





Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



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January 4, 2018

DIVISION MEMORANDUM

No. 10, s. 2018

**DIVISION WORKSHOP ON STRENGTHENING
THE PARTICIPATION RATE OF THE LR PORTAL USERS**

To: Acting Asst. Schools Division Superintendent
Chief Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors/Officers In-Charge of the District
Heads of Public Elementary Schools
District LRMDS Coordinators
District ICT Coordinators

1. The Schools Division of Capiz through the Learning Resource Management and Development Section will conduct a Division Workshop on Strengthening the Participation Rate of the LR Portal Users on January 18 and 19, 2018 at the Office of the CID Chief, Division Office, Banica, Roxas City.
2. The workshop aims to:
 - a. determine the number of users registered in the LR Portal vis-à-vis the actual member of teachers per school; and
 - b. provide a venue for cleaning up of users using non DepEd email addresses.
3. The participants to this division workshop are the District LR focal persons and District ICT coordinators. **The District LR Coordinators are advised to bring the list of teachers by school with their respective active email addresses using the attached template.** Each participant must bring laptop, internet connectivity device and extension cord.
4. Enclose No. 1 shows the number participants by district and Enclosure No. 2 is the training matrix.
5. Training expenses is chargeable against the Division INSET Funds while travel expenses of participants are chargeable against school MOOE both subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


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

Enclosure: As stated

Reference:

Allotment:

To be indicated in the Perpetual index

Under the ff. subjects:

TRAINING PROGRAM

TEACHERS

LR PORTAL