



November 2, 2017

**DIVISION MEMORANDUM**


No. 620, s. 2017

**TO:** CID and SGOD Chiefs  
Division Education Program Supervisors, PSDS and DIC's  
School Heads both Secondary and Elementary

**SUBJECT:** **ORIENTATION-WORKSHOP ON THE ENHANCED PORTAL**

**DATE:** November 2, 2017

1. The Division of Negros Oriental through the CID-Learning Resources Management and - Development System will conduct a series of One-day Division Orientation - Workshop on the Enhanced LR Portal to the Identified 5-Clustered Districts. The activity will start on Tuesday November 14, 2017 and end on November 29, 2017. *Please refer to the enclosure for the specified schedule for each cluster.*
2. The purpose of the Orientation - Workshop are the following:
  - a. capacitate the personnel with LRMS key processes of the Enhanced LR Portal;
  - b. recognize roles and responsibilities of each personnel managing the LR Portal;
  - c. gain knowledge and improved Quality Assurance process of the LR Portal;
  - d. learn to upload at least one learning material to the LR Portal for cataloguing and quality assurance; and
  - e. develop a two-year action plan for LR Portal advocacy from the schools to the regional level.
3. Participants to the workshop are the following: **(11 participants/district)**  
\*Public School District Supervisors/DIC's, \*District LRMS (or any member of the District LRMS Core Team), \*School Heads of Elementary School (2 Big Schools), \*School Head of Secondary Schools (Main High School only), \*School ICT Coordinator and \*School LR Coordinator (or any member of the School LRMS Core Team). They are advised to bring laptop, extension wire, working pocket WIFI and School ID., they are also expected to be at the venue before 7:30 in the morning.
4. No registration fee shall be collected. Meal and Snacks shall be charged to the HRTD Funds. Travelling and other expenses of participants is chargeable against Division/School MOOE Funds and/or local funds that can be sourced out subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

FR:  **SALUSTIANO T. JIMENEZ, CESO VI**  
OIC Asst. Regional Director RO  
Concurrent Schs. Division Superintendent

STJ/ENC/CID/rra17

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LIST OF PARTICIPANTS/ VENUE		NUMBER OF PAX
<p><b>November 14, 2017</b></p> <p>Sibulan North District  Amlan District  Bacong District  Valencia District  San Jose District  Sibulan South District  Dauin District</p> <p><b>November 15, 2017</b></p> <p>NOHS  Siaton 1 District  Siaton 2 District  Zamboanguita District  Siaton 4 District  Sta. Catalina 1 District  Sta. Catalina 4 District</p> <p><b>November 17, 2017</b></p> <p>Siaton 3 District  Sta. Catalina 2 District  Sta. Catalina 3 District  Bindoy 1 District  Bindoy 2 District  Ayungon 1 District  Ayungon 2 District</p>	<p>3<sup>rd</sup> Floor, Division Office</p>	<p>PSDS  District LRMDS/ICT  2 Big High Schools (3 pax per School)  1 Big Elem. Schools (3 pax per School)  (School Head, School ICT &amp; School LR Quality Assurance Coordinator or any member of the school LRMDS core team)</p>
<p><b>November 27, 2017</b></p> <p>Canlaon 1 District  Canlaon 2 District  La Libertad 1 District  La Libertad 2 District  Jimalalud District  Tayasan 1 District  Tayasan 2 District</p> <p><b>November 29, 2017</b></p> <p>Mabinay 1  Mabinay 2  Mabinay 3  Mabinay 4  Manjuyod 1  Manjuyod 2</p>	<p>La Libertad District</p> <p>Mabinay 3 District</p>	<p>PSDS  District LRMDS/ICT  2 Big High Schools (3 pax per School)  1 Big Elem. Schools (3 pax per School)  (School Head, School ICT &amp; School LR Quality Assurance Coordinator or any member of the school LRMDS core team)</p>
<p>CID &amp; SGOD Chief</p>		<p>2</p>
<p>All DEPS (By Subject Area)</p>		<p>0</p>
<p>M &amp; E, / T &amp; D, /ICT Coordinators</p>		<p>0</p>

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