



DIVISION OF
BAGUIO CITY
APR 10 2017
RELEASED

DIVISION MEMORANDUM

No. 117, S. 2017

To: Public Schools District Supervisors
School Heads (Elementary and Secondary)
Head Teachers, Master Teachers and Teachers
Designated School LRMDS Coordinators
All Others Concerned

Subject: **TRAINING NEEDS ASSESSMENT FORM - LRMDS**

Date: April 10, 2017

1. This is to inform the field that the Learning Resource Management Section of CID will be distributing a Training Assessment Needs Form regarding the Learning Resource Portal, DepED Email Registration and Usage and Digitization Guidelines.
2. Attached to this memorandum is the training needs assessment form. A PDF version of the form is attached together with the memorandum post in our website.
3. School LR Coordinators will fill out the Training Assessment Form and to be duly signed by your School Head.
4. Submit your forms via email at depedbaguio.lrmads@gmail.com. It is preferred that the form be submitted online as there is timestamp for the date of submission.
5. Alternatively, if your school does not have an internet connection, you can submit the form personally in the Learning Resource Management Section Office to be duly received by the Records Section.
6. Deadline of submission will be on April 12, 2017.
7. For any clarifications or any inquiries, please contact Mr. Christopher David Oliva (PDO II-LRMDS) (*mobile 0917-877-5884*)

Contact Details are as follows:

Facebook	https://www.facebook.com/lrmads.baguio
Email	depedbaguio.lrmads@gmail.com
PDO II - LRMDS	christopherdavid.oliva@deped.gov.ph

8. Immediate dissemination of this memorandum is encouraged.
9. Please be guided accordingly.


ATTY. AUGUSTIN P. LABAN III
OIC - Schools Division Superintendent



TRAINING NEEDS ASSESSMENT FORM

Training Need to be Identified:	Learning Resource Portal, DepED Email Registration Usage, Digitization, Illustration			
School Name:		School LR Coordinator:		
School Head:		School LR Coordinator Email and Mobile Contact:		
District:		Date Accomplished:		

Instructions: Please fill out following checkboxes required in each aspect of the Training Needs Assistance Form.

SAMPLE

1. How well do you understand the workflow of LRMDS?

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>
X				

SAMPLE

FORM PROPER

I. Learning Resource Portal and DepEd Email Usage

1. DepED Email Registration Guidelines and Steps

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

2. Google Drive and Other Google Apps integrated with DepEd Email

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

3. Learning Resource Portal Registration

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

4. Learning Resource Portal Navigation and Usage

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

5. Learning Resource Portal User Roles

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

II. Development of Learning Resources

DepED Style Guidelines

- a. *(Paper Size, Margins, Font Style and Size, Page numbers, Page Design, Typeface, Type size, Text-to-art ratio, Visuals and illustrations)*

<i>Understood Well (5)</i>	<i>Understood but needs Clarification(4)</i>	<i>Grasped the concept but still needs guidance (3)</i>	<i>Have an Idea What It is (2)</i>	<i>Vaguely Understood (1)</i>

III. Digitization of Learning Resources

Options Definition

- (5) – Very Proficient – Can utilize software while employing advanced techniques*
- (4) – Sufficiently Proficient – Can utilize software independently with minimum assistance*
- (3) – Moderately Proficient – Can utilize software independently with moderate assistance*
- (2) – Barely Proficient – Can utilize software independently with a lot of assistance*
- (1) – Not Proficient – Not proficient at all*

2. Proficiency of Commonly Used Computer Applications for Digitization of LRs

- a. Word Processing and Document Formatting (ex. MS Word)

<i>Very Proficient (5)</i>	<i>Sufficiently Proficient (4)</i>	<i>Moderately Proficient (3)</i>	<i>Barely Proficient (2)</i>	<i>Not Proficient (1)</i>

- b. Spreadsheet / Worksheet App (ex. MS Excel)

<i>Very Proficient (5)</i>	<i>Sufficiently Proficient (4)</i>	<i>Moderately Proficient (3)</i>	<i>Barely Proficient (2)</i>	<i>Not Proficient (1)</i>

- c. Presentation App (ex. MS Powerpoint)

<i>Very Proficient (5)</i>	<i>Sufficiently Proficient (4)</i>	<i>Moderately Proficient (3)</i>	<i>Barely Proficient (2)</i>	<i>Not Proficient (1)</i>

- d. Notetaking App (ex. MS OneNote)

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

e. Desktop Publishing App (ex. MS Publisher)

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

f. Interactive Media Creation App (ex. MS Sway, Powerpoint Mix)

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

g. Digitizing Hand-drawn Illustrations (Scanning Images)

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

h. Photo Editing Software – Grooming and Digital Coloring (Adobe Photoshop)

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

i. Video and Audio Editing

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

j. Animation

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

III. Creating Illustrations

a. Crafting Illustrations using guidelines for DepED Textbooks

<i>Very Proficient</i> (5)	<i>Sufficiently Proficient</i> (4)	<i>Moderately Proficient</i> (3)	<i>Barely Proficient</i> (2)	<i>Not Proficient</i> (1)

Filled out by:

Confirmation:

(Printed Name and Signature)
School LR Coordinator

(Printed Name and Signature)
School Head