

2. The participants are to bring their laptops during the activity and shall confirm their attendance by completing the online registration form through the link https://bit.ly/LMS_Coursework on or before September 31, 2024. See attachment for more information.
3. The board and lodging of participants shall be charged against the 2024 Basic Education Curriculum (BEC) Fund, while traveling expenses shall be charged against the downloaded BEC Fund and, should this become insufficient, the remainder of the expenses shall be covered by the participants' respective local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this Memorandum are desired.


EVELYN R. FETALVERO CESO III
Regional Director

Enclosure: As stated

References: As stated

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

COURSEWORK LEARNING MANAGEMENT SYSTEM WORKSHOP
CLMD-RRT





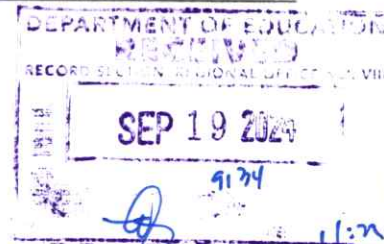
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

SEP 19 2024
SEP 19 2024
1:00pm
[Signature]

MEMORANDUM

DM-CT-2024- 326



TO : **REGIONAL DIRECTORS**

FROM : *[Signature]*
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOPS ON THE DEVELOPMENT OF
COURSEWORK FOR ENGLISH, MATHEMATICS AND
SCIENCE ACROSS KEY STAGES FOR THE MATATAG
PORTAL - LEARNING MANAGEMENT SYSTEM (LMS)**

Date : August 30, 2024

The Office of the Undersecretary for Curriculum and Teaching (OUCT), through the Bureau of Learning Delivery (BLD), shall conduct the **Workshops on the Development of Coursework for English, Mathematics and Science Across Key Stages for the MATATAG Portal - Learning Management System (LMS)**.

By the end of the workshops, participants shall be able to:

1. create engaging and interactive learning experiences;
2. increase access to education by providing learners with learning management system;
3. foster collaboration and communication among teachers and learners; and
4. support in improving learning outcomes.

Below are the details of said activities:

Activities	Date	Venue
Workshop on the Development of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal - Learning Management System (LMS)	October 8-11, 2024	Within NCR/ Specific venue to be announced
Field Validation of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal - Learning Management System (LMS)	October 21-25, 2024	Specific venue to be announced
Workshop on the Revision and Finalization of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal - Learning Management System (LMS)	November 5-8, 2024	Within NCR/ Specific venue to be announced



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The following participants are expected to attend the aforesaid activities:

Expected Participants
• Regional Education Program Supervisor (EPS) in ESM learning areas
• Division Education Program Supervisor (EPS) in ESM learning areas
• Public Schools District Supervisor (PSDS) in ESM learning areas
• Information Technology Officer (ITO)
• School Principal I-IV
• Head Teacher I-VI

The specific number of expected participants by region is provided in **Annex A** of this memorandum. The Regional and Division Offices are highly encouraged to fully support the participants in this activity. The criteria for the selection of participants are attached as **Annex B**.

Participants are expected to bring their laptops. They are also requested to confirm their attendance by completing the online registration form through the link: [https://bit.ly/LMS Coursework](https://bit.ly/LMS_Coursework) on or before the following deadlines:

- Workshop on the Development of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal – Learning Management System (LMS): **on or before September 31, 2024.**
- Workshop on the Revision and Finalization of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal – Learning Management System (LMS): **on or before September 31, 2024.**

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 on Day 1 and the last meal is dinner on the last day of each activity. The activity matrix is attached as **Annex C**.

The Compensatory Time-Off (CTO) is requested to be granted to the participants in lieu of the workshop days that will fall on holidays in accordance with the CSC and DBM Joint Circular No. 2. s. 2015.

The board and lodging of participants shall be charged against the 2024 Basic Education Curriculum (BEC) Fund, while the travel expenses shall be charged against BEC funds downloaded to each region, subject to the usual government accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

Field validation details will be sent through a separate letter to each Region.

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:

REVSEE A. ESCOBEDO
Undersecretary for Operations

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Annex A to DM-CT-2024-_____

Number of Expected Participants per Region for the Workshops on The Development of Coursework for English, Mathematics and Science Across Key Stages for the MATATAG Portal – Learning Management System (LMS)

Workshop on the Development of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal – Learning Management System (LMS) Date: October 8-11, 2024		Field Validation of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal – Learning Management System (LMS)		Workshop on the Revision and Finalization of Coursework for English, Mathematics and Science across Key Stages for the MATATAG Portal – Learning Management System (LMS) Date: November 5-8, 2024	
Region	Number of Expected Participants	Region	Number of Expected Participants	Region	Number of Expected Participants
I	4	I	1	I	4
II	4	II	1	II	4
III	4	III	1	III	4
IV-A	4	IV-A	1	IV-A	4
IV-B	4	IV-B	1	IV-B	4
V	3	V	1	V	3
VI	3	VI	1	VI	3
VII	3	VII	1	VII	3
VIII	3	VIII	1	VIII	3
IX	3	IX	1	IX	3
X	3	X	1	X	3
XI	3	XI	1	XI	3
XII	3	XII	1	XII	3
NCR	4	NCR	1	NCR	4
CAR	4	CAR	1	CAR	4
CARAGA	3	CARAGA	1	CARAGA	3
Total	55	Total	16	Total	55



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Annex B to DM-CT-2024-_____

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;
- Have experience in eLearning Production and instructional design in using technology;
- Participate actively and provide inputs during the workshop; and
- Be able to strictly meet deadlines; and physically, mentally, and emotionally fit



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Annex C to DM-CT-2024-_____

Indicative Program of Activities

WORKSHOPS ON THE DEVELOPMENT OF COURSEWORK FOR ENGLISH, MATHEMATICS AND SCIENCE ACROSS KEY STAGES FOR THE MATATAG PORTAL - LEARNING MANAGEMENT SYSTEM (LMS)

October 8-11, 2024

Time	Day 1	Day 2	Day 3	Day 4
6:00 – 7:45	Registration Opening Program Plenary Session	Breakfast		
7:45 - 8:00		Management of Learning		
8:00 - 10:00		Workshop 2 Development of Coursework	Workshop 2 Presentation of Output	Workshop 3 Presentation of Output
10:00 – 10:15	Health Break			
10:00 - 12:00	Instructional Design Framework	Workshop 2 Development of Coursework	Incorporation of Comments and Suggestions	Workshop 3 Presentation of Output
12:00 - 1:00	Health Break – Lunch			
1:00 – 3:00	Guidelines on the Development of Learning Materials c/o BLR Mechanics Workshop 1 Identification of LCs and harvesting of resources for the lesson exemplar	Workshop 2 Development of Coursework	Workshop 3 Development of Coursework	Incorporation of Comments and Suggestions
3:00 - 3:30	Health Break			
3:30 - 5:00	Workshop 1 continuation Identification of LCs and harvesting of resources for the lesson exemplar	Workshop 2 Development of Coursework	Workshop 3 Development of Coursework	Closing Home Sweet Home
5:30 - 8:00	Dinner			
Officers of the Day	TLD Specialist	TLD Specialist	TLD Specialist	TLD Specialist



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