



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2025- 247

To : Curriculum Implementation Division Chief  
LRMS Education Program Supervisor

Subject : **PARTICIPANTS IN THE DEVELOPMENT OF MANUAL ON THE UTILIZATION OF DEPED LEARNING MANAGEMENT SYSTEM FOR TEACHING AND LEARNING**

Date : July 8, 2025

Pursuant to Regional Memorandum CLMD-2025-355, **Leilani T. Senires**, LR Manager/Education Program Supervisor, is hereby directed to attend the series of workshops on the Development of a Manual on the Utilization of DepEd Learning Management System (LMS) for teaching and learning. Below are the series of activities as scheduled:

| Date             | Activity  |
|------------------|---|
| July 16-17, 2025 | Online Consultative Workshop on the Development of Manual on the Utilization of DepEd LMS |
| August 6-8, 2025 | Workshop on the Validation/Revision of Manual on the Utilization of DepEd LMS             |

Participants are advised to complete online registration form at <https://tinyurl.com/DevelopLMSManual> on the specified schedule found in the enclosure.

Board and lodging of the participants shall be charged against the 2025 Basic Education Curriculum Current Fund while travel and incidental expenses shall be charged against 2025 BEC Current Funds under OSEC-11-25-02448 to be downloaded to the SDOs subject to applicable accounting rules and regulations.

Other details are fund in the enclosure.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JUL 09 2025  
BY: CID/LR/lts

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Republic of the Philippines  
Department of Education  
DAVAO REGION

SCHOOLS DIVISION OF Digos  
RECORDS SECTION 07250  
70204  
07 JUL 2025  
DATE: TIME: 3:02  
BY:

June 30, 2025

REGIONAL MEMORANDUM  
CLMD-2025- 355

PARTICIPANTS IN THE DEVELOPMENT OF MANUAL ON THE UTILIZATION OF DEPED  
LEARNING MANAGEMENT SYSTEM FOR TEACHING AND LEARNING

To: Schools Division Superintendents  
Digos City and Mati City  
Chief Education Supervisor, CLMD

1. With reference to Memorandum DM-CT-2025-156 on the Activities on the Conduct of Series of Workshops on the Development of Manual on the Utilization of DepEd-Learning Management System (LMS) for Teaching and Learning, this Office informs the personnel of the participation in the activity.

| Activities  | Date               | Participants     | Position | Division   |
|---|--------------------|------------------|----------|------------|
| Online Consultative Workshop on the Development of Manual on the Utilization of DepEd LMS | July 16-17, 2025   | Liezel Padua     | PSDS     | Mati City  |
|   |                    | Leilanie Siñeres | EPS      | Digos City |
| Workshop on the Development of Manual on the Utilization of DepEd LMS                     | July 23-25, 2025   | Liezel Padua     | PSDS     | Mati City  |
| Workshop on the Validation/Revision of Manual on the Utilization of DepEd LMS             | August 6-8, 2025   | Leilanie Siñeres | EPS      | Digos City |
| Workshop on the Finalization of Manual on the Utilization of DepEd LMS                    | August 20-22, 2025 | Liezel Padua     | PSDS     | Mati City  |

2. Participants are advised to complete online registration form at <https://tinyurl.com/DevelopLMSManual> on the specified schedule found in the enclosure.
3. Board and lodging of the participants shall be charged against the 2025 Basic Education Curriculum Current Fund while travel and incidental expenses shall be charged against 2025 BEC Current Funds under OSEC-11-25-02448 to be downloaded to the SDOs subject to applicable accounting rules and regulations.
4. Other details are found in the enclosure.
5. Immediate dissemination to the concerned is desired.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

ALLAN G. FARNAZO  
Director IV

Encl.: As stated.  
ROC11/jmp





Republic of the Philippines  
**Department of Education**

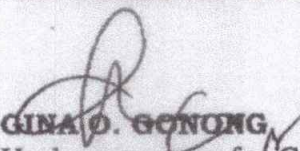
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

**DM-CT-2025-** 154

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RECEIVED**  
27 JUN 2025  
67921179  
2:01

**TO :** ALL REGIONAL DIRECTORS

**FROM :**  **GINA D. GONONG**  
Undersecretary for Curriculum and Teaching

**SUBJECT :** **CONDUCT OF SERIES OF WORKSHOPS ON THE DEVELOPMENT OF MANUAL ON THE UTILIZATION OF DEPED-LEARNING MANAGEMENT SYSTEM FOR TEACHING AND LEARNING**

**Date :** June 25, 2025

The Office of the Undersecretary for Curriculum and Teaching (OUCT), through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), shall conduct a series of workshop activities on the **Development of Manual on the Utilization of DepEd-Learning Management System for Teaching and Learning**.

The details of the activities are as follows:

| Activities  | Date               | Venue      |
|---|--------------------|------------|
| Online Consultative Workshop on the Development of Manual on the Utilization of DepEd-Learning Management System (LMS) for Teaching and Learning (Blended Learning/eLearning) | July 16-17, 2025   | Online     |
| Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)   | July 23-25, 2025   | within NCR |
| Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)                                 | August 6-8, 2025   | within NCR |
| Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)  | August 20-22, 2025 | within NCR |

The expected number of participants by region is provided in **Annex A** of this Memorandum. The participants for the online consultation, development, validation and finalization workshops include supervisors, school heads, head teachers, and information technology officers. It is suggested to those who will be engaged in the development phase will also take part in the finalization phase. The Regional and Division Offices shall fully support the participants in this activity. The criteria for the selection of participants are attached as **Annex B**.

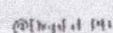
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Participants are required to bring their laptop and extension wires. They are also requested to confirm their attendance by completing the online registration form at <https://tinyurl.com/DevelopLMSManual> on or before the following deadlines:

| Workshop Activity   | Registration Deadline |
|---|-----------------------|
| Online Consultative Workshop on the Development of Manual on the Utilization of Learning Management System (LMS) for Teaching and Learning (Blended/eLearning/Online Distance Learning) | July 7, 2025          |
| Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/ Online Distance Learning)   | July 14, 2025         |
| Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/Online Distance Learning)  | July 28, 2025         |
| Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/ Online Distance Learning)  | August 4, 2025        |

Participants are expected to be at the venue before each workshop commences at 8:00 AM on Day 1. The first meal to be served is breakfast of Day 1 and the last meal is dinner on the last day of each activity. The indicative activity matrix is attached as **Annex C**.

The board and lodging of participants shall be charged against the 2025 Basic Education Curriculum (BEC) Current Fund, while the travel expenses shall be charged against BEC funds downloaded to each region. Should the allocated funds be insufficient, additional funds shall be sourced from other available local funds, subject to the applicable accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

Compensatory Time-Off (CTO) will be granted in lieu of the workshop days that will fall on holidays, in accordance with DepEd Order No. 53, s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

For inquiries, please contact the EdTech Team of BLD through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) with a copy furnished at [bld.tld@deped.gov.ph](mailto:bld.tld@deped.gov.ph)

For immediate dissemination and strict compliance.

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Republic of the Philippines  
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Annex A to DM-CT-2025- NTU

**Expected Number of Participants per Region for the Development  
of Manual on the Utilization of Learning Management System (LMS)  
in Blended Learning/eLearning**

| Region     | Online Consultation | Development | Validation/ Revision | Finalization |
|------------|---------------------|-------------|----------------------|--------------|
| I          | 2                   | 1           | 1                    | 1            |
| II         | 2                   | 1           | 1                    | 1            |
| III        | 2                   | 1           | 1                    | 1            |
| CALABARZON | 2                   | 1           | 1                    | 1            |
| MIMAROPA   | 2                   | 1           | 1                    | 1            |
| V          | 2                   | 1           | 1                    | 1            |
| CAR        | 2                   | 1           | 1                    | 1            |
| NCR        | 2                   | 1           | 1                    | 1            |
| VI         | 2                   | 1           | 1                    | 1            |
| VII        | 2                   | 1           | 1                    | 1            |
| VIII       | 2                   | 1           | 1                    | 1            |
| IX         | 2                   | 1           | 1                    | 1            |
| X          | 2                   | 1           | 1                    | 1            |
| XI         | 2                   | 1           | 1                    | 1            |
| XII        | 2                   | 1           | 1                    | 1            |
| CARAGA     | 2                   | 2           | 1                    | 1            |
| Total      | 34                  | 17          | 16                   | 16           |





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Annex B to DM-CT-2025- 130

**Criteria for the Selection of Writers**

Selected participants are expected to:

- Possess adequate knowledge of the activity;
- Have an excellent writing skills and adept with the usage of technology;
- Have an excellent track record in producing quality outputs;
- Have no other participation in other activities on the days of the workshop that requires them to excuse themselves from completing the required days of the workshop;
- Participate actively and provide inputs during the workshop; and
- Be able to strictly meet deadlines; and physically, mentally, and emotionally fit



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Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING DELIVERY

**Indicative Program of Activities**

**Online Consultative Workshop on the Development of Manual on the  
Utilization of Learning Management System (LMS) for Teaching and Learning  
(Blended Learning/eLearning)  
July 16-17, 2025**

| TIME          | Day 1   | Day 2   |
|---------------|---|---|
| 6:00 - 7:45   | <b>Opening Program</b><br><br>Overview of the DepEd -Learning Management System (LMS)<br><br>Plenary Session 1: <ul style="list-style-type: none"><li>• Presentation:<ul style="list-style-type: none"><li>• Existing Features of the LMS</li><li>• Protocols</li><li>• Learning design framework for LMS eLearning</li></ul></li><li>• LMS Utilization in Teaching and Learning/Blended Learning/eLearning</li></ul> | <b>Management of Learning</b>   |
| 7:45 - 8:00   |   | Plenary   |
| 8:00 - 10:00  |   | Group Presentation  |
| 10:00 - 12:00 |   | Workshop 2 <ul style="list-style-type: none"><li>• Structuring the Manual</li><li>• Outline Development</li></ul>                           |
| 12:00 - 1:00  | <b>Lunch</b>  |   |
| 1:00 - 2:00   | <b>Break out Session</b><br>Workshop 1  | <b>Plenary Scssion</b>  |
| 2:00 - 3:00   | <ul style="list-style-type: none"><li>• Components of the LMS manual for Blended/eLearning</li><li>• Discussion of critical guidelines, procedures, and tools to include in the manual</li></ul>  | <ul style="list-style-type: none"><li>• Drafting/Discussion on the sections/content of the manual</li><li>• Submission of Outputs</li></ul> |
| 3:00 - 5:00   |   | Next Steps<br><br>Closing Program   |





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BUREAU OF LEARNING DELIVERY

**Indicative Program Matrix**

**Workshop on the Development of Manual on the Utilization of Learning Management System (LMS) for Teaching and Learning  
(Blended Learning/eLearning)  
July, 2025**

| TIME          | DAY 1   | DAY 2   | DAY 3   |
|---------------|---|---|---|
| 6:00 – 7:45   | Arrival   | BREAKFAST   |   |
| 7:45 – 8:00   | Registration  | MANAGEMENT OF LEARNING  |   |
| 8:00 – 9:00   | Opening Program   |   | <i>Break Out Session:</i>   |
| 10:00 – 12:00 | <i>Plenary Session 1:</i> <ul style="list-style-type: none"><li>Overview of the DepEd -Learning Management System (LMS)</li><li>Presentation of the Proposed draft Outline/Components of the LMS manual</li></ul> | <i>Break Out Session (Workshop 1):</i><br><br>Development of LMS Manual | Cross-Review of the LMS Manual<br><br>Presentation of Findings/Feedback |
| 12:00 – 1:00  | LUNCH   |   |   |
| 1:00 – 2:00   | Session   |   |   |
| 2:00 – 3:00   |   | <i>Break Out Session (Workshop 1):</i><br>Development of LMS Manual     | Incorporation of Feedback/Finalization of Outputs                       |
| 3:00          | <i>Break Out Session (Workshop 1):</i>  |   |   |
| –             | Development of LMS Manual   | Presentation of Outputs   | Submission of Outputs   |
| 5:00          |   |   | Closing Program   |
| 6:00 – 8:00   | DINNER  |   |   |