



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



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0459

To : ARMANDO JR. O. AGUILON, Division Information Officer  
EDGARDO III D. PAMUGAS, HT-III – Tibungol ES

Subject : **CONSULTATIVE WORKSHOP ON THE DEVELOPMENT OF THE  
GUIDELINES ON THE UTILIZATION AND MANAGEMENT OF DEPED e-  
ARAL COURSEWARES**

Date : August 5, 2025

This has reference to the herein Memorandum DM-LS-2025-013 and Regional Memorandum CLMD-2025-431 regarding the conduct of the Series of Workshops on the Development of the Guidelines on the Utilization and Management of DepEd e-ARAL Coursewares.

Please be informed of your participation to the first activity titled Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Courseware on August 6-8, 2025 (exclusive of travel time) at Teachers' Camp, Baguio City.

Travel expenses incurred shall be charged against OSEC-7-25-02444 subject to the usual accounting and auditing rules and regulations.

For guidance and compliance.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**AUG 06 2025**

RECORDS SECTION SDP PANABO CITY  
BY



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Republic of the Philippines  
Department of Education  
DAVAO REGION

August 5, 2025

REGIONAL MEMORANDUM  
CLMD-2025-431

ATTENDANCE TO THE SERIES OF WORKSHOPS ON THE DEVELOPMENT  
OF THE GUIDELINES ON THE UTILIZATION AND MANAGEMENT  
OF DEPED E-ARAL COURSEWARES

To: Schools Division Superintendents  
Davao Occidental, Davao Oriental,  
Panabo City and Tagum City Divisions

1. Pursuant to Memorandum DM-LS-2025-013, re: **Conduct of the Series of Workshops on the Utilization and Management of DepEd e-Aral Coursewares**, this Office advises the following personnel to attend the activities in Baguio Teacher's Camp (BTC), Baguio City:

Activities	Date	Participants
Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 6-8, 2025 (exclusive of travel time)	Armando Jr. O. Aguilon, <i>Division Information Officer, Panabo City</i> Edgardo III D. Pamugas, <i>School Principal, Panabo City</i>
Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 20-22, 2025 (exclusive of travel time)	Mark Fil L. Tagsip, <i>PDO II, Davao Oriental</i> Marco Abellon, <i>Head Teacher, Davao Occidental</i>
Expert Validation of the Draft Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	October 1-3, 2025 (exclusive of travel time)	Charlyn Y. Emata, <i>EPS-LR Manager, Tagum City</i>
Workshop on the Finalization of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	October 22-24, 2025 (exclusive of travel time)	Mark Fil L. Tagsip, <i>PDO II, Davao Oriental</i> Marco Abellon, <i>Head Teacher, Davao Occidental</i>

- Details of the activity are found in the enclosure.
- Travel expenses incurred shall be charged against OSEC-7-25-02444, subject to the usual government accounting and auditing rules and regulations. Any excess may be sourced from local funds.
- Immediate dissemination and compliance of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated.  
RO12/aca



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Republic of the Philippines  
Department of Education  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM  
DM-LS-2025-013

TO : ALL REGIONAL DIRECTORS

FROM : Carmela C. Oracion  
CARMELA C. ORACION  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

SUBJECT : CONDUCT OF THE SERIES OF WORKSHOPS ON THE DEVELOPMENT OF THE GUIDELINES ON THE UTILIZATION AND MANAGEMENT OF DEPED e-Aral COURSEWARES

DATE : July 21, 2025

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The Office of the Undersecretary for Learning Systems (OULS), through the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), shall conduct a series of workshops on the **Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares**.

This series of workshops aims to ensure a participatory and evidence-informed process in establishing the technical, pedagogical, and operational frameworks that will guide the development and implementation of the e-Aral coursewares. The coursewares to be developed are expected to serve as **one of the instructional delivery approaches that complement both regular classroom-based learning (in-person sessions) and/or any of the accommodations under the Alternative Delivery Mode (ADM)**, as may be necessary or appropriate to support continuous learning and ensure equitable access.

The details of the activities are as follows:

Activities	Date	Venue
Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 6–8, 2025 (exclusive of travel time)	Baguio Teacher's Camp, Baguio City
Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 20–22, 2025 (exclusive of travel time)	
Expert Validation of the Draft Guidelines on the Utilization and Management of e-Aral Coursewares	October 1–3, 2025 (exclusive of travel time)	



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Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS**

Workshop on the Finalization of the Guidelines  
on the Utilization and Management of e-Aral  
Coursewares

October 22-24,  
2025  
(exclusive of travel time)

The expected participants for the **Consultative Workshop** shall be drawn from the following pool of roles:

- the **Chief of the Curriculum and Learning Management Division (CLMD)**;
- an **Education Program Supervisor (EPS) for Learning Resources** with expertise in LMS-based coursewares;
- an **Information Technology Officer (ITO)** with practical experience in LMS utilization;
- an **Educational Technology (EdTech) or Learning Management System (LMS) Expert**;
- a **School Head, Master Teacher, or Head Teacher** currently implementing LMS coursewares in delivering instruction; and
- an **EPS representing a learning area**.

Select representatives from select Schools Division Offices (SDOs) are requested to deliver a 20-minute presentation regarding the **Practices and Perspectives on LMS Use and Management**. Each designated representative shall share insights on LMS-based teaching and learning. The aforesaid SDOs are as follows:

- Region II (SDO Quirino)
- Region III (SDO Bataan)
- NCR (SDO Malabon)
- CALABARZON (SDO Dasmariñas)
- Region XII (SDO Sarangani)

**Presentation details for the Consultative Workshop are provided in Annex A, and the participant distribution per region for the aforesaid activity is in Annex B.1.**

For the **Development and Finalization** phases, each **Regional Director** shall designate **two (2) qualified writers** who will participate in both activities to ensure continuity and consistency of inputs. These individuals must have demonstrated experience in curriculum development, digital resource creation, or instructional design, and must be actively involved in the integration of LMS-based coursewares in their respective regions or divisions.

For the **Expert Validation** phase, the **Regional Director** shall identify **one (1) representative** who is **not part of the writing team**, but possesses substantial expertise in the utilization and management of LMS-based coursewares. The selected representative must have practical experience in implementing digital instruction at the school, division, or regional level and be capable of providing independent, technical, and instructional validation of the developed outputs.

REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS**

The detailed distribution of participants per region across these phases is provided in **Annex B.2**.

To confirm their participation in the aforementioned activities and to facilitate logistical arrangements, all participants are requested to accomplish the online registration form at <https://tinyurl.com/e-ARALpolicy-Reg> on or before the deadlines specified in the table below:

Activities	Date
Consultative Workshop	July 30, 2025
Development of Policy Guidelines	August 8, 2025
Expert Validation of the Developed Policy Guidelines	September 26, 2025
Finalization of Policy Guidelines	October 10, 2025

The program schedule for the activities is enclosed in **Annex C**. All participants are expected to travel based on the indicated schedule to ensure timely attendance and full participation in all sessions. The first meal to be served will be breakfast on Day 1 while the last meal will be a packed dinner on Day 3.

Board and lodging expenses shall be charged against the 2025 Basic Education Curriculum (BEC) Funds, while travel expenses of field personnel shall be charged against the downloaded funds, specifically through Sub-Allotment Release Order (SARO) No. OSEC-7-25-02444. Should the regional allocation be insufficient, additional expenses may be sourced from available local funds, subject to applicable accounting and auditing rules and regulations.

Compensatory Time Off (CTO) may be granted for workshop days that fall on official holidays, in accordance with DepEd Order No. 53, s. 2023 (Updated Guidelines on the Grant 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).

For inquiries, contact **Ms. Krisha Anne M. Soriano**, Senior Education Program Specialist, Teaching and Learning Division, Bureau of Learning Delivery at (02) 638-4799 or at email address [krishaanne.soriano@deped.gov.ph](mailto:krishaanne.soriano@deped.gov.ph).

For dissemination and strict compliance.

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*Copy furnished:*

**MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge,  
Office of the Undersecretary for Operations



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# Department of Education

## OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex B.1 to DM-LS-2025-013

### Expected List of Participants per Region for the Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd o-Aral Coursewares

August 6-8, 2025

Region	CLMD Chief	EPS Learning Resources <small>Report in LMS implementation</small>	IT Officer <small>Report in LMS implementation</small>	Edtech /LMS Expert	School Head/MT/HT <small>Currently implementing LMS courseware in learning institutions</small>	EPS Learning Area	To be filled in
I				1	1	1	Filipino
II	1	1			1	1	Math
III			1	1	1	1	TLE
CAR		1	1		1	1	English
NCR		1	1		1		
SALABARZON		1		1	1	1	Values
MIMAROPA	1		1	1	1		
V		1			1	1	AP
VI		1			1		
VII	1				1	1	MAPEH
VIII			1	1	1		
IX	1				1		
X		1		1	1		
XI				1	1		
XII	1		1	1	1		
CARAGA			1		1	1	Science
<b>Total</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>16</b>	<b>8</b>	<b>1</b>