



June 27, 2017

DIVISION MEMORANDUM

No. 101, s. 2017

DIVISION ORIENTATION ON THE ENHANCED LR PORTAL

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Project Development Officer II (CID)
Division Librarian II

1. The Division of Capiz through the Learning Resources Management and Development System (LRMDS) Section of the Curriculum Implementation Division will conduct a **One- Day Division Orientation on the Enhanced LR Portal on July 14, 2017**. The venue will be announced later.
2. At the end of the orientation the participants shall:
 - a. be capacitated with LRMDS' key processes of the enhanced LR Portal;
 - b. recognize roles and responsibilities of each personnel managing the LR Portal;
 - c. gain knowledge on the improved QA process of the LR Portal; and
 - d. determine the number of teachers per school not registered in the portal
3. Participants to this activity are secondary school and district LRMDS focal persons. The number of participants is found in Enclosure Number 1.
4. Participants are requested to bring the following:
 - Laptop
 - Working Pocket Wifi or Wifi Stick
 - Actual number and names of teachers and school heads per school
5. Participants are also enjoined to have an active DepEd email account which shall be used during the rollout.
6. The training matrix for the training-workshop is found in Enclosure No. 2
7. A registration fee of five hundred pesos (Php500.00) shall be charged from each secondary school participant to defray expenses for food, hand-outs and other related expenses which is chargeable against school MOOE while that of the elementary participants, trainers and facilitators shall be charged against the division INSET fund both subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN, Ed. D., CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: DM-CI-2017-000115 dated May 17, 2017

Allotment: 1-2-3

To be indicated in the Perpetual Index
under the following subjects:

Number of Participants per Secondary and Integrated Schools to Attend the Division Orientation on the Enhanced LR Portal

Number	Secondary and Integrated Schools	Number of Participants
1	Arturo Jugo NHS	1
2	Bagong Barrio NHS	1
3	Basiao NHS	1
4	Bungsuan NHS	1
5	CabugCabug NHS	1
6	Camburanan NHS	1
7	Candelaria NHS	1
8	Candelaria NHS -Roxas Ext.	1
9	Capiz NHS	1
10	Casanayan NHS	1
11	Col. Patrocinio Artuz NHS	1
12	Comsr. Luis R. Asis NHS	1
13	Concepcion Castro Garcia NHS	1
14	Cuartero NHS	1
15	Dao NHS	1
16	David Moises NHS	1
17	Dulangan NHS	1
18	Dumalag Central NHS	1
19	East Villaflores NHS	1
20	Estefania Montemayor NHS	1
21	Felix Balgos NHS	1
22	Florentina Degala MNHS	1
23	Hipona NHS	1
24	Ivisan NHS	1
25	Jagnaya NHS	1
26	Jamindan NHS	1
27	Leodegario D. Deocampo Sr. NHS	1
28	Lonoy NHS	1
29	Lucero NHS	1
30	Luis Escutin National High School	1
31	Maayon NHS	1
32	Macario Delfin Bermejo NHS	1
33	Maindang NHS	1
34	Malonoy NHS	1
35	Mambusao East NHS	1
36	Mambusao NHS	1
37	Manuel F. Onato MNHS	1
38	Marciano Patricio NHS	1
39	Mianay NHS	1
40	Panitan NHS	1
41	Pawa NHS	1
42	Pontevedra NHS	1
43	Presentacion Diez Gregorio Nhs	1
44	Putian NHS	1
45	Ramon a. Benjamin Sr. NHS	1
46	Rev. Tomas Conejar NHS	1
47	San Antonio NHS	1
48	San Nicolas NHS (Pilar)	1
49	San Nicolas NHS (Tapaz)	1
50	Sapian NHS	1
51	Tapaz NHS	1
52	Tuburan NHS	1
53	Vicente Andaya Sr. NHS	1
54	Yating NHS	1
55	Aglalana Integrated School	1
56	Agkawayan Integrated School	1
57	Duluan Integrated School	1
58	Guinbialan Integrated School	1
59	Elodoro Ponsaran Integrated School	1

Number	Districts	Number of Participants
1	Cuartero	1
2	Dao	1
3	Dumalag	1
4	Dumarao	1
5	Ivisan	1
6	Jamindan	1
7	Maayon	1
8	Mam. East	1
9	Mam. West	1
10	Panay	1
11	Panitan	1
12	Pilar	1
13	Pontevedra	1
14	Pres. Roxas	1
15	Sapian	1
16	Sigma	1
17	Tapaz East	1
18	Tapaz West	1

TOTAL Number of Participants = 77

Trainers and Staff = 5

Grand Total = 82

Training Matrix on the Conduct of the Division Orientation on the Enhanced LR Portal

Time	Activities
7:30 - 8:30	Arrival and registration
8:30 - 9:30	Opening Program and statement of purpose
9:30 - 10:00	Overview on LRMDS Functional Structure
10:00 - 10:30	Presentation and Simulation of Registration Workflow Process
10:30 - 11:30	Workshop 1 - Portal Registration
11:30 - 12:00	Open Forum
12:00 - 1:00	Luch Break
1:00 - 2:00	Presentation of LR Portal Roles
2:00 - 2:30	Workshop 2 - Assigning of Roles
	Presentation and Simulation of the improved Search and Browse Facility
2:30 - 3:00	Facility
3:00 - 3:30	Preparation of Meta Data
3:30 - 4:00	Open Forum
4:00 - 5:00	Closing Program