

# Devartment of Education REGION IV-A

# SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 5, 2020

**DIVISION MEMORANDUM** NO. 166, s. 2020

TO: Office of the Assistant Schools Division Superintendent

Chief, CID and SGOD

**Education Program Supervisors** Public School District Supervisors

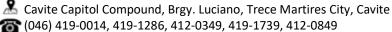
Public Elementary and Secondary School Heads

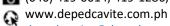
## DIVISION WEBINAR-WORKSHOP FOR NEW DIVISION LEARNING RESOURCE **EVALUATORS (DLRE) AND DIVISION WEBINAR-WORKSHOP FOR NEW** ILLUSTRATORS AND LAYOUT ARTISTS

- In line with DepEd Cavite's Learning Continuity Plans amidst the pandemic of providing continuous implementation of, and compliance to the K to 12 basic education curriculum through learning resource provision, the Division Learning Resources Management Section (LRMS) will conduct a Three-day Division Webinar-Workshop for New Division Learning Resource Evaluators on June 9 to 11, 2020 and One-day Division Webinar-Workshop for New Division Learning Resource Illustrators and Layout Artists on June 11, 2020.
- Participants to the said event are selected new Division Learning Resource Evaluators from all Learning Areas including SPED and ALS recommended by the respective Education Program Supervisor. On the other hand, participants to the Oneday Division Webinar-Workshop for New Division Learning Resource Illustrators and Layout Artists are selected by the LRMS Team. The said webinar-workshop will be held through synchronous teleconferencing by the LRMS Team as the resource persons with the teacher participants from their respective work-from-home area.
- 3. This training aims to:
  - Capacitate new Division Learning Resource Evaluators, illustrators and layout artists.
  - Update the DLREs with the current trends, issues and guidelines in LR Evaluation, Illustration and Layout.
  - Evaluate Teacher-Developed LRs using the DepEd Standard Evaluation tools and illustration and layout guidelines.









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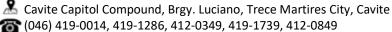
- 5. Participants to this activity are expected to submit through online the needed outputs on the third day of the webinar, as well as the accomplishment of the monitoring and evaluation link to receive the Certificate of Participation and Service Credits. Moreover, all teacher-participants will have an agreement with their respective school heads regarding the webinar schedules in order to avoid webinar disruptions.
- 6. NO REGISTRATION FEE will be collected from each participant in the conduct of this activity.
- 7. Attached herewith are the following:
  - a. Attachment 1. Division Meeting Protocols
  - b. Attachment 2. Program Management Team and Terms of Reference
  - c. Attachment 3. Time schedules per batch and link for list of participants
- 8. For more information, please contact the Education Program Supervisor in charge of Learning Resources Management Section, Noel S. Ortega at (0949)8868917; or Julie Anne V. Vertudes, Project Development Officer II - LRMS through these email addresses: depedcavite.lrmd@deped.gov.ph and/or julie.villagracia@deped.gov.ph.
- Widest dissemination of this Memorandum is desired. 9.

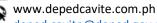
(SGD) ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent

NSO/ DM No. 166, s. 2020 052720-053/05/26/2020















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#### SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment 1 of Division Memorandum No. 166 s. 2020 titled Division Webinar-Workshop for New Division Learning Resource Evaluators (DLRE) And Division Webinar-Workshop for New Illustrators and Layout Artists

#### **DIVISION WEBINAR PROTOCOLS**

#### Pre- and Post-Webinar protocols

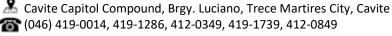
Participants are requested to attend the meeting at least 30 minutes earlier for attendance check. Likewise, they shall accomplish the monitoring and evaluation **form/ link** which will be issued by the end of the activity.

#### Webinar proper

- The meeting shall strictly follow the program matrix. To allow this, participants shall be muted/ are requested to go mute especially during the discussion proper. For essential and urgent comments and/ or queries, participants may use the chat box while a discussion is ongoing. Program Management Team members are assigned to monitor and consolidate these concerns which shall be addressed during the allotted time for open forum.
- During the open forum, participants may be unmuted but shall request to be acknowledged by the resource speaker should he/ she want to speak to better facilitate the exchange of ideas.













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# **REGION IV-A**

#### **SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

Attachment 2 of Division Memorandum No. 166 s. 2020 titled Division Webinar-Workshop for New Division Learning Resource Evaluators (DLRE) And Division Webinar-Workshop for New Illustrators and Layout Artists

#### PROGRAM MANAGEMENT TEAM

#### **Planning Committee**

Elpidia B. Bergado - Chief, CID

- LRMS Supervisor Noel S. Ortega Leonila L. Custodio - Division Librarian II

- Project Development Officer II Julie Anne V. Vertudes

#### **Documentation and Technical Committee**

Julie Anne V. Vertudes -PDO II Leonila L. Custodio -Librarian II

**QATAME** 

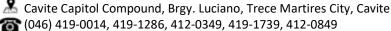
Kristine D. Gener -EPS, M&E

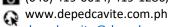
## Terms of Reference of Program Management Team

Committee	Responsibilities
Program	Prepare/ organize and lead the whole program flow
	Host the opening program and facilitate discussions and open
	forum
	Prepare and submit activity completion report and other
	pertinent documents
	• Prepare, process, and issue certificates of PMT members and
	participants
Technical and	Prepare the platform for the webinar
Documentation	Conduct photo and video documentation of the event
	Prepare a narrative or news report regarding the event
	Prepare/ collect and take charge in playing all audio-visual
	presentations and materials to be used during the activity
	Assist in facilitating the open forum
QATAME	Consolidate participants' evaluation of the activity and identify
	areas for improvement
	Provide proponent and all units concerned with a copy of the
	evaluation results with corresponding recommendations















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## REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment 3 of Division Memorandum No. 166 s. 2020 titled Division Webinar-Workshop for New Division Learning Resource Evaluators (DLRE) And Division Webinar-Workshop for New Illustrators and Layout Artists

#### TIME SCHEDULES PER BATCH AND LINK FOR LIST OF PARTICIPANTS

#### For Division Learning Resource Evaluators

Date	Topics
June 9-10, 2020	Content Evaluation of DDLRs
	DepEd Tools used in the QA Process
	The Quality Assurance Process
	Understanding the LRMD QA Process
	Social Content Guidelines
	Terms of Reference for DLREs
June 11, 2020	Distribution of Assignments for evaluation
(all batches)	proper

## Batch 1 (June 9) - 8:00am to 11:00am

• Science group, EPS – Science (245 pax)

# Batch 2 (June 9) - 1:00pm to 4:00pm

• EPP/TLE group, EPS – EPP (212 pax)

### Batch 3 (June 10) - 8:00am to 11:00am

• Filipino, Araling Panlipunan, ESP, Kinder group, and respective EPSs (194 pax)

#### Batch 4 (June 10) - 1:00pm to 4:00pm

• English, Math, MAPEH, SPED group, and respective EPSs (192 pax)

#### For Division Illustrators and Layout Artists

Date	Topics
June 11, 2020	General Guidelines on Illustrations and
8:00-11:00 am	Layout for Learning Resources
	Common Errors in Illustrations and Layout
	Terms of References for Illustrators
	Copyright Issues and Intellectual Property

Access the list of participants through this link

http://deped.in/CaviteLRwebinars





🔏 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite **6** (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849



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