

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION LETTER No. 102 ,s. 2025

AUG 0 5 2025

CONDUCT OF THE SERIES OF WORKSHOP ON THE DEVELOPMENT OF THE GUIDELINES ON THE UTILIZATION AND MANAGEMENT OF DEPED E-ARAL SOFTWARE

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

This Office informs the identified persons below to attend the Conduct of the Series of Workshops on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Courseware on August 6-8, 2025, at Teacher's Camp, Baguio City, to wit:

Melbourne Salonga - Bataan High School for the Arts
Jeremy Flores - B. Camacho National High School -SHS
LMS Teacher Presenter
Jerson Tuang - Bataan School of Fisheries
Glenn Anthony Gacutan - SDO Bataan
Danilo C. Caysido - LMS Focal Person
Presenter for LMS Monitoring & Evaluation

Attached is DepEd Memorandum DM-LS-2025-013, which contains the complete details of the workshop for your reference

Immediate dissemination of this letter is desired.

CAROLINA S. VIELETA, EdD, CESO V

Schools Division Superintendent

Ci4 August 5, 2025









🚭 www.depedbataan.com 🏻 📵 bataan@deped.gov.ph









Bepartment of Education

OFFICE OF THE UNDERBECRETARY FOR LEARNING EVETPER

MEMORANDUM DM-LS-2025-013

TO

ALL REGIONAL DIRECTORS

Carmela Caracion

FROM

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

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-Arai 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:

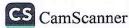
Activities	Date	Venue
Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 6-8, 2025 (exclusive of travel time)	Baguio Teacher's Camp, Baguio
Workshop on the Development of the Guidelines on the Utilization and Management of DepEd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











Department of Education

office of the undersecretary for learning bybtems

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

October 22-24, 2025 [cacludes 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.









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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.

For dissemination and strict compliance.



Copy furnished:

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







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Annex A to DM-LS-2025-013

Presenter's Guide on the Presentation of LMS Utilization for the Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares

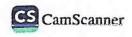
Slide No. & Title	Segment	Focus Area	• When and why did you start using digit courseware? • What is the profile of your region/division/school terms of courseware use?		
Slide 1 – Introduction	1. Introduction and Context	Role and Setting			
Slide 2 – Protocols and Governance	2. Institutional Governance	Governance, Rules, and Structures	Are there protocols/guidelines on courseware development, management, and utilization? How are responsibilities distributed across schools/divisions/regions? How are updates/versioning governed?		
Slide 3 – Quality Assurance	3. Standards and Quality Assurance	Quality Assurance	What standards or templates guide the development of courseware? How is quality assured prior to use? Are there review or approval mechanisms?		
Slides 4-5 - Courseware Development Process	4. Development Process	Design and Development	 How is the courseware developed or adapted? Who is involved in development? How is curriculum alignment ensured? What are your development timelines and processes? How is courseware organized, stored, and updated? How is access granted to teachers and learners? What roles do schools/divisions/regions play in management? 		
Slides 6-7 - Courseware Management	5. Management and Deployment	Courseware Management			
Slides 8-9 - Teaching and Learning with Courseware	6. Teaching and Learning Delivery	Teaching and Learning Utilization	 How do teachers use courseware in teaching? What instructional models are followed? How do learners engage with the courseware? How is learner progress monitored? 		
Slide 10 – Assessment and Grading	7. Assessment	Assessment and Feedback	What types of assessment are integrated in courseware? How is grading done? How is feedback provided? How is assessment data used?		
Slide 11 - Context and Reach	8. Context and Coverage	Scope of Use	What grade levels and subjects use the courseware What is the level of principal perms		
Slide 12 – Gains and Challenges	9. Outcomes and Insights	Gains, Challenges, and Lessons	What improvements or successes have beer observed? What challenges remain? What lessons can inform future policies?		

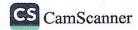




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MICK U.1 to DM-L8-2026-013

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

August 6-8, 2025

Rogion	CLMD Chlof	EPS Loarning Rosources	Officer (eq-number)	Edtoch /LM8 Export	School Head/MT/HT Entered properties of the control	EPS	Learning Area	Total No. of Pan per Region
T T		superior of	1-45-21	1	1	1	Filipino	3
- II	1	1			ı	1	Math	4
111			1	1	1	1	TLE	4
CAR		1	1		1	1	English	4
NCR		1	1		1			3
CALABARZON		1		1	1	1	Values	4
MIMAROPA	ı		ı	1	i			4
V		1			1	1	AP	3
VI		1	JWHINE		1	ANNA		2
VII	1				1	1	MAPEH	3
VIII		(Charles and	1	1	1			3
IX	1				1			2
X		1		1	1			3
XI				1	1			2
XII	1		1	1	1			4
CARAGA			ì		i	î	Science	3
Total	5	7	7	8	16		8	51











Department of Education of the undersecretary for learning systems

Annex 13.2 to DM-L8-2025-013

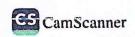
Expected List of Participants per Region for the Development, Expert Validation, and Finalization of the Guidelines on the Utilization and Management of DepEd c-Aral Coursewares

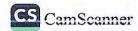
Rogion	Development (August 20-22, 2025)	Euport Validation (October 1-3, 2025)	Pinalization (October 22-24, 2025)
Ĭ	2	1	2
IX	2	1	2
III	2	1	2
CAR	2	1	2
NCR	2	1	2
CALABARZON	2	1	2
MIMAROPA	2	1	2
V	2	1	2
VI	2	1	2
VII	2	1	2
VIII	2	1	2
IX	2	1	2
ж	2	1	2
жі	2	1	2
XII	2	1	2
CARAGA	2		2
Total	32	16	32











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

Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares

August 6-8, 2025

INDICATIVE PROGRAM OF ACTIVITIES

Time	August 6, 2025 (Day 1)	August 7, 2025 (Day 2)	August 8, 2025 (Day 3)		
8:00 - 8:30 AM	Opening Program	Management of Learning (MOL)			
8:30 - 9:00 AM	 Welcome Remarks Statement of Purpose and Expected Outputs Workshop Overview and House Rules 	Workshop 1: Establishing the Initial Policy Structure for DepEd e-ARAL Introduction & Workshop Briefing Recap of Emerging Themes			
9:00 - 9:45 AM	Plenary Session 1: DepEd's Direction on Educational Technology	Workshop 1 (cont'd): → Group Work - Drafting the Policy Framework	Imputs		
9:45 - 10:00 AM		Health Break			
10:00 - 11:00 AM	Plenary Session 2: The e-ARAL Project: Advancing Learning Delivery in Basic Education		Plonary Session 6:		
11:00 - 12:00 NN	Plenary Session 3: Practices and Perspectives on LMS Use and Management Region II (SDO Quirino) Region III (SDO Bataan)	* Group Work – Drafting the Policy Framework (continued)	Finalization of Key Message and Non-Negotiables for the Policy		
12:00 - 1:00 PM	Lunch Break				
1:00 - 1:15 PM	MOL				
1:15 - 2:00 PM	Continuation of Plenary Session 3: Practices and Perspectives on LMS Use and Management NCR (SDO Malabon)	Workshop 1 (cont'd): ◆ Group Work – Drafting the Policy Framework (continued)	Synthesis: Discussion on Final Structure and Section Assignments		
2:00 - 3:00 PM	Continuation of Plenary Session 3: Practices and Perspectives on LMS Use and Management CALABARZON (SDO Dasmarinas) Region XII (SDO Sarangani)	Workshop 1 (cont'd): Group Work – Finalization of Policy Structure Group Reporting of Proposed Policy Structure	Closing Program Commitment Setting Closing Message		
3:00 - 3:15 PM	Health Break	Health Break	Health Break		
3:15 - 4:00 PM	Open Forum	Workshop 1 (cont'd):			
4:00 - 5:00 PM	Plenary Session 4: RP-led Reflection and Expert Input on Emerging Themes	* Group Reporting of Proposed Policy Structure			







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Annex C.2 to DM-LS-2025-013

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

August 20-22, 2025

INDICATIVE PROGRAM OF ACTIVITIES

Time	August 20, 2025 (Day 1)	August 21, 2025 (Day 2)	August 22, 2025
8:00 - 8:30 AM	Opening Program Welcome Remarks Statement of Purpose and Expected Outputs Workshop Overview and House Rules	Management of Learning (MOL) and Progress Checking	
8:30 - 9:00 AM	Plenary 1: Overview of the e-ARAL Project and Objectives of the Policy	Continuation of Policy	Plenary 3: Presentation of the Developed Sections per Group
9:00 - 9:45 AM	Plenary 2: DepEd Standards on Policy Writing and Walkthrough of the Policy Template	Writing	Writing Session 4: Content Harmonization and Finalization
9:45 - 10:00 AM	Health Break	Health Break	Health Break
10:00 - 10:15 AM	Presentation of Group Assignments, Templates, and Guide Questions	67.1	Writing Session 5: Output
10:15 - 11:00 AM		Continuation of Policy Writing	Consolidation
11:00 - 11:30 AM	Writing Session 1: Start of Group Writing per Section		
11:30 - 12:00 NN			
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break
1:00 - 1:15 PM		MOL	MOL
1:15 - 1:30 PM		Writing Session 2: Cross- Group Clarification and Input	Expert Feedback and Synthesis by RP
1:30 - 3:00 PM	Continuation of Policy Writing		Closing Program Commitment Setting/Ways Forward Closing Message
3:00 - 3:15 PM	Health Break	Health Break	Health Break
3:15 - 4:00 PM			
4:00 - 4:30 PM	Continuation of Policy Writing	Weiting Session 3: Peer Review	
4:30 - 5:00 PM	Synthesis and Debrief: Day 1 Reflections and Writing Targets for Day 2	and Feedback Incorporation	





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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex C.3 to DM-LS-2025-013

Export Validation of the Draft Guidelines on the Utilization and Management of e-Aral Coursewares

October 1-3, 2025

INDICATIVE PROGRAM OF ACTIVITIES

Time	October 1, 2025	October 2, 2025 (Day 2)	October 3, 2025 (Day 3)	
8:00 - 8:30 AM	Opening Program	Management of Learning (MOL) and Progress Checking		
8:30 - 9:00 AM	 Welcome Remarks Statement of Purpose and Expected Outputs Workshop Overview and House Rules 	of Purpose ed Outputs Overview Validation Session 3:	Plenary 4: Presentation of Validation Results • Group Sharing of Key	
9:00 - 9:45 AM	Plenary 1: Overview of the e- ARAL Project and Objectives of the Policy	Assigned because	Findings	
9:45 - 10:00 AM	Health Break	Health Break	Health Break	
10:00 - 10:30 AM	Plenary 2: Presentation of the Developed Policy Guidelines on the Management and Utilization of DepEd e-ARAL		Continuation of Plenary 4	
10:30 - 11:00 AM	Plenary 3: Presentation of the Validation Tool and Mechanics	Continuation of Validation Session 3		
11:00 - 11:30 AM 11:30 - 12:00 NN	Validation Session 1: Guided Review of Assigned Policy Sections		Plenary Session 5: Synthesis and Integration of Expert Comments	
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break	
1:00 - 1:15 PM		MOL	MOL	
1:15 - 1:30 PM	Validation Session 2: Small Group Work Using the		Closing Program	
1:30 - 3:00 PM	Validation Tool per Component	Continuation of Validation Session 3	Commitment Setting/Ways Forward Closing Message	
3:00 - 3:15 PM	Health Break	Health Break	Health Break	
3:15 - 4:00 PM	Continuation of Validation	Continuation of		
4:00 - 4:30 PM	Session 2 (with expert consultation as needed)	Validation Session 3		
4:30 - 5:00 PM	End-of-Day Synthesis and Instructions for Day 2	Technical Review / RP Clinic on Consolidated Findings		







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C.1 to DM-LS-2025-013

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

October 22-24, 2025

INDICATIVE PROGRAM OF ACTIVITIES

Timo	October 22, 2025 (Day I)	October 23, 2025 (Day 2)	October 24, 2025 (Day 3)	
8:00 - 8:30 AM	Opening Program	Management of Learning (MOL)		
8:30 - 9:00 AM	 ♦ Welcome Remarks ♦ Statement of Purpose and Expected Outputs ♦ Workshop Overview and House Rules 	 Statement of Purpose and Expected Outputs Workshop Overview Continuation of Workshop 	Plenary Bession 2: Presentation of the Final Draft	
9:00 - 9:45 AM	Plenary Session 1: Presentation of the Validation Findings			
9:45 - 10:00 AM	Health Break	Health Break	Health Break	
10:00 - 10:30 AM	Workshop Session 1: Review of Assigned Sections and		Plenary Session 3: RP Feedback Synthesis	
10:30 - 11:00 AM	Validator Inputs	Continuation of Workshop Session 2		
11:00 - 12:00 NN	Workshop Session 2: Refinement by Working Teams per Section			
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break	
1:00 - 1:15 PM		MOL	MOL	
1:15 - 1:30 PM	Continuation of Workshop	Continuation of Workshop	Closing Program Commitment Setting / Way	
1:30 - 3:00 PM	Session 2	Session 2	Final Acknowledgment and Closing Message	
3:00 - 3:15 PM	Health Break	Health Break	Health Break	
3:15 - 4:00 PM	Continuation of Workshop Session 2	Workshop 3: Peer Review Session: Cross-Group		
4:00 - 4:30 PM	Desire a			
4:30 - 5:00 PM	End-of-Day Synthesis • Recap of Revisions • Targets for Day 2	Review and Comments		









Dr. Carolina S. Violeta, CESO V Superintendent DepEd SDO of Bataan

Dear Dr. Violeta,

Good day!

First of all, we would like to thank you for listening to us and the story of our mission. We are so grateful that you also shared this vision with us.

With this, we would like to request the following information to be added to the grant that we are applying for, as well as to make a proposal for the possible funds that we can use for your schools.

We would like to request the following:

- Number of Kindergarten teachers per school. (arranged per district if possible)
- Literacy assessment result from each school from SY 2024-2025 (if possible)
- Top Districts to be prioritized for Pilot project (who needs it the most)

This information will help us in making our proposals for our fundraising activities for your division and could also help us in prioritizing your schools for inclusion in our foundation's projects.

Rest assured that the Read to Achieve Foundation Philippines, Inc. strictly adheres to the provisions of the Data Privacy Act of 2012. All information will be treated with the highest level of confidentiality and used as a collective information, solely for the purposes of our proposal.

Thank you so much!

Warm regards,

Patricia Gonzalez-Cruz Executive Director

