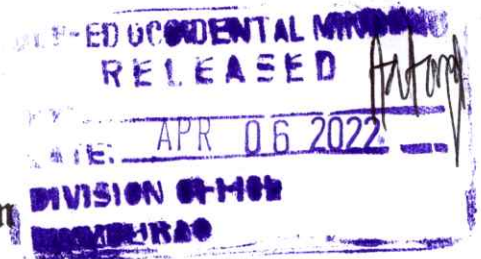




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

April 5, 2022

DIVISION MEMORANDUM
No. 000140 s. 2022

**QUALITY ASSURANCE ACTIVITY OF LOCALLY-DEVELOPED MULTIMEDIA
LEARNING RESOURCES USING KOTOBEE SOFTWARE FOR GRADES 1 TO 10
CUM WORKSHOP ON THE FINALIZATION OF OUTPUTS**

To : OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. As indicated in the Basic Education – Learning Continuity Plan (BE-LCP) of this Division for SY 2021 – 2022 and under the Project Bridging Resources for Intended Driven-Goal Education (BRIDGE) and Project Development, Evaluation, and Access of Learning Resources (DEAL), this Office shall conduct the **Quality Assurance Activity of Locally-Developed Multimedia Learning Resources Using Kotobee Software for Grades 1 to 10** on April 18-20, 2022 at Mindoreños Hotel, Mamburao, Occidental Mindoro.
2. This activity aims to:
 - a. evaluate the Locally-Developed Multimedia Learning Resources using the BLR Quality Assurance Process and Standards; and
 - b. provide Quality-Assured Multimedia Learning Resources to all teachers and learners this SY 2021-2022 and beyond.
3. Participants to this activity are advised to bring laptop with installed Kotobee reader, soft copies of MELC, and other computer paraphernalia.
4. To ensure safety of all the participants, a Medical staff from this Office shall look over the conduct of this activity. Moreover, participants are advised to wear face mask and strictly observe health standard protocols at all time.
5. This is a LIVE-IN activity. Food and hotel accommodation of the participants shall be charged to SDO Fund. Check-in time will be at 2pm and first meal to be served is dinner of day 0 (April 17) while last meal will be PM snack of day 3 (April 20). Travel and other incidental expenses shall be charged

against School MOOE or local funds subjects to the usual budgeting, accounting, and auditing rules and regulations.

6. All teacher-participants shall be entitled to Service Credits for attendance/participation in the activities held during vacation in accordance with the provisions stated in DepEd Order No. 53, s. 2003, entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers". While the non-teaching personnel shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004. The number of credited days will be from April 23 to May 1, 2022 which shall cover the workshop on the finalization of outputs.

7. For your guidance, please refer to the following attachments:

Enclosure 1 - Activity Matrix

Enclosure 2 - List of Multimedia LR Evaluators & Technical Editors

Enclosure 3 - Facilitators and members of the PMT

Enclosure 4 -Template for the Finalized Outputs (for reporting of evaluators/editors)

8. Immediate dissemination and compliance to this Memorandum are desired.

LYNN G. MENDOZA

Assistant Schools Division Superintendent ✓
Officer In-Charge

Office of the Schools Division Superintendent

cid-lrms



✉ Brgy. Payompon, Mamburao, Occidental Mindoro

☎ 0906-550-1840/0929-630-1538

✉ occidental.mindoro@deped.gov.ph

📘 DepEd Tayo Occidental Mindoro

Finalization of Interactive Online/Offline Learning Resources using Kotobee Software
April 18-20, 2022

Time	April 17 Sunday	April 18 Monday	April 19 Tuesday	April 20 Wednesday
6:30 – 7:45 AM	Travel time	Breakfast	Breakfast	Breakfast
7:45 – 8:00 AM		Registration	MOL	MOL
8:00 – 9:00 AM		Opening Program	Addressing the Concerns of the LR Evaluators & Technical Reviewers/Editors F1: Florentino S. Banite	Addressing the Concerns of the LR Evaluators & Technical Reviewers/Editors F1: Ma.Rubynita T. Del Rosario
9:00 – 11:00 AM		Updates on the Submission of Outputs by the LR Evaluators & Technical Reviewers/Editors (Reporting of Content Evaluators per subject on the Finalized Outputs) F1: Elizabeth T. Delas Alas	Con't QA of the LR Evaluators and Revision of Interactive LRs by the Technical Reviewers/Editors	Con't QA of the LR Evaluators and MAPPING of Interactive LRs by the Technical Reviewers/Editors
11:00 – 12:00NN		Kotobee's Instructional Design Orientation to Technical Reviewers/Editors F1: Ma.Rubynita T. Del Rosario & Florentino S. Banite		
12:00 – 1:00 PM		LUNCH BREAK		
1:00 – 1:30 PM	Check-in Settling-in	QA of the LR Evaluators and Revision of Interactive LRs by the Technical Reviewers/Editors	Con't QA of the LR Evaluators and Revision of Interactive LRs by the Technical Reviewers/Editors	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Florentino S. Banite
1:30 – 2:00 PM				Ways Forward
2:00 – 2:30 PM				Closing Program
2:30 – 3:30 PM				
3:30 – 4:00 PM	Registration	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Raizza Marie R. Buñag	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Viena P. Villanueva	Home Sweet Home
4:00 – 5:00 PM				
6:00-7:00 PM	WORKSHOP / DINNER			
Officer of the Day		Viena P. Villanueva	Florentino S. Banite	Raizza Marie R. Buñag

LIST OF MULTIMEDIA LR EVALUATORS
April 18-20, 2022

SUBJECT	NAME	Gr Level Assigned	Station/School	LEVEL
MTB- MLE	Amelia Maderazo	ALL MTB	Monteclaro ES	Elementary
FILIPINO	Eduardo D. Ellarma	All Elem/Sec	SDO	
	Reilyn Rubio	9-10	OMNHS	Secondary
	Jomel Salceda	4-6	Talapa ES	Elementary
	Samuel Dela Cruz	1-3	Tagumpay ES	Elementary
	Mary Karylle Villaflores	7-8	OMNHS	Secondary
.ENGLISH	Adelardo I. Malaluan, PhD	All Elem/Sec	SDO	
	Benster Andrew Alcaide	7-8	Santa Cruz NHS	Secondary
	John Kenneth C. Almacen	1-3	Mamburao CS	Elementary
	Lailanie D. Mejias	4-6	Mamburao CS	Elementary
	Hazel Portia Austria	9	Sablayan NCHS	Secondary
	Chelo Pauline Isidro	10	Calintaan NHS	Secondary
MATH	Johnna I. Tajonera, EdD	All Elem/Sec	SDO	
	Romark Tañedo	1-3	Agdilao ES	Elementary
	Sandra Katrina Glase	4-6	Mamburao CS	Elementary
	John Rey Inmenzo	8-9	Sablayan NCHS	Secondary
	Myrna Ramos	7	Sta.Cruz NHS	Secondary
	Jessica Jell De Veas	10	OMNHS	Secondary
SCIENCE	Herbert Oril Jr	ALL Elem	Pawican ES	Elementary
	Amia De Jesus	ALL Sec	Cabacao NHS	Secondary
ARALING PANLIPUNAN	Cecilia Dela Cruz	ALL Elem	Natandol ES	Elementary
	Marife Paredes, PhD	ALL Sec	Calintaan NHS	Secondary
EPP/TLE	Mary Queen T. Bernardo, EdD	All Elem/Sec	SDO	
	Brigitte Candido	Gr.4	Siete Central ES	Elementary
	Joash Sandino Alcaide	Gr.6	Payompon ES	Elementary
	Julie Ann B. Cueto	Yellow	Sablayan NCHS	Secondary
	April Globio	Blue	OMNHS	Secondary
EsP	Myla R. Suguitan	All Elem/Sec	SDO	
	Marie Rose Villeza	ALL Elem	Adela Proper ES	Elementary
	Judee May de Lara	ALL Sec	Sablayan NCHS	Secondary
MUSIC AND ARTS	Ma. Rubynita T. Del Rosario	All Elem/Sec	SDO	
	Jocelyn Grace Mago	ALL Elem	Magsikap ES	Elementary
	Zouie Barretto	ALL	Sablayan NCHS	Secondary
P.E AND HEALTH	Mark Jayson L. Riego, PhD	ALL	Ansiray ES	Elementary
	Joanna Rose C. Canta	Q1-Q2	OMNHS	Secondary

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LIST OF MULTIMEDIA TECHNICAL REVIEWERS/ EDITORS
(April 18 – 20, 2022)

SUBJECT	NAME	Gr Level Assigned	School	LEVEL
FILIPINO	Ronald Villena	ALL Elem	Himamara ES	Elementary
	Jethro Polinar	Elem	Kalinisan ES	Elementary
	Junex Gaspar	ALL Sec	Sablayan NCHS	Secondary
ENGLISH	Alexander Abeleda	ALL Elem	Tibago ES	Elementary
	RM Z. Torreliza	ALL Sec	Santa Cruz NHS	Secondary
MATH	Florence Neil Garcia	All Elem	Malpalon ES	Elementary
	Michael Mamitag	All Sec	Sablayan NCHS	Secondary
MTB-MLE	Joedel Parilla	All MTB	Taganop ES	Elementary
EsP SCIENCE	Eric Dumo	All Elem EsP & Science	Panlabayan ES	Elementary
	Mark Angelo A. Dacayanan	All Sec EsP & Science	Paulino Legaspi Sr MNHS	Secondary
ARALING PANLIPUNAN	Franz Aram Villasis	All Elem	Murtha ES	Elementary
	Norman Solar	All Sec	OMNHS	Secondary
EPP/TLE	Mac Alvin Garcia	Grade 5	Ipil ES	Elementary
	Maria Teresa M. Capiral	Pink	OMNHS	Secondary
MAPEH	Mark Roger A. Dacayanan	All Elem	Tuban ES	Elementary
	Gideon Quiros	Music & Arts	Calintaan NHS	Secondary
	Joanne Isla	P.E & Health	Calintaan NHS	Secondary

FACILITATORS AND MEMBERS OF THE PROGRAM MANAGEMENT TEAM

Name	Office/Station	Task
Jomar Nidoy	Manoot NHS	Documenter
Florentino S. Banite	Sta. Cruz NHS	Facilitator/PMT
Marciana Aronce	SDO	Facilitator/PMT
Jonas Gem Villa	SDO	Facilitator/PMT
Maria Salvacion P. Villanueva	SDO	PDO/Facilitator/PMT
Raizza Marie R. Buñag	SDO	Librarian II/Facilitator/PMT
Ma. Rubynita T. Del Rosario	SDO	EPS/Facilitator/PMT
Elizabeth T. Delas Alas, PhD	SDO	EPS/Facilitator/PMT
Raquel P. Girao, PhD	SDO	Chief, CID
Rodel S. Magnaye, CESE	SDO	ASDS
Lynn G. Mendoza	SDO	SDS

