




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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**REGIONAL MEMORANDUM**  
**ORD-2024-1329**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**SDO CALOOCAN CITY**  
**SDO QUEZON CITY**

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR and concurrent  
OIC, Office of the Assistant Secretary for Operations

**SUBJECT :** **ENHANCEMENT AND FINALIZATION OF THE DEVELOPED**  
**MICROLEARNING RESOURCES AND PROTOTYPES**

**DATE :** **December 5, 2024**

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1. This has reference to the attached Memorandum BLR -2024-10-2299 from Atty. Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources, on the conduct of the above-stated activity on December 9 – 13, 2024, at DepEd NEAP Region VII, Ecotech, Lahug, Cebu City.
2. In view of this, the participation of the personnel from your Schools Division Office as stated in the said Memorandum is requested.
3. Particular attention is invited to paragraph no. 3 re: materials needed for the activity and the provision of board and lodging / travel expenses of the participants.
4. Immediate dissemination of this Memorandum is desired.

Clmd/lrms/dmm



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Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**  
**BLR-2024- 10- 2299**

FOR : **JOCELYN DR. ANDAYA**  
Regional Director  
DepEd NCR

FROM : **ARIZ DELSON ACAY D. CAWILAN**  
Director IV

SUBJECT : **FINAL DETAILS FOR THE SERIES OF WORKSHOPS ON THE DEVELOPMENT OF MICROLEARNING RESOURCE PROTOTYPES**

DATE : **October 28, 2024**

This has reference to the BLR Memorandum with document code **2024-2053**, with the subject *Advisory Re: Additional List of Participants for the Series of Workshops on the Development of Microlearning Resource Prototypes*.

In line with this, please see attached participant list for the workshops (Annex A) and the program matrices (Annex B).

In addition, the participants be reminded of the following:

1. Bring laptops, extension cords, cameras, tripods, microphones, lighting setups, green screens, editing software, and other multimedia resources which are relevant to the development of the Microlearning Resource (MLR) Prototypes during the Enhancement and Finalization of the Developed Microlearning Resource (MLR) Prototypes.
2. The travel expenses shall be downloaded to the Regional Offices (ROs), and board and lodging expenses shall be charged against Bureau of Learning Resources (BLR) funds. In the case where the downloaded funds fail to cover the total expenses, it is requested that these be augmented with available local funds. All expenses are subject to existing auditing and accounting rules and regulations of the government.
3. Service credits/compensatory time off (CTO), if applicable, and certificates of appearance/participation/recognition will be issued to the participants.

For queries, kindly contact **Mr. Kelvin L. Tolentino**, focal person of this program, at [kelvin.tolentino@deped.gov.ph](mailto:kelvin.tolentino@deped.gov.ph) copy furnished [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph) or at telephone number (02) 8631-4985.

For information and reference.

*Attached: as stated*



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;  
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
Email Address: [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph), [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph), [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph), [blr.ceb@deped.gov.ph](mailto:blr.ceb@deped.gov.ph)



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**Annex A: List of Participants**

**Orientation and Capacity Building Workshop for the National Technical Working Group (NTWG) on Microlearning Resource (MLR) Prototypes Development**

October 14 to 18, 2024

DepEd NEAP Region II, Carig Sur, Tuguegarao City

Name	SDO	Position
Antonio F. Casuga Jr.	SDO Quezon City	Head Teacher III

**Capacity Building of Learning Resource Evaluators (LREs) on Evaluation (Quality Assurance) of Microlearning Resource (MLR) Prototypes**

November 4 to 8, 2024

DepEd NEAP Region VII, Ecotech Center, Sudlon, Lahug, Cebu City

Name	SDO	Position
<b>National Capital Region</b>		
Dennis M. Mendoza	RO	EPSvr-LRMS
Michael James S. Boado	SDO Caloocan City	PDO II
Ma. Helen G. Tamondong	SDO Caloocan City	Public Schools District Supervisor
Mark Christian I. Siwa	SDO Caloocan City	Public Schools District Supervisor
Larry L. Ibajo	SDO Caloocan City	Public Schools District Supervisor
Antonio Casuga Jr.	SDO Quezon City	Head Teacher III
Ruth O. Gabiane	SDO Quezon City	Head Teacher III
Ernesto D. Ferrer Jr.	SDO Quezon City	Head Teacher III
Edwin Mabilin	SDO Manila	EPSvr-Filipino

**Field Validation of the Developed Microlearning Resource (MLR) Prototypes**

November 13 to 15, 2024

NCR - SDO Quezon City

Name	SDO	Position
Dennis M. Mendoza	RO	EPSvr-LRMS
Michael James S. Boado	SDO Caloocan City	PDO II-LRMDS
Ma. Helen G. Tamondong	SDO Caloocan City	Public Schools District Supervisor
Mark Christian I. Siwa	SDO Caloocan City	Public Schools District Supervisor
Larry L. Ibajo	SDO Caloocan City	Public Schools District Supervisor
Precy M. Paurillo	SDO Quezon City	EPSvr-LRMDS
Ruth O. Gabiane	SDO Quezon City	Head Teacher III
Ernesto D. Ferrer Jr.	SDO Quezon City	Principal III

Antonio Casuga Jr.	SDO Quezon City	Head Teacher III
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**Enhancement and Finalization of the Developed Microlearning Resource  
(MLR) Prototypes**

December 9 to 13, 2024

DepEd NEAP Region VII, Ecotech Center, Sudlon, Lahug, Cebu City

<b>Name</b>	<b>SDO</b>	<b>Position</b>
Dennis M. Mendoza	RO	EPSvr-LRMS
Michael James S. Boado	SDO Caloocan City	Project Development Officer II
Joey H. Villanueva	SDO Caloocan City	Public Schools District Supervisor
Joel B. Baggay	SDO Caloocan City	Public Schools District Supervisor
Larry L. Ibajo	SDO Caloocan City	Public Schools District Supervisor
Shiela C. Molina	SDO Caloocan City	EPSvr
Precy M. Paurillo	SDO Quezon City	EPSvr-LRMDS
Ruth O. Gabiane	SDO Quezon City	Head Teacher III
Ma. Adelia C. Soliaban	SDO Quezon City	Head Teacher VI
Antonio F. Casuga Jr.	SDO Quezon City	Head Teacher III
Jollyrosetheres C. Chavez	SDO Quezon City	ICT Coordinator
Ernesto D. Ferrer Jr.	SDO Quezon City	Principal III

## Annex B: Program Matrices

### Capacity Building of Learning Resource Evaluators (LREs) on Evaluation (Quality Assurance) of Microlearning Resource (MLR) Prototypes

November 4 to 8, 2024

DepEd NEAP Region VII, Ecotech Center, Sudlon, Lahug, Cebu City

#### INDICATIVE PROGRAM

Day and Time	Topic/Activity	In-Charge
<b>Day 1: November 4, 2024</b>		
	Travel Time	
8:00 a.m. – 12:00 nn	Arrival of Participants and Registration (First Meal – Breakfast)	BLR-PD
12:00 nn – 1:00 p.m.	Lunch Break	
	Opening Ceremony	
	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• DepEd Vision-Mission and Core Values</li> </ul>	
1:00 p.m. – 1:30 p.m.	<ul style="list-style-type: none"> <li>• DepEd Quality Policy Statement</li> <li>• Acknowledgment of Participants</li> <li>• Opening Remarks and Statement of Purpose</li> <li>• Presentation of Activity Matrix</li> </ul>	BLR-PD
1:30 p.m. – 3:00 p.m.	<b>Plenary Session 1:</b> Presentation of Evaluation Tool for Content	BCD Specialist/s
3:00 p.m. – 4:30 p.m.	<b>Plenary Session 2:</b> Presentation of Evaluation Tool for MLR Instructional Design	BLD Specialist/s
4:30 p.m. – 5:00 p.m.	Day 1 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 2: November 5, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 2	BLR-PD
8:30 a.m. – 9:30 a.m.	<b>Plenary Session 3: Pre-Production Phase and Evaluation Tool and Its Process</b>	Mr. Jerking G. Pingol (Art Director, GMA Network Inc.)
9:30 a.m. – 10:00 a.m.	Health Break	
10:00 a.m. – 12:00 nn	Continuation of Plenary Session 3	Mr. Jerking G. Pingol (Art Director, GMA Network Inc.)
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	<b>Workshop 1:</b> Evaluation of Pre-Production	BCD/BLD Specialists & Mr. Jerking G. Pingol
3:00 p.m. – 3:30 p.m.	Health Break	Participants
3:30 p.m. – 4:30 p.m.	Continuation of Workshop 1	BCD/BLD Specialists & Mr. Jerking G. Pingol
4:30 p.m. – 5:00 p.m.	Day 2 Evaluation/Announcements and Reminders	Participants
<b>Day 3: November 6, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 3	BLR-PD
8:30 a.m. – 9:30 a.m.	<b>Plenary Session 4: Production and Post-Production and Evaluation Tools and Its Process</b>	Mr. Valentino Nool Jr (Senior Multimedia Designer, Centro Escolar University)
9:30 a.m. – 10:00 a.m.	Health Break	
10:00 a.m. – 12:00 nn	Continuation of Plenary Session 4	Mr. Valentino Nool Jr

		(Senior Multimedia Designer, Centro Escolar University)
12:00 nn – 1:00 p.m.	Lunch Break	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
1:00 p.m. – 3:00 p.m.	<b>Workshop 2: Evaluation of Production</b>	Participants
3:00 p.m. – 3:30 p.m.	Health Break	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
3:30 p.m. – 4:30 p.m.	Continuation of Workshop 2	Participants
4:30 p.m. – 5:00 p.m.	Day 3 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 4: November 7, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 4	BLR-PD
8:30 a.m. – 10:00 a.m.	<b>Workshop 3: Evaluation of Post-Production</b>	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
10:00 a.m. – 10:30 a.m.	Health Break	Participants
10:30 a.m. – 12:00 nn	Continuation of Workshop 3	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
12:00 nn – 1:00 p.m.	Lunch Break	Participants
1:00 p.m. – 4:30 p.m.	Continuation of Workshop 3	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
4:30 p.m. – 5:00 p.m.	Day 4 Evaluation/Announcements and Reminders	Participants
<b>Day 5: November 8, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 5	BLR-PD
8:30 a.m. – 12:00 nn	<b>Plenary Session 5: Presentation and Critiquing of Outputs</b>	Mr. Valentino Nool Jr & Mr. Jerking G. Pingol
12:00 nn – 1:00 p.m.	Lunch Break	Participants
1:00 p.m. – 3:00 p.m.	<b>Plenary Session 6: Announcements and Reminders for Field Testing of MLRs</b>	BLR-PD
	Closing Program	
	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• Impressions</li> <li>• Pledge of Commitment</li> <li>• Ways Forward</li> <li>• Closing Message</li> <li>• Awarding of Certificates</li> <li>• Photo Opportunity</li> </ul>	BLR-PD
3:00 p.m. – 5:00 p.m.		
5:00 p.m. onwards	<i>Last Meal – Afternoon Snacks</i> Travel Time	

**Field Validation of the Developed Microlearning Resource (MLR) Prototypes**

**I. November 13 to 15, 2024 - National Capital Region - SDO Quezon City**

**II. November 18 to 20, 2024 - Region XI - SDO Davao City**

**INDICATIVE PROGRAM**

<u>Day and Time</u>	<u>Topic/Activity</u>	<u>In Charge</u>
<b>Day 1: November 13, 2024 / November 18, 2024</b>		
8:00 a.m. – 1:00 p.m.	Travel Time	
1:00 p.m. – 1:30 p.m.	Registration	
	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Welcome Message</li> </ul>	
1:30 p.m. – 2:30 p.m.	<ul style="list-style-type: none"> <li>• Inspirational Message</li> <li>• Overview on MLR Development</li> <li>• Presentation of the Validation Tools and Process</li> </ul>	BLR-PD
2:30 p.m. – 4:00 p.m.	Lesson Planning and other Classroom Preparation	Teachers Involved
4:00 p.m. – 4:30 p.m.	Instructions for NTWG	BLR-PD & NTWG
4:30 p.m. – 5:00 p.m.	Day 1 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 2: November 14, 2024 / November 19, 2024</b>		
8:00 a.m. – 11:00 a.m.	Simultaneous Validation of MLR Prototypes ( <i>Classroom Observation</i> )	BLR-PD & NTWG Demonstration Teachers BLR-PD & NTWG
11:00 a.m. – 12:00 nn	Focus Group Discussion with Learners	Select Learners
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:00 p.m.	Simultaneous Post-Conference with Teachers	BLR-PD & NTWG Demonstration Teachers
4:00 p.m. – 5:00 p.m.	Day 2 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 3: November 15, 2024 / November 20, 2024</b>		
8:00 a.m. – 12:00 nn	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Impressions</li> <li>• Presentation of Findings</li> <li>• Next Steps</li> <li>• Closing Message</li> </ul>	BLR-PD
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 5:00 p.m.	Post Implementation Meeting	BLR-PD & NTWG
5:00 p.m. onwards	Travel Time	

**Enhancement and Finalization of the Developed Microlearning Resource (MLR)  
Prototypes**

December 9 to 13, 2024

DepEd NEAP Region VII, Ecotech Center, Sudlon, Lahug, Cebu City

**INDICATIVE PROGRAM**

<u>Day and Time</u>	<u>Topic/Activity</u>	<u>Facilitator</u>
<b>Day 1: December 9, 2024</b>		
	Travel Time	
8:00 a.m. – 12:00 nn	Arrival of Participants and Registration ( <i>First Meal – Breakfast</i> )	BLR-PD
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:30 p.m.	Opening Ceremony <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• DepEd Vision-Mission and Core Values</li> <li>• DepEd Quality Policy Statement</li> <li>• Acknowledgment of Participants</li> <li>• Opening Remarks and Statement of Purpose</li> <li>• Presentation of Activity Matrix</li> </ul>	BLR-PD
1:30 p.m. – 3:30 p.m.	<b>Plenary Session 1:</b> Presentation of Validation Findings	BLR-PD BCD and BLD
3:30 p.m. – 4:30 p.m.	<b>Plenary Session 2:</b> Mechanics for Enhancement and Finalization of Developed Microlearning Resource (MLR) Prototypes	BLR-PD
4:30 p.m. – 5:00 p.m.	Day 1 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 2: December 10, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 2	BLR-PD
8:30 a.m. – 12:00 nn	<b>Workshop 1:</b> Enhancement of Developed Microlearning Resource (MLR) Prototypes	Participants
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:30 p.m.	Continuation of Workshop 1	Participants
4:30 p.m. – 5:00 p.m.	Day 2 Evaluation/Announcements and Reminders	BLR-PD
<b>Day 3: December 11, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 3	BLR-PD
8:30 a.m. – 12:00 nn	<b>Workshop 2:</b> Enhancement of Draft Microlearning Resource (MLR) Guidelines and Standards	Participants
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:30 p.m.	Continuation of Workshop 2	Participants
4:30 p.m. – 5:00 p.m.	Day 3 Evaluation/Announcements and Reminders	
<b>Day 4: December 12, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 4	BLR-PD
8:30 a.m. – 12:00 nn	<b>Workshop 3:</b> Finalization of Draft Microlearning Resource (MLR) Guidelines and Standards and Developed Prototypes	Participants
12:00 nn – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:30 p.m.	Continuation of Workshop 3	Participants
4:30 p.m. – 5:00 p.m.	Day 4 Evaluation/Announcements and Reminders	
<b>Day 5: December 13, 2024</b>		
8:00 a.m. – 8:30 a.m.	Management of Learning and Expectations for Day 5	BLR-PD
8:30 a.m. – 12:00 nn	<b>Plenary Session 3:</b> Presentation of Enhanced Draft Microlearning Resource	BLR-PD



12:00 nn – 1:00 p.m.	(MLR) Guidelines and Standards and Developed Prototypes Lunch Break	BLR-PD BCD and BLD
1:00 p.m. – 3:00 p.m.	<b>Plenary Session 4:</b> Planning for Remote Teams Production Closing Program	
3:00 p.m. – 5:00 p.m.	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Interfaith Prayer</li> <li>• Impressions</li> <li>• Pledge of Commitment</li> <li>• Ways Forward</li> <li>• Closing Message</li> <li>• Awarding of Certificates</li> <li>• Photo Opportunity</li> </ul>	BLR-PD
5:00 p.m. onwards	<i>Last Meal – Afternoon Snacks</i> Travel Time	