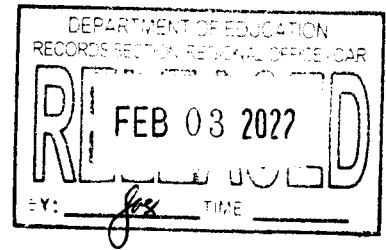




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, la Trinidad, Benguet



February 2, 2022

REGIONAL MEMORANDUM

No. 045.2022

**REGIONAL TRAINING – WORKSHOP ON THE DEVELOPMENT, DIGITIZATION
AND ON-PREMISE LMS SERVER SET-UP AND MANAGEMENT**

TO: OIC-Assistant Regional Director
Schools Division Superintendents
SDO of Kalinga and Tabuk City
All Others Concerned

1. Relative to the implementation of the Project Hybrid Learning using Technology with Equity and Quality (HyTEQ), a Learning Delivery Component of the BE-LCP, this office through the Curriculum and Learning Management Division (CLMD) in collaboration with the Information and Communication Technology Unit (ICTU) will conduct **Training – Workshop on the Development, Digitization, and On-premise LMS Server Set-up and Management** on February 8 – 10, 2022 (exclusive travel dates) at SDO Kalinga.
2. The training aims to capacitate participants in setting up, managing and maintaining on – premise LMS servers and computer networks for Project HyTEQ Strategies 2 – 5 implementers.
3. Participants to this activity are school ICT Coordinators of Project HyTEQ recipients of SDOs Tabuk City and Kalinga and shall answer the survey questionnaire through this link <https://bit.ly/networktraininghyteq> on or before February 4, 2022. Training management team from the Regional Office are indicated in **enclosure 1**.
4. Identified participants shall be relieved from their regular tasks during the schedules workshop. Contingency measures must be implemented to ensure continuity of learning delivery.
5. Observance of health and safety protocols like wearing of facemasks, face shield, physical distancing, disinfection, handwashing, and refrain from going in and out the venue during the duration of the activity must be strictly observed.
6. Board and lodging of training management team and participants shall be charged to the 2021 BE-LCP downloaded fund while travel and incidental expenses of training management team and participants shall be charged to available local funds subject to usual accounting and auditing rules and regulations.





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7. A van has been procured/hired for the regional office personnel and shall depart and arrive at the regional office on:

February 7, 2022, at 5:00 a.m
February 11, 2022 at 8:00 p.m

8. Participants are requested to bring their laptops, system units to be used as LMS server, procured routers, switches, access points, crimpers, testers and extension cords.

9. For queries, please contact the OIC-CLMD Rosita C. Agnasi through rosita.agnasi@deped.gov.ph or ITO Jumar Yago-an through jumar.yagoan@deped.gov.ph.

10. Immediate and widest dissemination of and compliance with this memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director



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Enclosure to RM No.: 045.2022

Enclosure 1. Training management Team from DepED_CAR Regional office

**REGIONAL TRAINING - WORKSHOP ON THE DEVELOPMENT, DIGITIZATION
AND ON-PREMISE LMS SERVER SET-UP AND MANAGEMENT**
February 8-10, 2022

Name	Position
Estela L. Cariño EdD, CESO III	Regional Director
Florante E. Vergara	Assistant Regional Director
Rosita C. Agnasi	OIC - CLMD
Georgina C. Ducayso	EPS - LR
Jumar Yago-an	ITO
Benjamin M. Dio-al	EPS
Alfredo Lanas	EPS
Elizabeth T. Calbayan	TAS
Glen Papa	CMT I
Vandolp Flora	CP II
Raffy Calawa	IT Specialist