



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. **360**, s. 2020


July 27, 2020

**DIVISION TRAINING OF TRAINERS ON LEARNING MANAGEMENT SYSTEM
CUM DISTANCE LEARNING DELIVERY MODALITY**


To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division ICTO
Division M & E Personnel
Division HR Personnel
Elementary and Secondary School Principals
ALS SEPS
DICNHS Department Heads
Concerned Teacher-Trainers

1. In pursuance to Regional Memorandum No. 34, s. 2020, re: Regional Training of Trainers on Learning Management System, this Office informs the field of the conduct of the Online Division Training of Trainers on Learning Management System cum Distance Learning Delivery Modality on July 28-30 and August 3-4, 2020.
2. The objectives of the training are as follows:
 - a. To capacitate teachers in the use of the Learning Management System (LMS); and
 - b. To provide teachers a guide in handling the new normal classroom through National Memorandum No. DM-CI-2020-00162 on Suggested Strategies in Implementing Distance Learning Delivery Modality (DLDM) for School Year 2020-2021.
3. The participants of the said training are the following: a) Education Program Supervisors (EPS), b) Public Schools District Supervisors (PSDS), c) Teacher-Trainers, d) DICNHS Department Heads, e) School Heads, f) ICTO, g) ALS SEPS and 3 ICT literate ALS Teachers, h) 3 Teachers per School (*1 School ICT Coordinator and 2 other teachers who are ICT literate and with commendable training facilitating skills*). For Digos City National High School, the participation of three (3) teachers should be by department. The Division HR and M & E personnel shall also be included in the training to respectively provide assistance and to evaluate its conduct.
4. The following are attached in this memorandum: a) List of Teams with corresponding List of Trainers and No. of Participants per School, and b) Training Matrix of Activities.
5. The EPS and PSDS in each Team serve as the overall managers who shall look into the attendance of participants, the preparations of the trainers, and the whole flow of the training particularly in the use of the LMS.
6. Expenses incurred on internet connectivity shall be charged to School/Division MOOE/local funds subject to the usual accounting and auditing rules And regulations.
7. For information, guidance and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
20-59999
DATE: 27 JUL 2020 TIME: 9:29 AM


CRISTY C. EPE
Schools Division Superintendent



BY: 
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Department of Education
REGION X
SCHOOLS DIVISION OF DIGOS CITY

DETAILED LEARNING AND DEVELOPMENT PLAN

Title: Division Training of Trainers on Learning Management System cum Distance Learning Delivery Modalities
July 28-31 & August 3-4, 2020

Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/ Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
Day 1 (July 28, 2020)						Officer of the Day: MARYJOY B. FORTUN	
8:00-8:30 a.m.	-----	Opening Program	-----	<ul style="list-style-type: none"> • Pambansang Awit • Invocation • Opening Remarks • SDS's Message • Rationale 	<ul style="list-style-type: none"> • Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> • Master of Ceremony/HRDD Personnel • SDS • CID Chief 	Laptop, internet Connectivity
8:30 - 12:00 nn	<ul style="list-style-type: none"> • To gain clarity on how was the MELC created, and be implemented 	Walk through with the MELCs	-----	<ul style="list-style-type: none"> • Most Essential Learning Competencies (MELC?) 	<ul style="list-style-type: none"> • Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> • Respective Learning Area Supervisor Science: Luzminda Jasmin Math: Jemboy Cabrella English: Tito Endrina Filipino: Joan Niones AralPan: Cherry Rossette Oliva EsP: Ronilyn Nieves MAPEH: Angel Bisaga, Jr. EPP/TLE: Vicente Laburada 	Laptop, internet Connectivity
1:00 – 2:00 pm							



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						Kindergarten & MTB: Maryglor Tabanao	
2:00 – 4:00	<ul style="list-style-type: none"> To get informed of the: <ul style="list-style-type: none"> Suggested Strategies in Implementing Distance Learning Delivery Modalities (DLDM) for School Year 2020-2021 	<ul style="list-style-type: none"> Classes in the New Normal Situation 	-----	Memorandum: DM-CI-2020-00162 <ul style="list-style-type: none"> General Guidelines and Considerations Descriptions and Considerations for Each DLDM Map of the Learning Resources Needed for Each Sub-Category of DLDM Weekly Home Learning Plan and Individual Learning Monitoring Plan Sample Weekly Home Learning Plan Individual Learning Monitoring Plan Matrix of Requirements of the DLDMs 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> CID Chief Beverly S. Daugdaug 	Laptop, internet Connectivity
4:00-5:00	<ul style="list-style-type: none"> To enhance understanding on the use of performance-based assessment 	<ul style="list-style-type: none"> Assessment in the New Normal Classroom 	<ul style="list-style-type: none"> Lesson Exemplars 	<ul style="list-style-type: none"> Performance-Based Assessment 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> ASDS Melanie P. Estacio EPS Tito M. Endrina 	Laptop, internet Connectivity
Day 2 (July 29, 2020)						Officer of the Day: MARYJOY B. FORTUN	
8:00-8:30 a.m.	<ul style="list-style-type: none"> To set the mood for the day 	Unfreezing Activity	-----	-----	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> HRDD Personnel 	Laptop, internet Connectivity
8:30-9:30	<ul style="list-style-type: none"> Continuation: Performance-Based Assessment 						
9:30-12:00	<ul style="list-style-type: none"> To get acquainted of and master the use of LMS 	<ul style="list-style-type: none"> Getting to know about the Regional/National online LMS - 	<ul style="list-style-type: none"> Lesson Preparation using the LMS- Moodle Platform 	<ul style="list-style-type: none"> The Regional/ National online LMS Sample lesson placed in the LMS 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform Lecture Workshop 	Different Teams (15 Teams – see attached assignment)	Laptop, internet Connectivity
1:00-5:00 pm							



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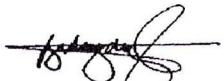
		Mastery of the Technology					
Day 3 (July 30, 2020)				Officer of the Day: MARYJOY B. FORTUN			
8:00-8:30 a.m.	<ul style="list-style-type: none"> To set the mood for the day 	<ul style="list-style-type: none"> ----- -- 	-----	<ul style="list-style-type: none"> Unfreezing Activity 	Powerpoint Presentation through Google Meet Platform	<ul style="list-style-type: none"> HRDD Personnel 	Laptop, internet Connectivity
8:30-12:00 nn 1:00 – 3:00 pm	<ul style="list-style-type: none"> To gain idea how classes be scheduled and conducted using the different learning modalities 	<ul style="list-style-type: none"> Crystalizing the Conduct of Classes in the New Normal Situation 	-----	<ul style="list-style-type: none"> Lecture-Demo: Presentation of activities done during the Test Run on use of different learning modalities, Navotas Video & Other Samples <ul style="list-style-type: none"> - Navotas Video - Digos Central ES - Don Mariano Marcos ES - DICNHS - Ruparan NHS - Kapatagan NHS 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	(In plenary) EPS Mary Joy B. Fortun	Laptop, internet Connectivity
3:00 – 5:00 pm	<ul style="list-style-type: none"> To gain idea how online classes are conducted using the LMS & Goggle Meet 	<ul style="list-style-type: none"> Crystalizing the Conduct of Classes in the New Normal Situation 	-----	<ul style="list-style-type: none"> Class Demonstration 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform LMS-Moodle Platform 	In Teams By: Trainers	Laptop, internet Connectivity
Day 4 (Aug. 3, 2020)				Officer of the Day: MARYJOY B. FORTUN			
8:00-8:30 a.m.	To set the mood for the day	-----	-----	Unfreezing Activity	Powerpoint Presentation through Google Meet Platform	<ul style="list-style-type: none"> HRDD Personnel 	Laptop, internet Connectivity
8:30-12:00 nn	<ul style="list-style-type: none"> To gain exposure/experience concerning the preparation of learning kit To experience organizing activities for a whole week lesson using more than one learning modalities 	<ul style="list-style-type: none"> Getting into the scene of the new normal school 	<ul style="list-style-type: none"> Learning Kit <ul style="list-style-type: none"> - Learning Plan/ Schedule - Module/activity Sheets - Reminders to Parents 	<ul style="list-style-type: none"> Workshop: <ul style="list-style-type: none"> - Lesson in the LMS - Preparing a weekly learning plan/schedule involving the use of different modalities 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform LMS-Moodle Platform 	<ul style="list-style-type: none"> In Teams 	Laptop, internet Connectivity



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1:00 – 5:00 pm	<ul style="list-style-type: none"> To experience organizing lessons in the LMS 		<ul style="list-style-type: none"> Lesson in LMS 	<ul style="list-style-type: none"> Preparing all the needed LRs for simulation based on identified learning modalities in the learning plan/schedule 			
Day 5 (August 4, 2020)							Officer of the Day: MARYJOY B. FORTUN
8:00-8:30 a.m.	<ul style="list-style-type: none"> To set the mood for the day 	-----	-----	<ul style="list-style-type: none"> Unfreezing Activity 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> HRDD Personnel 	Laptop, internet Connectivity
8:30-12:00 nn 1:00 2:30 pm	<ul style="list-style-type: none"> To experience handling activities for a whole week lesson using more than one learning modalities 	<ul style="list-style-type: none"> Experiencing the conduct of classes using more than learning modality in the new normal school 	-----	<ul style="list-style-type: none"> Return Demonstration (for weeklong activities) 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform LMS-Moodle Platform 	<ul style="list-style-type: none"> Plenary EPS Mary Joy B. Fortun 	Laptop, internet Connectivity
2:30 – 4:30 pm	<ul style="list-style-type: none"> To gain ideas concerning parents' orientation on their roles in the new normal school 	<ul style="list-style-type: none"> Guiding Teachers in the Conduct of Parents' Orientation 	-----	<ul style="list-style-type: none"> Homeroom Training of the Parents 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> CID Chief Beverly S. Daugdaug 	Laptop, internet Connectivity
4:30-5:00 pm	-----	-----	-----	<ul style="list-style-type: none"> Closing Program 	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> HRDD Personnel 	Laptop, internet Connectivity

Prepared by:


BEVERLY S. DAUGDAUG, EdD
 CID Chief

Approved:


CRISTY C. EPE
 Schools Division Superintendent



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Division Training of Trainers on Learning Management System cum Distance Learning Delivery Modalities
July 28-30 & Aug. 3-4, 2020

List of Trainers and Participants

TEAM/LEVEL	SUB-TEAM	PSDS	EPS	TEACHERS-TRAINERS		PARTICIPANTS	
						Schools to Cater	No. of Participants (3 Teachers & 1 School Head = 4)
Team A Elementary	A.1	ZENaida G. Guya		Lead Trainer	Lorelei Gorgonio	Digos CES	4
				Members	Leah Toralba	J. Alberca ES	4
					Karina Paula Payot	Mahayayhay ES	4
						Balabag ES & Ranao ES	5
	A.2	JESSICA G. LUCERO		Lead Trainer	Thesa Mae Eting	Dulangan ES	4
				Members	Hannaneel Lie Aldeguer	Damnas ES	4
					Juner Gultiano	Alferez ES	4
						Ruparan ES	4
	A.3	PATRIOTISO O. PEÑAS		Lead Trainer	Jhea Damo	Dawis ES	4
				Members	Nancy Dumagan	DMMES	4
					Sheryl M. Dinoy	Abalayan ES	4
						Kibanban ES	4
	A.4	CHERRY ROSSETTE E. OLIVA		Lead Trainer	Lorelie Casofñete	RMCES	4
				Members	Jessel Ann Catingub	Garcia ES	4
					Leo Verula	Aplaya ES	4
						Cogon ES	4
	A.5	IDA I. JUEZAN		Lead Trainer	Nesylda Alpacion	Badiang ES	4
				Members	Sarna Maung	P. Basalan ES	4
					Dave Kevin P. Cabrillos	Maniapao ES	4
						Colorado ES	4



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TEAM/LEVEL	SUB-TEAM	PSDS	EPS	TEACHERS-TRAINERS		PARTICIPANTS		
						Schools to Cater	No. of Participants (3 Teachers & 1 School Head = 4)	
	B.1	HELEN A. CASIMIRO	MARY JOY B. FORTUN					
				Lead Trainer	Shemae Manacio	Abawag ES	4	
				Members	Merla Silva	Saplala ES	4	
					Karen Tiempo	San Miguel ES	4	
Team B Elementary	B.2		JOAN M. NIONES					
				Lead Trainer	Pearl Dyne L. Neñaria	Bagumbuhay ES	4	
			MARYGLOR D. TABANAO	Members	Alma Alba	C. Nonol ES	4	
						Marites Manceras	Igpit ES	4
	B.3			ANGEL V. BISAGA, JR.	Lead Trainer	Airen Amisola	Rizal CES	4
				VICENTE C. LABURADA	Members	Eden Grace Jamila	N. Isidro ES	4
						Sheena Roxas	Lungag ES	4
							ALS	6 (2 SEPS, 4 teachers)
	B.4	ARELNE P. BARBA	TITO M. ENDRINA					
				Lead Trainer	Faye Anne Cadorna	Apolandia ES	4	
				Members	Katrin Costanos	Reusora ES	4	
						Rizza Chen Vender	Marawer ES	4
	B.5	ELY C. CATALUÑA						
				Lead Trainer	Metus Suarez	Soong ES	4	
				Members	Loida Remando	Binaton ES	4	
					Rhema Bangcas	Matti ES	4	
Team C JHS SHS	C.1	FERNA RENIRA T. ALDE				Senior High School in Digos City	4	
			Lead Trainer	Aileen Joy Martin	Igpit NHS	4		
			Members	Lalaine Mortalla	Matti NHS	(JHS & SHS) 9		
			John Milan	DICNHS - TLE	4			
	SUB-TEAM	PSDS	EPS	TEACHERS-TRAINERS		PARTICIPANTS		
					Schools to Cater	No. of Participants		



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ALS							(3 Teachers & 1 School Head = 4)
ALS	C.2	LUZMINDA B. JASMIN	Lead Trainer	Jouy Hope Silabay	Kapatagan NHS	(JHS & SHS) 9	
			Members	Doris Mae C. Tubiano	Soong NHS	4	
				Lorna de Jose	DICNHS - Math	4	
				Rafael Mediodia III	DICNHS - ESP	4	
	C.3	JEMBOY CABRELLA	Lead Trainer	Novrits Bonilla	Ruparan NHS	(JHS & SHS) 9	
			Members	Sergie Loon	Balabag NHS	4	
				Arcele Monreal	Goma NHS	(JHS & SHS) 9	
				Marichu Balagtas	DICNHS – AralPan	4	
	C.4	RONILYN P. NIEVES	Lead Trainer	Eiffel Tenebro	Dawis NHS	4	
			Members	Engr. Melvy D. Espanol	Aplaya NHS	4	
				Marilou Pesiao	DICNHS - MAPEH	4	
				Leilanie T. Senires			
C.5	NEIL D. BONGCAYAO	Lead Trainer	Robin Charles Ramos	DICNHS – Filipino	4		
		Members	Yasir A. Asarak	DICNHS – English	4		
			Maria Katrina D. Cordova	DICNHS - Science	4		
			Moises D. Perral	DICNHS - SHS	4		

Prepared by:


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 CID Chief

Approved:


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