Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

August 14, 2017

DIVISION MEMORANDUM
No. 181, s. 2017

DIVISION TRAINING-WORKSHOP ON THE DEVELOPMENT AND PRODUCTION OF OFFLINE DIGITAL RESOURCES (PHASE 1)

To: Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
District LR Coordinators

1. The Department of Education-Division of Aklan, through the Learning Resource Management and Development system (LRMDS), will conduct the Division Training-Workshop on the Development and Production of Offline Digital Resources (Phase 1) on September 14-16, 2017 at the 3rd Floor, Kalibo LGU Building.

2. This activity aims to equip supervisors and teachers with the necessary knowledge, skills and attitudes on the development and production of offline digital resources for learners and teachers. At the end of the training, each participant is expected to submit at least one completed offline digital resource.

3. The participants to this training-workshop are shown in the list below.

Supervisors/Coordinators	Name of Participant	No. of Pax
English	Dr. Kyzil D. Lipar	1
Science	Dr. Mary cherry Lynn M. Dalipe	1
Mathematics	Dr. Edselyn T. Biray	1
Filipino	Mrs. Ma. Fe T. Rabe	1
Araling Panlipunan	Mrs. Ruby Agnes B. Estrada	1
Music and Arts	Mrs. Rebecca R. Ibarreta	1
PE and Health	Mr. Marth S. Tropa	1
EPP/TLE/TVL	Mrs. Marivic I. Tolentino	1
EsP	Miss Ma. Corazon R. Panaligan	1
ALS	Mr. Ariel Z. Zubiaga	1
Mother Tongue	Mrs. Perpetua N. Goyo	1

ADM/MEP/OHSP	Mrs. Nerissa M. Repaz	1
	Participants from the Districts	
Note: Among the 5 participants, **2 must be JHS or SHS teachers**	District LR Coordinator	1
	Digital Illustrator (Teacher or School Head)	1
	English Teacher (Elem/JHS/SHS)	1
	Science or Math Teacher (Elem/JHS/SHS)	1
	Filipino or Araling Panlipunan Teacher (Elem/JHS/SHS)	1

4. Each participant must bring the following:

    a. Laptop and extension cord;
    b. Curriculum guide of his/her learning area; and
    c. Internet connectivity device.

5. School heads concerned are reminded on the "no disruption" of classes policy. Appropriate measures should be implemented in order to ensure that make up classes shall be done by the teachers who will participate in this activity. Also, adjustments as to class schedules may be made so that the learners of these teachers are taken care of.

6. Training expenses of elementary school participants shall be charged against division INSET/HRTD funds. Each secondary school participant shall pay a registration fee of One thousand five hundred pesos (Php 1,500.00). The registration fee and travel expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.

7. All eligible participants shall be granted one (1) day service credit per DepED Order 53, s. 2003 or one (1) day compensatory time off for services rendered on September 16, 2017.

8. Immediate and wide dissemination of this Memorandum is desired.

Dr. ERNESTO F. SERVILLON, JR., MNSA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: Training Matrix
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

TEACHING AIDS TRAINING PROGRAM WORKSHOP

/jrn

Division Training-Workshop on the Development and Production of Offline Digital Learning Resources (Part I)

TRAINING MATRIX

September 14-16, 2017

Learning Area: **LRMDS**

Time	September 14 (Thursday)	September 15 (Friday)	September 16 (Saturday)
8:00 – 8:30	Arrival/Registration	Management of Learning	
8:30 – 9:30		**Offline Digital Learning Resource (Flash/Synfig – Animation and Actionscripts)** Mr. Juben Fel M. Yabut Teacher I Numancia National School of Fisheries	Finalization of Outputs
9:30 – 10:30	Plenary/Opening Program		
10:30 – 12:00	**Quality Assurance of Learning Resources (Enhanced LRMDS)** Mr. Jose Niro R. Nillasca Education Program Supervisor LRMDS	Development and Production of Offline Digital Learning Modules	Presentation of Outputs
12:00 – 1:00	**LUNCH**		
1:00 – 3:00	**Offline Digital Learning Resource (MS Powerpoint)** Mr. Mahnnie Q. Tolentino Project Development Officer II LRMDS	Development and Production of Offline Digital Learning Modules	Presentation of Outputs
3:00 – 5:00	**Offline Digital Learning Resource (Flash/Synfig - Drawing)** Mr. Juben Fel M. Yabut Teacher I Numancia National School of Fisheries		Clearing House and Closing Program

Prepared by:

Mr. MAHNNIE Q. TOLENTINO
Trainer

Noted:

Mr. JOSE NIRO R. NILLASCA
EPS-LRMDS

Recommending Approval:

Dr. BOBIE P. PAROHINOG
Chief Education Supervisor
Curriculum Implementation Division

Approved:

Dr. ERNESTO F. SERVILLON, Jr., MNSA
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent