



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE, CARAGA
RELEASED
July 21 2025
BY: NMB
TIME: 2:50 PM

July 21 2025

REGIONAL MEMORANDUM
CLMD – 2025 –0730

To:) Division of Agusan del Norte
) Division of Agusan del Sur
) Division of Bayugan City
) Division of Bislig City

All Others Concerned

**CONDUCT OF SERIES OF WORKSHOPS ON THE DEVELOPMENT OF MANUAL ON
THE UTILIZATION OF DEPED-LEARNING MANAGEMENT SYSTEM FOR
TEACHING AND LEARNING**

1. The Office of the Undersecretary for Learning Systems (OULS), through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), shall conduct series of workshop activities on the **Development of Manual on the Utilization of DepEd-Learning Management System for Teaching and Learning**.

2. The activities, dates, venues, and participants are:

Activities	Inclusive Dates	Venues	Participants
Online Consultative Workshop on the Development of Manual on the Utilization of DepEd LMS for Teaching and Learning (Blended Learning/ eLearning)	July 16-17, 2025	Online	1. Lanelyn C. Alonsagay, SDO-Agusan del Norte 2. Mark Joseph S. Ariola, SDO-Agusan del Sur
Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	July 23-25, 2025	Green Sun Hotel, Makati City	1. Rey Julius Ranoco, SDO-Bayugan City
Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	August 6-8, 2025	NCR	1. Mario C. Lozada, Jr., SDO-Bislig City
Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	August 20-22, 2025	NCR	1. Rey Julius Ranoco, SDO-Bayugan City

3. Participants are required to bring their laptop and extension wire. They are also requested to confirm their attendance by completing the online registration form at <https://tinyurl/DevelopLMSManual> on or before the following deadlines:

Activities	Inclusive Dates
Online Consultative Workshop on the Development of Manual on the Utilization of DepEd LMS for Teaching and Learning (Blended Learning/ eLearning)	July 7, 2025
Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	July 14, 2025
Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	July 28, 2025
Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/ Online Distance Learning)	August 4, 2025

4. Participants are expected to be at the venue before each workshop commences at 8:00 a.m. on Day 1. The first meal to be served is breakfast of Day 1 and the last meal is dinner on the last day of each activity. The indicative activity matrix is attached in the reference.

5. The board and lodging of participants shall be charged against the 2025 Basic Education Curriculum (BEC) Current Fund, while the travel expenses shall be charged against BEC funds to be downloaded to the division. Should the allocated funds be insufficient, additional funds shall be sourced from other available local funds, subject to the applicable accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

6. School heads of teacher participants must identify relieving teachers to ensure that classes are not disrupted.

7. Compensatory Time-Off (CTO) or Service Credits will be granted in lieu of the workshop days that will fall on holidays, in accordance with DepEd Order No. 53, s. 2023, Updated Guidelines on Grants of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2025, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

8. For more information and queries, you may contact the CLMD through the EPS in Science, Mr. Kevin Hope Z. Salvaña, at **kevinhope.salvana@deped.gov.ph**

9. For immediate dissemination and strict compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: DM-CT-2025-156

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

LEARNING RESOURCES

TRAININGS

WORKSHOPS

CLMD/khzs
07/21/2025



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2025- 154

TO : ALL REGIONAL DIRECTORS

FROM : GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : CONDUCT OF SERIES OF WORKSHOPS ON THE DEVELOPMENT OF MANUAL ON THE UTILIZATION OF DEPED-LEARNING MANAGEMENT SYSTEM FOR TEACHING AND LEARNING

Date : June 25, 2025

The Office of the Undersecretary for Curriculum and Teaching (OUCT), through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), shall conduct a series of workshop activities on the **Development of Manual on the Utilization of DepEd-Learning Management System for Teaching and Learning**.

The details of the activities are as follows:

Activities	Date	Venue
Online Consultative Workshop on the Development of Manual on the Utilization of DepEd-Learning Management System (LMS) for Teaching and Learning (Blended Learning/eLearning)	July 16-17, 2025	Online
Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)	July 23-25, 2025	within NCR
Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)	August 6-8, 2025	within NCR
Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended Learning/Online Distance Learning)	August 20-22, 2025	within NCR

The expected number of participants by region is provided in **Annex A** of this Memorandum. The participants for the online consultation, development, validation and finalization workshops include supervisors, school heads, head teachers, and information technology officers. It is suggested to those who will be engaged in the development phase will also take part in the finalization phase. The Regional and Division Offices shall fully support the participants in this activity. The criteria for the selection of participants are attached as **Annex B**.

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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Participants are required to bring their laptop and extension wires. They are also requested to confirm their attendance by completing the online registration form at <https://tinyurl.com/DevelopLMSManual> on or before the following deadlines:

Workshop Activity	Registration Deadline
Online Consultative Workshop on the Development of Manual on the Utilization of Learning Management System (LMS) for Teaching and Learning (Blended/eLearning/Online Distance Learning)	July 7, 2025
Workshop on the Development of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/ Online Distance Learning)	July 14, 2025
Workshop on the Validation/Revision of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/Online Distance Learning)	July 28, 2025
Workshop on the Finalization of Manual on the Utilization of LMS for Teaching and Learning (Blended/eLearning/ Online Distance Learning)	August 4, 2025

Participants are expected to be at the venue before each workshop commences at 8:00 AM on Day 1. The first meal to be served is breakfast of Day 1 and the last meal is dinner on the last day of each activity. The indicative activity matrix is attached as **Annex C**.

The board and lodging of participants shall be charged against the 2025 Basic Education Curriculum (BEC) Current Fund, while the travel expenses shall be charged against BEC funds downloaded to each region. Should the allocated funds be insufficient, additional funds shall be sourced from other available local funds, subject to the applicable accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

Compensatory Time-Off (CTO) will be granted in lieu of the workshop days that will fall on holidays, in accordance with DepEd Order No. 53, s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

For inquiries, please contact the EdTech Team of BLD through email at bld.od@deped.gov.ph with a copy furnished at bld.tld@deped.gov.ph

For immediate dissemination and strict compliance.

Copy furnished:



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Annex A to DM-CT-2025- 154

**Expected Number of Participants per Region for the Development
of Manual on the Utilization of Learning Management System (LMS)
in Blended Learning/eLearning**

Region	Online Consultation	Development	Validation/ Revision	Finalization
I	2	1	1	1
II	2	1	1	1
III	2	1	1	1
CALABARZON	2	1	1	1
MIMAROPA	2	1	1	1
V	2	1	1	1
CAR	2	1	1	1
NCR	2	1	1	1
VI	2	1	1	1
VII	2	1	1	1
VIII	2	1	1	1
IX	2	1	1	1
X	2	1	1	1
XI	2	1	1	1
XII	2	1	1	1
CARAGA	2	2	1	1
Total	34	17	16	16



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Annex B to DM-CT-2025- 130

Criteria for the Selection of Writers

Selected participants are expected to:

- Possess adequate knowledge of the activity;
- Have an excellent writing skills and adept with the usage of technology;
- Have an excellent track record in producing quality outputs;
- Have no other participation in other activities on the days of the workshop that requires them to excuse themselves from completing the required days of the workshop;
- Participate actively and provide inputs during the workshop; and
- Be able to strictly meet deadlines; and physically, mentally, and emotionally fit



Republic of the Philippines
Department of Education
 BUREAU OF LEARNING DELIVERY

Indicative Program of Activities

**Online Consultative Workshop on the Development of Manual on the
 Utilization of Learning Management System (LMS) for Teaching and Learning
 (Blended Learning/eLearning)
 July 16-17, 2025**

TIME	Day 1	Day 2
6:00 - 7:45	Opening Program Overview of the DepEd -Learning Management System (LMS) Plenary Session 1: • Presentation: • Existing Features of the LMS • Protocols • Learning design framework for LMS eLearning • LMS Utilization in Teaching and Learning/Blended Learning/eLearning	Management of Learning
7:45 - 8:00		Plenary
8:00 - 10:00		Group Presentation
10:00 - 12:00		Workshop 2 Structuring the Manual • Outline Development
12:00 - 1:00	Lunch	
1:00 - 2:00	Break out Session Workshop 1	Plenary Session
2:00 - 3:00	• Components of the LMS manual for Blended/eLearning	• Drafting/Discussion on the sections/content of the manual • Submission of Outputs
3:00 - 5:00	• Discussion of critical guidelines, procedures, and tools to include in the manual	Next Steps Closing Program



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Indicative Program Matrix

**Workshop on the Development of Manual on the Utilization of Learning
 Management System (LMS) for Teaching and Learning
 (Blended Learning/eLearning)
 July, 2025**

TIME	DAY 1	DAY 2	DAY 3
6:00 – 7:45	Arrival Registration Opening Program <i>Plenary Session 1:</i> - Overview of the DepEd -Learning Management System (LMS) - Presentation of the Proposed draft Outline/Components of the LMS manual	BREAKFAST	
7:45 - 8:00		MANAGEMENT OF LEARNING	
8:00 -9:00		<i>Break Out Session (Workshop 1):</i> Development of LMS Manual	<i>Break Out Session:</i> Cross-Review of the LMS Manual
10:00 – 12:00			Presentation of Findings/Feedback
12:00 – 1:00	LUNCH		
1:00 – 2:00	Session <i>Break Out Session (Workshop 1):</i> Development of LMS Manual	<i>Break Out Session (Workshop 1):</i> Development of LMS Manual Presentation of Outputs	Incorporation of Feedback/Finalization of Outputs Submission of Outputs Closing Program
2:00 – 3:00			
3:00 – 5:00			
6:00 – 8:00	DINNER		