Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan

July 6, 2018

DIVISION MEMORANDUM
No. 196, s. 2018

DIVISION TRAINING ON THE UTILIZATION OF THE LEARNING RESOURCE DELIVERY TRACKING SYSTEM (LRDTS)

To: **Education Program Supervisors/Coordinators**
Public Schools District Supervisors/Principals In-Charge of the District/ Head Teacher In-Charge of the District
Heads of Public Secondary and Integrated Schools
District Property Custodians, ICT Coordinators, and LR Coordinators
All Others Concerned

1. This is to inform the field that there will be a **Division Training On The Utilization Of The Learning Resource Delivery Tracking System (LRDTS)** on **October 25-27, 2018.** The specific venue will be announced later.

2. The activities aim to train participants in the LRDTS processes and orient personnel in-charged in the procurement, delivery, inspection, and acceptance of text and non-text based learning resources.

3. Participants for the said workshop will be **(1) District PSDS/PIDs/HTID, (1) District Property Custodian, (1) District ICT Coordinator, (1) District LR Coordinator, and (1) Secondary School Property Custodian/Designate. "NO DISRUPTION OF CLASSES" POLICY SHALL BE STRICTLY OBSERVED.**

4. Each participant must bring the following:
   a. Laptop, charger and extension wire;
   b. Latest Delivery Receipt (DR) and Inspection Acceptance Report (IAR); and
   c. Internet connectivity device.

5. Training expenses of participants shall be charged against division INSET/HRTD funds. Travel expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.

6. The participants and facilitators will be given service credits/compensatory day off as per DepEd Order 53, s. 2003, Updated Guidelines on the Grant of Service Credits.

7. Immediate and widest dissemination of this Memorandum is desired.

Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

Enclosures: As stated
Reference:
Allotment: 1- (R.O. s. 12-94)
To be indicated in the Perpetual Index
under the following subjects:
TRAINING PROGRAM WORKSHOP TEACHING AIDS TEACHERS

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Enclosure No. 1 to Division Memorandum No. 196, s. 2018

DIVISION TRAINING ON THE UTILIZATION OF THE LEARNING RESOURCE DELIVERY TRACKING SYSTEM (LRDTS)

TRAINING MATRIX
Date: October 25-27, 2018

DAY	TIME	ACTIVITY	PRESENTER
DAY 1	7:00 – 8:00	Registration	
	8:00 – 8:30	Opening Program 1. National Anthem 2. Prayer 3. Aklan Hymn	Multimedia Presentation
		4. Welcome Remarks	**Dr. Dobie P. Parohinog** Chief Education Supervisor Curriculum and Implementation Division
		5. Overview of the Workshop Objectives	**Mr. Mahnnie Q. Tolentino** Proj. Development Officer II Division Focal Person - LRMDS
		6. Inspirational Message	**Dr. Salvador O. Ochavo, Jr., CESO VI** Schools Division Superintendent
	8:30 – 9:00	**Presentation:** Asset Management	
	9:00 – 9:15	BREAK	
	9:15 – 10:30	**Presentation:** Roles of Supply Officer/Property Custodian	
	10:30 – 12:00	**Presentation:** LRDTS Workflow	
	12:00 – 1:00	LUNCH	
	1:00 – 5:00	**Workshop:** LRDTS Hands On/Simulation (Signup and Login)	
DAY 2	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 9:00	**Presentation:** Procurement & Delivery of LRs	
	9:00 – 9:15	BREAK	
	9:15 – 12:00	**Presentation:** Procurement & Delivery of LRs (Cont'd)	
	12:00 – 1:00	LUNCH	
	1:00 – 5:00	**Workshop:** LRDTS Simulation (Procurement and Delivery)	
DAY 3	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 9:00	**Presentation:** Inspection of Text and Non-Text Based LRs	
	9:00 – 9:15	BREAK	
	9:15 – 12:00	**Presentation:** Inspection of Text and Non-Text Based LRs (Cont'd)	
	12:00 – 1:00	LUNCH	
	1:00 – 3:00	**Workshop:** LRDTS Hands On/Simulation (Inspection)	
	3:00 – 4:30	CLOSING PROGRAM	