



Republic of the Philippines
Department 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**

1. 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.
2. 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 One-day 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:
 - a. Capacitate new Division Learning Resource Evaluators, illustrators and layout artists.
 - b. Update the DLREs with the current trends, issues and guidelines in LR Evaluation, Illustration and Layout.
 - c. Evaluate Teacher-Developed LRs using the DepEd Standard Evaluation tools and illustration and layout guidelines.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph



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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.
9. Widest dissemination of this Memorandum is desired.

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

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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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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
 Noel S. Ortega - LRMS Supervisor
 Leonila L. Custodio - Division Librarian II
 Julie Anne V. Vertudes - Project Development Officer II

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	<ul style="list-style-type: none"> • 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 Documentation	<ul style="list-style-type: none"> • Prepare the platform for the webinar • 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	<ul style="list-style-type: none"> • 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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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 (all batches)	Distribution of Assignments for evaluation 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 8:00-11:00 am	General Guidelines on Illustrations and 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>



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