

4. 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 subject to the usual government accounting and auditing rules and regulations. In case the downloaded funds are insufficient, the accommodation, traveling, and other incidental expenses incurred by the participants shall be charged against the Division Local Funds following government accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.




EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated
Reference: As stated

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

LEARNING MANAGEMENT SYSTEM
TEACHING AND LEARNING
WORKSHOP

CLMD-ESF



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
 DM-CT-2025- 156

TO : ALL REGIONAL DIRECTORS

FROM : **GINA O. GONONG**
 Undersecretary for Curriculum and Teaching *gn*

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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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 blt.od@deped.gov.ph with a copy furnished at blt.tld@deped.gov.ph

For immediate dissemination and strict compliance.

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Annex A to DM-CT-2025- NCU

**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



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 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 I: <ul style="list-style-type: none"> • Presentation: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Outline Development |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 2:00 | Break out Session Workshop 1 | Plenary Session |
| 2:00 - 3:00 | <ul style="list-style-type: none"> • Components of the LMS manual for Blended/eLearning | <ul style="list-style-type: none"> • Drafting/Discussion on the sections/content of the manual • Submission of Outputs |
| 3:00 - 5:00 | <ul style="list-style-type: none"> • Discussion of critical guidelines, procedures, and tools to include in the manual | Next Steps Closing Program |



Republic of the Philippines
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 BUREAU OF LEARNING DELIVERY

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> <ul style="list-style-type: none"> • 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> |
| 10:00 – 12:00 | Cross-Review of the LMS Manual 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 | Incorporation of Feedback/Finalization of Outputs |
| 2:00 – 3:00 | <i>Break Out Session (Workshop 1):</i> Development of LMS Manual | | |
| 3:00 - 5:00 | | Presentation of Outputs | Submission of Outputs Closing Program |
| 6:00 – 8:00 | DINNER | | |