventory System and other activities related to the development of Learning Resources while travel and other expenses of the school participants shall be charged to local funds/School MOOE subject to usual accounting and auditing rules and regulations.

5. For the final preparation of the training -workshop, the following are advised to attend an important meeting on November 6, 2023, 9:30 am at the CID Office:

NAME	Position	Office
Jesslyn T. Taway	EPS- LRMDS	CID
Jennifer B. Metica	Information Technology Officer	OSDS
Cristina T. Barrameda	Supply Officer	OSDS
Peachie Roshele T. Chavez	Librarian II	CID
Jogene Alilly C. San Juan	PDO II- LRMDS	CID

6. For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

: as stated

To be indicated in the perpetual index under the following subjects:

TRAINING OF TRAINERS ON THE RETOOLING WORKSHOP ON THE INVENTORY OF LEARNING RESOURCES AND MONITORING AND EVALUATION OF LR PROCESSES

JTT/DM

October 30, 2023



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DepEd Tayo - Region V - Catanduanes

LIST OF PARTICIPANTS
November 10-11, 2023

	DISTRICT	LR Coordinator/ Alternate	Librarian -Designate/ Alternate	ICT Coordinator	Property Custodian/Alternate
1	Bagamanoc North	Leonora Villamartin	Maricel Fernandez	Leonora Villamartin	Christine Bonifacio
2	Bagamnoc South	Jennifer Peralta	Glenda Cueva	Richelle Bragais	Lydia Vitalicio
3	Baras North	Noime Bisco	Roelyn Geromo	Rhea Tanael	Bella Tesorero
4	Baras South	Jo Anne Arcilla	Cristine Ivory Taboylog	Liezl G. Vargas	Catherine Carranza
5	Bato East	Mecacla Marie C. Delos Santos	Edna T. Tolledo	Paul Xavier T. Tejerero	Dante T. Prila
6	Bato West	Jessie A. Rodulfo	Jacqueline T. Tayo	Mary Grace T. Tayam	Naomi Santeices
7	Caramoran North	Estrella Miraran	Francia P. Alberto	Shyne I. Baloloy	Mariou P. Pajenago
8	Caramoran South	Samson Perdigon IV	Jennifer Pantl	Nessie S. Frondoza	Jocel F. Teves
9	Gigmoto	Cristy T. Dayawon	Angelica Teologo	Chito S. Carranza	Marites A. Dayawon
10	Pandan East	Jenniferose T. Rodriguez	Janela Joyce Gan See	Rea C. Castilla	Alma D. Bernardino
11	Pandan West	Ian DR Lopez	Malenie I. Trinidad	Emma Lynn D. Gianan	Korina Carla H. Basco
12	Panganiban	Liza A. Robles	Fe T. Balmaceda	Suzette C. Olarve	Eloisa R. Villanueva
13	San Andres East	Junalet Nazareno	Armen S. Samudio	Daniel Alfaro	Chanda Soliveres
14	San Andres West	Alexander Ivan Fernandez	Lanie B. Mendoza	Marites Habana	Debbie Bongon
15	San Miguel North	Karen Taule	Romelda Lizaso	Rosa Austero Jra	Cristina Tablizo
16	San Miguel South	Lourdes Bassierito	Ena Marino	Mary Ann Tindugan	Robert Tejerero
17	Viga East	Sheryl U. Lita	Villa T. Tuibeo	Kristine Limpangog	Daniilo Valderama
18	Viga West	Ma. Karen V. Papango	Nora O. Capistrano	Nelvin Villamartin	Henry Olifindo
19	Virac North	Celeste P. Tria	Marjunn Tablizo	Jake Sarmiento	Delfin P. Tabuzo
20	Virac South	Amor Sales	Zohl Tatad	John Alrey Tidon	Miguel Savante

Note: The above-listed participants shall organize for the in-person District Rollout in coordination with their PSDSs. Expected participants are their school counterpart LRMDs Coordinators, Librarian -Designate, ICT Coordinators and Custodians with the following schedule: November 14-15, 2023-Zone 1 and 4 ; November 16-17, 2023- Zone 2 and 3 . Monitoring of the Division Management Team shall be online. A load card @Pnp500.00 for each participating school shall be provided charged to the Program Support Fund for LRMS downloaded to the Division while travel and other expenses of school participants to the District Rollout shall be charged to their respective School MOOE /local funds subject to the usual accounting and auditing rules and regulations.

Division Management/Training Team

1	Socorro V. Dela Rosa	Schools Division Superintendent	OSDS
2	Ma. Luisa T. Dela Rosa	Assistant Schools Division Superintendent	OSDS
3	Romel G. Petajen	CID Chief Education Supervisor	SDO-CID
4	Jesslyn T. Taway	Education Program Supervisor S (LRMDS)	SDO-CID
5	Jennifer B. Metica	Information Technology Officer	OSDS
6	Cristina T. Barrameda	Administrative Officer IV (Supply)	OSDS
7	Peachie Roshele T. Chavez	Librarian II	SDO-CID
8	Jogene Alilly C. San Juan	Project Development Officer II (LRMDS)	SDO-CID
9	Sandrine A. Tabuzo	COS (LRMDS)	SDO-CID

Link shall be provided for the online participation of the Public Schools District Supervisors/In-Charge of the Districts during the Training of Trainers.

Matrix of Activities

Time	Day 1 – November 10, 2023 (Friday)	Day 2 – November 11, 2023 (Saturday with Service Credit/COC)
7:30 - 8: 00	Registration <i>Sandrine Tabuzo – COS (LRMDS)</i>	Management of Learning
8:00 - 8:30	Opening Program <i>Jogene Alilly C. San Juan</i>	Workshop Creation of District Database <i>Jennifer B. Metica</i> <i>Cristina T. Barrameda</i> <i>Jogene Alilly C. San Juan</i> <i>Peachie Roshele T. Chavez</i> Trainers /Facilitators
8:30-9:00	Overview of LRMIS Processes (Online) <i>Jesslyn T. Taway EPS- LRMDS</i>	
10:00-11:00	Plenary Session 1 Introduction to Inventory Software and Systems <i>Cristina T. Barrameda</i> <i>Administrative Officer IV (Supply)</i> <i>Jennifer B. Metica</i> <i>Division Information and Technology Officer</i>	
11:00-12:00	Plenary Session 2 LRMIS and Accounts Creation and Approval Workshop	
	Health Break	
1:00-1:30	Session 3 Types of Learning Resources <i>Peachie Roshele T. Chavez</i> <i>Librarian II</i>	Workshop 2 Development of LRMIS Implementation Plan <i>Jesslyn T. Taway</i>
1:30 – 5:00	Session 4 Guide on Data Inputting and Validation and Workshop <i>Jennifer B. Metica</i> <i>Division Information and Technology Officer</i>	Presentation of LRMIS Implementation Plan Closing Program Home Sweet HOME <i>Peachie Roshele T. Chavez</i>
Officer of the Day	Jogene Alilly C. San Juan	