



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

July 12, 2023

DIVISION MEMORANDUM

No. 31) , s. 2023

ORIENTATION ON COURSE CREATION USING LEARNING MANAGEMENT SYSTEM FOR GADGET (TABLET) PROVIDED BY THE PROVINCIAL GOVERNMENT

To: Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors in charge of LRMDs and SHS
Administrative Officer IV – Property and Supply
Principals of SHS with STEM Strand
All Others Concerned

1. In line with the continuous support to DepEd SDO Bulacan, Provincial Government shall send a team of IT practitioners to conduct Orientation on Course Creation using Learning Management System (LMS) for the gadgets received by SDO. The activity is scheduled on July 21, 2023 (Friday) 9:00 AM to 12:00 NN at Lydia D. Villangca Trade School at Ulingao, San Rafael, Bulacan.
2. The activity aims to:
 - a. orient the participants on course creation using the LMS;
 - b. provide instructions on the proper care utilization and safekeeping of the gadget; and
 - c. install the software in the gadgets.
3. Participants in the orientation are the focal persons from recipients Senior High School with STEM Strand.
4. Enclosure No. 1 contains the list of the participants.
5. The principals and focal persons of recipient schools are reminded of the localized policy listed below:
 - a. The gadgets shall be issued with appropriate documents;
 - b. The units must be labeled Property of DepEd (Schools) with (improvised) serial number for reference and inventory;
 - c. Property use and safekeeping of the gadgets are required to achieve optimum utilization;
 - d. The units shall be for the sole use of STEM students under the guidance of their teachers;
 - e. The monitoring of utilization and safekeeping shall be done by Division ICT, EPS-LRMDs, AO-Property and Supply;
 - f. Maintenance/repair must be coordinated with the school and Division ICT Officer.
6. Recipient schools with more than ten (10) units of gadgets are requested to bring service vehicle in getting their allotment.





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7. Travel expenses of the participants can be charged against school/canteen funds subject to accounting, auditing rules and regulations.
8. This Memorandum shall serve as travel authority of the participants.
9. Adherence to health and safety protocols against COVID-19 is strongly encouraged during the conduct of this activity.
10. Immediate dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

CID/REM-Division Memo- Orientation on Course Creation (Tablet)
0001/July 12, 2023



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Enclosure No. 1 to Division Memorandum No. 311 s. 2023

List of Participants in the Orientation on Course Creation Using Learning Management System for the Gadget Provided by the Provincial Government

| No. | School | Location | Name of Participant |
|-----|---------------------------------|---------------------------------|--------------------------|
| 1 | Calumpit NHS (San Marcos NHS) | San Marcos, Calumpit | Karen Princess Victoria |
| 2 | Frances National High School | Frances, Calumpit | Nimpha Miclat |
| 3 | Sta. Lucia High School | Sta. Lucia, Calumpit | Patricia Puente |
| 4 | Iba National High School | Iba, Hagonoy | Maricel Tolentino |
| 5 | San Pedro National High School | San Pedro, Hagonoy | Jairo Santos |
| 6 | Ramona S. Trillana HS | San Pedro, Hagonoy | Yolanda Narciso |
| 7 | San Roque National High School | San Roque, Paombong | Ronaldo Agustin |
| 8 | Sta. Peregrina High School | Sta. Peregrina, Pulilan | Funji Buhat |
| 9 | Bajet-Castillo High School | Longos, Pulilan | Marry Joyce Perez |
| 10 | Balagtas Nat'l AHS | Pulong Gubat, Balagtas | Mark Loucel Pedrera |
| 11 | Baliuag Senior High School | Virgen delas Flores, Baliuag | Jo-Ann Alfonso |
| 12 | Lolomboy National High School | Lolomboy, Bocaue | Faizal Jacang |
| 13 | Taal High School | Taal, Bocaue | Mariel Campita |
| 14 | Alexis G. Santos NHS | Liciada, Bustos | Myra Prezel Dy |
| 15 | Cambaog NHS | Cambaog, Bustos | Jaime Soriano |
| 16 | Tibagan/Aguinaldo Santos NHS | Tibagan, Bustos | Clarissa Valdemoro |
| 17 | Felizardo C. Lipana NHS | Sta. Rita, Guiguinto | Jessica Natividad |
| 18 | Guiguinto NVHS | Poblacion, Guiguinto | Ma. Conirose Cunanan |
| 19 | Bunsuran NHS | Bunsuran, Pandi | Samuel Sosas |
| 20 | Bintog HS (Jose J. Mariano MHS) | Bintog, Plaridel | Alexander Marquez |
| 21 | Dampol 1 st NHS | Dampol 1 st Plaridel | Leo Santiago |
| 22 | Pres. Diosdado Macapagal MHS | Sullivan, Angat | Anna May David |
| 23 | Minuyan NHS | Minuyan, Norzagaray | Mary Ann Saluta |
| 24 | Norzagaray NHS | Poblacion, Norzagaray | Baby Jeryn Marcel |
| 25 | San Ildefonso NHS | Poblacion, San Ildefonso | Mara Cheenee Delos Reyes |
| 26 | San Miguel NHS | San Juan, San Ildefonso | Miriam Dizon |
| 27 | Vedasto R. Santiago HS | Salacot, San Miguel | Mary Grace Ignacio |
| 28 | John J. Russell MHS (Sibul NHS) | Sibul, San Miguel | Catherine Hernandez |
| 29 | Lydia D. Villangca TS | Ulingao, San Rafael | Monica Silapan |
| 30 | San Rafael NTS | Caingin, San Rafael | Leandro Ian Santiago |
| 31 | AFGBMTS | Lias, Marilao | Harlene Robles |
| 32 | Prenza NHS | Prenza, Marilao | Remedios Ramos |
| 33 | F. F. Halili NAS | Guyong, Sta. Maria | Abigail Mangahas |
| 34 | Sta. Maria NHS | Bagbaguin, Sta. Maria | Angelo Guballa |
| 35 | Parada NHS | Parada, Sta. Maria | Jan Marc Manlangit |
| 36 | Pulong Buhangin NHS | Pulong Buhangin, Sta. Maria | Karen Grace Mariano |

