



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-0432

To : Chief of Curriculum Implementation Division
CHRISTOPHER U. GONZALES – PDO II

Subject : **ATTENDANCE TO AN ONLINE MEETING**

Date : August 13, 2024

Pursuant to Regional Memorandum CLMD-2024-473, you are hereby directed to attend the online meeting re: Development and Utilization of the Interim E-library on the MATATAG Portal Learning Management System on August 16, 2024 from 2:00 to 4:00 p.m.

Please see inclosures for more details.

Please be guided accordingly.


JINKY B. NIRMAN PhD, CESO VI
OIC - Schools Division Superintendent

Enclosed: As stated.
CID/jey/dca

RELEASED

AUG 15 2024

RECORDS SECTION SDO PANABO CITY
BY 



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2024-473

To : Schools Division Superintendents
Panabo City and Davao del Norte Divisions

Subject : ATTENDANCE TO THE ONLINE MEETING OF THE IDENTIFIED
PERSONNEL ON MEMORANDUM DM-CT-2024-268

Date : August 9, 2024

Pursuant to memorandum DM-CT-2024-268, re: **Development and Utilization of the Interim E-library on the MATATAG Portal Learning Management System**, this Office advises the identified TWG members to attend the meeting on August 16, 2024 at 2:00 pm to 4:00 pm.

Name	Designation	SDO
Neil Edward D. Diaz	PDO II	Davao del Norte
Christopher Gonzales	PDO II	Panabo City

Details of this activity are found in the enclosure.

Immediate dissemination and compliance to this Memorandum is directed.

Enclosed: As stated.
ROC12/aca

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASE

ALLAN G. FARNAZO
Director IV

Date: 13, 2024
Time: 13:00
File No: 95817



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

MEMORANDUM

DM-CT-2024- 268

RECEIVED

35897

Date: 8-7-24 Time: 8:11

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
GINA O. GONOONG

Undersecretary for Curriculum and Teaching

SUBJECT : DEVELOPMENT AND UTILIZATION OF THE INTERIM E-LIBRARY ON THE MATATAG PORTAL LEARNING MANAGEMENT SYSTEM

DATE : August 2, 2024

In consonance with the conduct of the *National Orientation – Workshop on the Utilization of Learning Resources through the MATATAG Portal Learning Management System* held last June 18 to 21, 2024 at the National Educators Academy of the Philippines – National Capital Region (NEAP-NCR), Marikina City, attached is the list of the members of the technical working group (TWG) on the development and utilization of the interim electronic library (e-library) of the MATATAG Portal Learning Management System (LMS). The TWG members shall be designated with tasks such as but not limited to the development and maintenance of their respective regional interim e-libraries as indicated in the list. Attached as Annex A is the list of the TWG members.

To facilitate the delegation of tasks, TWG members are required to attend the online meeting with the Bureau of Learning Resources (BLR) on the following schedule:

Region	Date	Time
1, 2, 3, and CAR	August 12, 2024	
4a and 4b	August 13, 2024	2:00 pm to 4:00 pm
5 and NCR	August 14, 2024	
6, 7, and 8	August 15, 2024	
9, 10, 11, 12, and Caraga	August 16, 2024	

For the purpose of quality assurance, technical assistance, monitoring and evaluation (QuATAME), TWG members are required to attend the monthly online meeting with BLR every first Monday of the month beginning September 2, 2024 from 2:00 p.m. to 4:00 p.m. The monthly meeting shall be conducted for 10 months or until June 2, 2025. Meeting links shall be sent directly to their respective DepEd emails.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: uct@deped.gov.ph

The completion of tasks shall give teachers and learners access to digital textbooks (TXs) and teacher's manuals (TMs) and other digital learning resources through the MATATAG Portal LMS. Hence, Regional Directors (RDs) and Schools Division Superintendents (SDSs) are requested to ensure the participation of their respective personnel in the said meetings and the completion of tasks delegated to the TWG members.

Since Regions 9, 12, Caraga and Cordillera Administrative Region (CAR) had no participants in the last national orientation-workshop, the Regional Learning Resource Supervisors of the said regions are requested to send two (2) permanent participants, (from the Project Development Officers II (LRMS) and/or Teaching Aide Specialists) to attend the scheduled online meetings. Prior experience or training on the MATATAG Portal LMS of identified participants is preferred.

To facilitate the quality assurance, technical assistance, monitoring and evaluation (QuATAME) mechanisms the following BLR and field personnel are also designated as members of the TWG. A meeting on the QuATAME tools and mechanisms shall be announced through a separate memorandum.

Name	Position	Office	Assigned Regions
Richard Biglete	Information Technology Officer I	Region III – SDO Bulacan	1, 2, 3, and CAR
Rejoice Ann Mananquil	Technical Assistant II	BLR-QAD	4a and 4b
John Mark Cabotaje	Technical Assistant II	BLR -QAD	5 and NCR
Rodrigo Ignacio	Technical Assistant I	BLR -QAD	6, 7, and 8
Michael James Boado	Project Development Officer II	NCR – SDO Caloocan	9, 10, 11, 12, and Caraga

Upon the completion of tasks, selected field personnel are designated with the following roles and responsibilities on the utilization of the interim e-library.

Persons Involved	Roles
Regional Information Technology Officer	<ul style="list-style-type: none"> Provide technical assistance to Division Information Technology Officer on user account management
Division Information Technology Officer	<ul style="list-style-type: none"> Provide technical assistance to School Information and Communications Technology Coordinators on user account management
Chief Education Supervisors (Curriculum and Learning Management Division and Curriculum Implementation Division)	<ul style="list-style-type: none"> Perform oversight function on the over-all utilization of the Interim E-Library at the MATATAG LMS in the respective region and division
Education Program Supervisors for Learning Resource Management Section (Region and Division)	<ul style="list-style-type: none"> Manage and supervise the utilization of the Interim E-Library at the MATATAG LMS in the respective region and division

School Principal	<ul style="list-style-type: none"> • Ensure learners and teachers enrollment and utilization of the Interim E-Library at the MATATAG LMS • Perform or designate the LMS role of a REGISTRAR
Project Development Officer II (LRMS)	<ul style="list-style-type: none"> • Enroll learners and teachers in the Interim E-Library at the MATATAG LMS • Provide user support services and effectively respond to user/client routine inquiries • Provide first-level troubleshooting assistance and escalate problems/issues through proper channels • Employ basic procedures for user account management and access
Division Librarian	<ul style="list-style-type: none"> • Prepare quarterly reports on access and utilization • Assist users utilizing the e-library to easily access required materials • Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations

For any query and other related concerns, please contact **Juan Carlos Sarmiento**, Supervising Education Program Specialist of the BLR-Quality Assurance Division at juancarlos.sarmiento@deped.gov.ph or **Michael Angelo A. Serban**, Administrative Support II of the E-Library Secretariat at michaelangelo.serban@deped.gov.ph copy furnish **Mark Anthony Papa**, Senior Education Program Specialist, of the BLD-Teaching and Learning Division at mark.papa@deped.gov.ph

For information and appropriate action.



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

Annex A

Technical Working Group Members on the Development and Utilization of the Interim E-Library on the MATATAG Portal LMS

Region	Name / Schools Division Office		Assigned LMS
	Lead	Alternate	
I	MORALES, MICHAEL JASON D. (La Union)	AMORES, JESTONI H. (Alaminos City)	r1.lms.deped.gov.ph
II	PADRO, MARIA VICTORIA A. (Nueva Vizcaya)	GALLETO, KATHLEEN GLO B. (Isabela)	r2.lms.deped.gov.ph
III	DEL ROSARIO, MARIA ELEONOR (San Jose Del Monte City)	DE GUZMAN, ANNA LEILY C. (Malolos City)	r3-1.lms.deped.gov.ph
	DIVINO, BABY LEA (Olongapo City)	REGANIT, NOEL S. (Angeles City)	r3-2.lms.deped.gov.ph
IV-A	MACAWILE, KATREZIA FIEL G (Dasmarinas City)	DANCEL, DARLFERHEN M. (Imus City)	r4a-1.lms.deped.gov.ph
	CABERTO, SHERLITO G. (Cavite City)	MERCADO, LESTER L. (Calamba City)	r4a-2.lms.deped.gov.ph
	MACABABBAD, MARILYN E. (Bianan City)	GALANG, FLORENDO S. (Rizal)	r4a-3.lms.deped.gov.ph
IV-B	AGORING, RONGIE B. (RO MIMAROPA)	MAGO, LEOPOLDO JR. M. (Romblon)	r4b.lms.deped.gov.ph
V	CAUNCA, JOHN CLAUDE R. (Legazpi City)	PEREZ, GLADYS JUDD D. (Masbate City)	r5-1.lms.deped.gov.ph
	SAN JUAN, JOGENE ALILY C. (Catanduanes)	SESBREÑO, CHRIS D. (Sorsogon City)	r5-2.lms.deped.gov.ph
VI	VILLAMOR, MAYO P. (Sagay City)	DEL CASTILLO, ROXAN E. (Bago City)	r6-1.lms.deped.gov.ph
	MAMBURAM, SHEENA RICKA Y. (Aklan)	TIRON, JEZEREEL GRACE G. (Iloilo City)	r6-2.lms.deped.gov.ph
VII	SOROTE, RYAN CHRISTOPHER J. (Bais City)		r7-1.lms.deped.gov.ph
	CAMBAYA, DIONESIO JR. A. (Naga City)		r7-2.lms.deped.gov.ph
VIII	MEDINA, MARLITO V. (Tacloban City)	DABUET, JANSSEN LOUEL C. (Samar)	r8.lms.deped.gov.ph
IX			r9.lms.deped.gov.ph

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
 Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph

X	LUBGUBAN, KIM ERIC G. (Misamis Oriental)	TALING, JESA JANE T. (Oroquieta City)	r10.lms.deped.gov.ph
XI	DIAZ, NEIL EDWARD D. (Davao del Norte)	GONZALES, CHRISTOPHER (Panabo City)	r11.lms.deped.gov.ph
XII			
NCR	BOADO, MICHAEL JAMES (Caloocan City)	MESINA, ANA LISA M. (Malabon)	ncr1.lms. deped.gov.ph
	DELORINO, DANICA JOY B. (Valenzuela City)	MARCELO, ALDRIN B. (Pasay City)	ncr2.lms. deped.gov.ph
CARAGA			caraga.lms. deped.gov.ph
			car.lms. deped.gov.ph

*** Nothing Follows ***