



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION

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DIVISION MEMORANDUM

CID-2023- 014

**IMPLEMENTATION OF PROJECT I-LMS
 (Intranet-based Learning Management System)**

To: OIC - Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Concerned Schoolheads

1. In collaboration with the City Government, this Office, through the Curriculum Implementation Division, announces the implementation of Project I-LMS (Intranet-based Learning Management System) to select public junior high schools in the division.
2. The project aims to create a technologically advanced and interactive learning environment in public junior high schools, paving the way for improved educational outcomes and student success. Specifically, Project I-LMS seeks to achieve the following:
 - a. improved digital literacy skills among teachers and students;
 - b. seamless integration of curriculum-aligned digital content into the I-LMS platform;
 - c. increased student engagement and interactive learning experiences; and
 - d. enhanced collaboration and knowledge sharing among participating schools.
3. The pilot schools to implement the program are Biñan Secondary School of Applied Academic and Southville 5A Integrated National High School.
4. Relative to this, the following schedule shall be observed in the implementation of the project:

DATE	ACTIVITY	PERSONS INVOLVED
Oct. 10, 2023	Pre-Planning Activity	Technical Working Group
Oct. 10-19, 2023	Validation of materials to be uploaded	Education Program Supervisors, Head Teachers, Master Teachers
Oct. 16, 2023	Pre-inspection of pilot schools	Technical Working Group
Oct. 20, 2023	Submission of materials to the CID Chief	Education Program Supervisors
Oct. 23-24, 2023	Uploading of materials	ITO I, EPS-LRMS

Nov. 6-10, 2023	Pilot Testing	Schoolheads, PSDSs, TWG
Nov. 10, 2023 onwards	Consolidation of feedback and evaluation results	Schoolheads, PSDSs, TWG

5. In addition, the following shall serve as members of the technical working group:

DESIGNATION	NAME	TERMS OF REFERENCE
Project Lead	Lester Ramos ITO-I	<ol style="list-style-type: none"> 1. Develop a detailed project plan outlining tasks, timelines, and resource requirements. 2. Supervise the project team, ensuring their tasks align with project goals. 3. Monitor project progress and implement necessary adjustments to achieve objectives. 4. Provide technical expertise in the implementation of the Intranet-based Learning Management System. 5. Collaborate with IT specialists to ensure the system's functionality, security, and user-friendliness.
Project Co-lead	Leslie V. Denosta, DEM Principal II Ronaldo P. Bago, PhD EPS-Science Violeta M. Umel, PhD EPS-Mathematics Evelyn P. De Castro, PhD EPS-LRMS	<ol style="list-style-type: none"> 1. Supervise the creation of curriculum-aligned digital content, ensuring its integration into the I-LMS platform. 2. Collaborate with content developers and subject matter experts to maintain high-quality educational materials.
Process Observers and Quality Managers	Leonora Cruz PSDS Nerra A. Visperas, EdD PSDS Mary Grace Llantos, EdD PSDS	<ol style="list-style-type: none"> 1. Establish a robust monitoring and evaluation framework to assess project effectiveness. 2. Analyze data and feedback to identify areas for improvement. 3. Address and manage the risk that may arise.

	Isidra Galman SEPS- M and E Edward Manuel SEPS- Planning and Research	
Project Documenters	Patrick James Pelicano Master Teacher I Perry Delos Reyes Jr. Teacher I Estela S. Pelino Head Teacher II Allan Medenilla Librarian II Rissa May Violas ICT Assistant	1. Maintain comprehensive project documentation, including progress reports, meeting minutes, and stakeholder communications. 2. Prepare regular progress reports for project sponsors and stakeholders.

6. Expenses relative to the conduct of this activity shall be charged against _____, subject to usual accounting and auditing regulations.

7. Immediate dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: None

Reference: None

CID/PROPER / LVD / /
/ 10/10/2023

DM - Implementation of Project I-LMS
(Intranet-based Learning Management System)