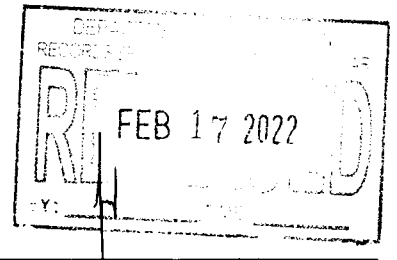




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, la Trinidad, Benguet



February 15, 2022

REGIONAL MEMORANDUM
No. 068-2022

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

TO: OIC-Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
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 22-24, 2022** at the NEAP R, DepED-CAR Regional Office Compound, Wangal, La Trinidad, Benguet.
2. The training-workshop 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. Since this is an in-house workshop which requires focus to finish the expected output after the activity, all field participants are required to lodge at the NEAPR Dormitory for the duration. Moreover, this Office's health protocols require in-house participants to refrain from going in and out of the workshop venue within the duration. Participants who may not be able to comply with these procedures are requested to notify this Office prior to the start of the workshop and shall confirm your attendance through <https://tinyurl.com/xtexxzx6> and answer the survey through <https://bit.ly/networktraininghyteq> on or before **February 25, 2022**.
4. Identified participants shall be relieved from their regular tasks during the scheduled workshop. Contingency measures must be implemented to ensure continuity of learning delivery.
5. Attached are the following documents for your guidance and reference:

Enclosure 1: List of Participants for the Training-Workshop

Enclosure 2: List of Management Team Members





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6. Board and lodging of participants and meals of the Training Management Team shall be charged against the 2021 BE-LCP downloaded fund while travel and incidental expenses to and from the venue and per diem of participants shall be charged against any available local funds subject to usual accounting and auditing rules and procedures. The table below illustrates the summary of accommodation and meals.

Particulars	Feb 21 (Monday)	Feb. 22 (Tuesday)	Feb. 23 (Wednesday)	Feb. 24 (Thursday)
Breakfast	X	/	/	/
AM Snack	X	/	/	/
Lunch	X	/	/	/
PM Snack	X	/	/	/
Dinner	/	/	/	X
Accommodation	/	/	/	X

7. Observance of health and safety protocols like wearing of facemasks, face shield, physical distancing, disinfection, and washing of hands at all times during the activity is a must.

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 LEON-CARIÑO EDD, CESO III
Director IV/Regional Director



Republic of the Philippines
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CORDILLERA ADMINISTRATIVE REGION
Wangal, Ia Trinidad, Benguet

Enclosure to RM No.: 068.2022

Enclosure 1. List of Participants

**REGIONAL TRAINING - WORKSHOP ON THE DEVELOPMENT, DIGITIZATION
AND ON-PREMISE LMS SERVER SET-UP AND MANAGEMENT**
February 22-24, 2022

	Name	School	Division	Sex
1	Rogelyne Calabon	Piwong ES	Ifugao	Female
2	Joyce G. Gayaton	Mompolia ES	Ifugao	Female
3	Everlyne P. Siloy	Potia ES	Ifugao	Female
4	Flordeliza D.Libiado	Tinoc CS	Ifugao	Female
5	Jericho Bando	Tinoc NHS	Ifugao	Male
6	Sarah Butic	Lagawe NHS Extension	Ifugao	Female
7	Aimee M. Hampuy	Burnay ES	Ifugao	Female
8	Jenifer P. Dulnuan	Baguinge ES	Ifugao	Female
9	Richard Butale		Ifugao	Male
10	Florymark Palecpec Ventura	Malapaao Elementary School	Abra	Male
11	Geraldine C. Bornios	Western Abra National High School	Abra	Female
12	Georly D. Tobias	PRHS	Abra	Male
13	Sheryll Brigola Solante	Bucay North ES	Abra	Female
14	Donna Marie T. Naungayan	Sal-lapadan CS	Abra	Female
15	Arnel Viernes	Gaddani NHS	Abra	Male
16	Sanny B. Borja	Agtangao ES	Abra	Male
17	Charlon Blaquera	AHS	Abra	Male
18	Judy Ann Bolayo	SPED	Benguet	Female
19	Yoshida Belino	Datakan IS	Benguet	Male
20	Edwin Baterzal	Sagubo ES	Benguet	Male
21	Gemma Compas	Sagubo ES	Benguet	Female
22	Leonico Filog	Kapangan NHS	Benguet	Male
23	Antony Cayat	GBDAIS	Benguet	Male
24	Milner C. Coilan	Taba-ao IS	Benguet	Male
25	Jordan J. Subli	Tuba CNHS	Benguet	Male
26	Shirley Fiao-ag	Capinitan ES	Mt. Province	Female
27	Charlyn Banaken	Dacudac ES	Mt. Province	Female
28	Yolanda Garuela	Guinzadan ES	Mt. Province	Female



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Enclosure 2. List of Training Management Team

**REGIONAL TRAINING - WORKSHOP ON THE DEVELOPMENT, DIGITIZATION
AND ON-PREMISE LMS SERVER SET-UP AND MANAGEMENT**
February 22-24, 2022

Committee	Speakers and TWG	Designation
Steering Committee	Chair: Estela L. Cariño Co-Chair: Florante E. Vergara	Regional Director Assistant Regional Director
Management Team	Chair: Rosita Agnasi Co-Chair: Jumar B. Yago-an	OIC-CLMD Head, ICT Unit
Monitoring and Evaluation	Chair: Clemente Bandao Co-Chair: QAD Representative	OIC-QAD OAD Personnel
Technical Support	Chair: Glenn P. Papa Co-Chair: Eric Wanson	ICTU Personnel Division ITO, Benguet
Activity Focal	Chair: Benjamin Dio-al	EPS, CLMD
Resource Speakers	Jumar Yago-an Vandolph Flora Glenn Papa Raffy Calawa	ITO ICTU Personnel
Facilitators	Elizabeth Calbayan Alfredo Lanas Georgina Ducayso	TAS EPS, CLMD EPS, CLMD-LRMDS
Secretariat	Chair: Vandolph Flora Co-Chair: Warly Kindiawan	ICTU Personnel CLMD, ADAS 1