



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



RELEASED

12 FEB 2018

MEMORANDUM

To: All PSDSs/ PICDS
Education Program Supervisors
Elementary and Secondary School Principals/ Heads/TICs
School Learning Resource Coordinators
Division LRMSD Team/Facilitators
SMME Personnel
HRD Personnel
Medical Personnel
DRRM Officer
ICT Personnel/Facilitators

By: _____ DATE: _____
NAME / SIGNATURE

FROM: Office of the Schools Division Superintendent

SUBJECT: **TRAINING AND WORKSHOP OF THE ENHANCED LEARNING RESOURCE (LR) PORTAL CUM ACCESS ON BASA PILIPINAS MATERIALS**

DATE: February 09, 2018

1. In consonance to the accessibility of quality learning resources through Basa Pilipinas Materials and via registration of the Newly Enhanced Learning Resource Portal, this division will conduct a **Two-day Live-in Training and Workshop of the Enhanced Learning Resource (LR) Portal Cum Access on Basa Pilipinas Materials** in five (5) batches at Top Plaza Hotel, Dipolog City as scheduled herein;

- 1st batch – February 15-16, 2018
- 2nd batch- February 19-20, 2018
- 3rd batch – February 21-22, 2018
- 4th batch – March 5-6, 2018
- 5th batch – March 12- 13, 2018

2. The objectives for this training and workshop are hereby specified to wit:

- a. update the old email accounts of the participants through registration on the DepEd email accounts.
- b. capacitate the participants with LRMSD key processes of the enhanced portal.
- c. recognize roles and responsibilities of each personnel managing the LR Portal.
- d. orient the participants on the access of Basa Pilipinas Learning Resources.
- e. develop a 2- year action plan for the school-based LR advocacy and implementation.

3. The participants for this training are allotted in the following slots per district and school;

- PSDS
- School Head
- School LR Coordinator

A total of 2 participants per school with the PSDS (Please see attached lists)

4. The participants are expected to arrive at the venue at **1:00 PM of Day 0** and are encouraged to bring laptop and Wi-Fi connections for online activities. (A copy of the training design/matrix and the list of participants per batch is hereto attached.)

5. Travel expenses of the participants are chargeable against the Local/School /Division Funds/MOOE while meals, accommodation and other expenses relevant to the conduct of the said training are chargeable against the Division Funds subject to the usual accounting/auditing rules and procedures.

6. For information and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE

Officer-In-Charge

Office of the Schools Division Superintendent

MATRIX FOR THE DIVISION TRAINING-WORKSHOP OF THE ENHANCED LEARNING RESOURCE (LR) Portal CUM ACCESS ON BASA PILIPINAS MATERIALS

| Time | Batch 1 -Day 0 (February 14, 2018) | Batch 1 -Day 1 (February 15, 2018) | Batch 1 -Day 2 (February 16, 2018) |
|---------------------|--|---|---|
| 7:30-8:00 AM | | Management of Learning (MOL) | Management of Learning (MOL) |
| 8:00 AM – 9:00 AM | | <p>Session 2:</p> <ul style="list-style-type: none"> ➤ Presentation of and Simulation of Registration workflow process of LR Portal ➤ Presentation and Simulation of Admin Facilities | <p>Session 5:</p> <ul style="list-style-type: none"> ➤ 2 year Action Plan for LR Portal Advocacy and Implementation |
| 9:00 AM – 9:15 AM | Travel Time of Participants | Snacks | Snacks |
| 9:15 AM – 10:30 AM | | <ul style="list-style-type: none"> ➤ Presentation of LR Portal Roles with Corresponding permission/access rights ➤ Presentation and Simulation of the Improved search and Browse facility | <p>Workshop:</p> <ul style="list-style-type: none"> ➤ Creation of 2 year action plan for LR Portal advocacy and implementation |
| 10:30 AM – 11:00 AM | | <p>Workshop 2:</p> <ul style="list-style-type: none"> ➤ LR Portal Registration | <p>Session 6:</p> <ul style="list-style-type: none"> ➤ Presentation of Action Plan of Selected schools/district |
| 11:00 AM – 11:30 AM | | LUNCH BREAK | LUNCH BREAK |
| 11:30 AM- 12:00 NN | | <p>Session 2 Continuation:</p> <ul style="list-style-type: none"> ➤ Presentation and simulation of feedback mechanism ➤ Presentation of the Enhanced QA and LR Publication workflow | <p>Start of Registration and Opening Program for next batch</p> |
| 12:00 NN – 1:00 PM | | LUNCH BREAK | LUNCH BREAK |
| 1:00 - 2:00 PM | Arrival and Registration | | |
| 2:00-2:30 PM | <p>Opening Program</p> <ul style="list-style-type: none"> ➤ National Anthem- ➤ Prayer ➤ Zamboanga Del Norte Hymn ➤ Welcome address ➤ Presentation of Participants ➤ Message of the Schools Division Superintendent PEDRO MELCHOR M. NATIVIDAD, CSEE ➤ Statement of Purpose ➤ Preliminaries: <ul style="list-style-type: none"> ➤ DRRM ➤ Health & Welfare ➤ QATAME ➤ HRD Announcement | <p>Session 4: BASA Pilipinas</p> <ul style="list-style-type: none"> ➤ Basa Pilipinas Briefer, Teaching, Learning Materials (TLM) ➤ Basa Pilipinas Overview <p>➤ How to Access Basa Pilipinas Materials on the DepEd Learning Resource Portal with Q & A</p> | |
| 2:30 – 3:30 PM | | | |
| 3:30 PM | SNACKS | SNACKS | |
| 3:30 PM -4:00PM | <p>Session 1:</p> <ul style="list-style-type: none"> ➤ Overview of LRMDS Functional Structure ➤ Presentation of and Simulation Registration workflow process of DepEd email accounts <p>By _____</p> | <p>Session 4 Continuation:</p> <ul style="list-style-type: none"> ➤ Basa Pilipinas Leveled Readers ➤ Basa Revised Teachers Guides (RTG) ➤ Basa MG outlines ➤ Basa LAC | |
| 4:00-5:00PM | <p>Workshop 1:</p> <p>Registration (DepEd Email Accounts)</p> | | |