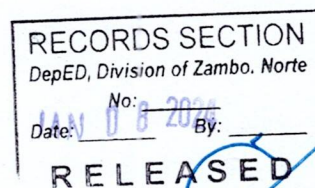




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 8, 2024

Division Memorandum  
No. 20, s. 2024

**POLICY AND GUIDELINES ON THE IMPLEMENTATION OF THE SILVERTEK LEARNING MANAGEMENT SYSTEM**

TO: Assistant Schools Division Superintendents  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Aligned to Division Memorandum No. 425, s. 2023 and in accordance with the MATATAG agenda of the DepEd, and anchored to the Division Reform Agenda on the “observance of ‘Teacher- and Field-Centric’ service culture in the development and implementation of PPAs” and on the “modernization and automation to improve delivery of services,” this division issues the policy and guidelines on the implementation of the **SilVerTek Learning Management System**.
2. The system specifically aims to:
  - a. Establish a one-stop platform for all learning and development resources, ensuring ease of access and navigation for teachers.
  - b. Evaluate learning through the use of electronic division achievement testing.
  - c. Implement tools and metrics to track students’ progress and performance in real-time, allowing for data-driven decision-making.
  - d. Create an engaging and interactive learning experience through gamification, forums, and recognition systems, encouraging participation and motivation.
  - e. Streamline and reduce the paper-intensive tasks of teachers, ultimately enhancing their efficiency and environmental sustainability.
3. Enclosed are the policy and guidelines of the system and its framework.
4. This issuance shall take effect immediately after its approval and publication.
5. For your information, guidance, and dissemination.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

SGOD-P&R/lmmc/SilVerTek  
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

### ***Enclosure No. 1. Policy and Guidelines on the Implementation of the SilVerTek Learning Management System***

## **SilVerTek LEARNING MANAGEMENT SYSTEM**

### **I. RATIONALE**

Aligned to Division Memorandum No. 425, s. 2023 and in accordance with the MATATAG agenda of the DepEd, and anchored to the Reform Agenda of the Schools Division of Zamboanga del Norte on the “observance of ‘Teacher- and Field-Centric’ service culture in the development and implementation of PPAs” and on the “modernization and automation to improve delivery of services,” this division introduces the SilVerTek Learning Management System. By 2023, this learning management system will create a central hub for all learning and development resources, making it simple for teachers to access and navigate.

This learning management system is actively being developed for the teaching and learning process. The advancement of database and computer technology has given education a new lease on life for both teachers and learners. The paperless test system innovates for the digital era and represents a significant shift in instructional approaches.

The system can enhance the teaching-learning experience through technology redundancy to increase the curricular and co-curricular performance of learners. It has the benefits of standardizing activity management, reducing resource consumption, and increasing management work efficiency.

### **II. OBJECTIVES**

The program specifically aims to:

- f. Establish a one-stop platform for all learning and development resources, ensuring ease of access and navigation for teachers.
- g. Evaluate learning through the use of electronic division achievement testing.
- h. Implement tools and metrics to track students’ progress and performance in real-time, allowing for data-driven decision-making.
- i. Create an engaging and interactive learning experience through gamification, forums, and recognition systems, encouraging participation and motivation.
- j. Streamline and reduce the paper-intensive tasks of teachers, ultimately enhancing their efficiency and environmental sustainability.



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### III. SCOPE OF POLICY

This policy shall apply to all public elementary and secondary teachers in the division in developing the teaching and learning process and other necessities that support learning programs to create an inclusive and effective learning environment that harnesses the benefits of using this learning management system while addressing potential challenges.

### IV. SiVerTek LEARNING MANAGEMENT SYSTEM

This learning management system is intended to assist teachers in developing and delivering dynamic and interesting classroom lessons. The Department of Education is advised to employ this learning management system since it makes use of cutting-edge teaching technologies. Additionally, this adjusts to the modern educational setting.

#### 1. Functions, Roles, and Responsibilities

- A. **CID.** The CID office shall act as the lead implementer of the program. The office shall ensure and monitor the implementation at the Division level.
- **EPSs** - The Education Program Supervisors in their respective learning areas shall monitor the adoption of the program. They shall participate in the oversight and assessment of the implementation.
  - **PSDSs/PICDs** - The PSDS/PICD shall facilitate the adoption of the program by providing guidance and support to schools in their districts to ensure success in the implementation of the learning management system.
  - **LRMS.** The LRMS shall provide repository of quality and inclusive learning accessible to all schools and community learning centers.
- B. **SGOD.** The SGOD shall provide support with regards to equipment thru partnership; monitoring and evaluation; planning and research; and technical assistance for continuous improvement of the system.
- C. **SCHOOL.** The school shall implement the program.
- **School Head.** The school head shall oversee/manage the implementation of the learning management system.



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- **Teachers.** The teachers shall utilize the full capacity of the learning management system in the teaching and learning processes.
- D. **SilVerTek LMS TECHNICAL ASSISTANCE & ADVOCATE.** They shall be composed of district and school ICT coordinators and SilVerTek LMS Nexus Team and provide technical support, training, and advocacy on the division-wide utilization of the learning management system.

## 2. SilVerTek Learning Management System

- A. **Electronic Division Achievement and Diagnostic Testing.** The division can administer beginning and end-of-quarter assessments electronically, providing a consistent and efficient method for evaluating student learning outcomes, and enabling Education Program Supervisors to make informed decisions related to curriculum planning and instructional strategies.
- B. **Automating Reports.** Ensures that reports are generated and distributed in a timely manner without manual intervention. It also allows for a comprehensive and accurate representation of information to visualize in a clear and meaningful way.
- C. **Question Banking.** Enables to store, manage, and organize a collection of quality assured questions to be used in the quarterly examinations that can be easily searched, filtered, and used.
- D. **Learning Resource Banking.** Serves as valuable digital repository of educational materials promoting the sharing of ideas, best practices and innovative teaching approaches. It is a platform where teachers can contribute and access a wide range of resources that can be used for teaching and learning processes.
- E. **Interactive Learning Technology.** Incorporates interactive elements such as simulations, games and interactive assessments to create a dynamic and engaging learning experience.
- F. **Electronic Performance Tracking.** Involves the use of the LMS to monitor, analyze and measure learners' performance in various learning areas. The use of electronic performance tracking allows for the collection, storage, and analysis of performance data in a more efficient and accurate manner.



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**3. Monitoring and Evaluation, Technical Assistance, Capacity Building, and Feedback Mechanisms**

There are four mechanisms that interplay in achieving the objective of the program.

- A. **Monitoring and evaluation (M&E).** The Division School Management Monitoring & Evaluation shall assist the Division SiVerTek LMS Nexus Team in conducting regular monitoring of the progress of the program in terms of its impact on teaching and learning outcomes. Qualitative and quantitative data shall be collected to assess the effectiveness of ICT integration and make necessary adjustments.
- B. **Technical assistance (TA).** TA shall be provided in direct response to the results of the M&E to raise the effort in meeting the desired level of quality of educational outcomes and provisions.
- C. **Capacity building.** Continuous upskilling and reskilling programs shall be provided to teachers and school personnel to develop their ICT competencies and pedagogical skills. These programs shall cover both technical aspects and effective integration of SiVerTek LMS tools into teaching practices.
- D. **Feedback.** A detailed needs assessment shall be conducted to identify the specific goals and requirements of the ICT program. This will involve gathering input from various stakeholders, including teachers, learners, administrators, and parents.

**V. MILESTONES**

The program aims to achieve the following milestones:

YEAR 1	YEAR 2
<ul style="list-style-type: none"> <li>• <b>Launching of the program</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sustainability and Continuous Improvement -</b>            Develop strategies to sustain the ICT program in the long term, including budget allocation, ensuring up-to-date technology, staying informed about emerging trends, and regularly evaluating and refining the program based on feedback and changing needs.</li> </ul>





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<ul style="list-style-type: none"> <li>• <b>Needs Assessment</b> - Conduct a detailed needs assessment to identify the specific goals and requirements of the ICT program. This will involve gathering input from various stakeholders, including teachers, students, administrators, and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SilVerTek Kamustahan</b> - conduct discussions that are valuable for promoting collaboration, generating new ideas and fostering a sense of community and enegagement. It provides a platform for participants to voice their perspective, address concerns and collectively work towards enhancing the effectiveness and impact of the program.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>System Updates</b> - Establish a robust SilVerTek LMS infrastructure, including appropriate hardware (such as computers, tablets, projectors), and software licenses. Ensure that the infrastructure is scalable to accommodate future growth.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Teachers' Training</b> - Provide comprehensive training programs for teachers and staff to develop their ICT competencies and pedagogical skills. These programs should cover both technical aspects and effective integration of SilVerTek LMS tools into teaching practices.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Curriculum Integration</b> - Review existing curriculum frameworks and identify areas where SilVerTek LMS integration can enhance learning outcomes. Map out how SilVerTek LMS tools and resources will be used to support different subjects and learning objectives.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Resource Development</b> - Create or curate digital resources that align with the curriculum and address specific learning outcomes. This may include interactive learning materials, educational software, online platforms, and multimedia content.</li> </ul>	





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<ul style="list-style-type: none"> <li>• <b>Pilot Implementation</b> - Pilot Implementation: Conduct a pilot phase where a subset of teachers and classrooms test out the SilVerTek LMS program. This allows for refinement of strategies, identification of challenges, and gathering feedback from participants.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Roll-out Plan</b> - Develop a detailed rollout plan for implementing the SilVerTek LMS program across all classrooms or schools. This should include a timeline, resource allocation, and clear communication strategies to ensure a smooth transition.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Support and Troubleshooting</b> - Establish mechanisms for ongoing technical support and troubleshooting. Provide teachers and staff with access to help desks, online resources, and professional development opportunities.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Monitoring and Evaluation</b> - Regularly monitor the progress of the SilVerTek LMS program in terms of its impact on teaching and learning outcomes. Collect qualitative and quantitative data to assess the effectiveness of ICT integration and make necessary adjustments.</li> </ul>	

**VI. TIMELINE/SCHEDULES**

Activity	Frequency	Persons/Office Responsible
1. Needs Assessment - Conduct interviews, surveys, and discussions with stakeholders - Identify goals, requirements, and challenges	Quarterly	Teachers School Head PSDSs/PICDs





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2. System Updates - Assess current system and identify gaps	(as needed)	Teachers School Head PSDSs/PICDs
3. Teachers' Training - Develop training programs based on identified needs - Conduct training sessions for teachers and staff - Provide ongoing professional development opportunities	By Semester (during breaks)	Division SilVerTek LMS Nexus Team Division ITO District ICTs School ICTs
4. Curriculum Integration - Review existing curriculum frameworks - Map out areas for SilVerTek LMS integration - Align SilVerTek LMS tools and resources with learning objectives	Regularly	Teachers School Head PSDSs/PICDs
5. Resource Development - Create or curate digital resources - Customize resources to fit the curriculum - Test and refine resources	Regularly	Teachers Division SilVerTek LMS Nexus Team Division ITO District ICTs School ICTs
6. Pilot Implementation: - Select a subset of classrooms or schools for piloting - Monitor and gather feedback from participants - Make necessary adjustments based on feedback	(as needed)	CID
7. Rollout Plan - Develop a detailed rollout plan - Communicate implementation timeline to all concerned - Allocate necessary resources for deployment	Done	





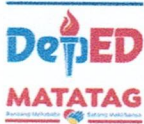
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8. Support and Troubleshooting (Ongoing): - Establish a help desk or support system - Provide ongoing technical assistance and troubleshooting	Quarterly	Division SilVerTek LMS Nexus Team Division ITO District ICTs School ICTs
9. Monitoring and Evaluation (Ongoing): - Collect data on the impact of SilVerTek LMS integration - Analyze the effectiveness of the program - Continuously assess and make improvements	Regularly	School Heads PSDSs/PICDs
10. Sustainability and Continuous Improvement (Ongoing): - Allocate budget for ongoing maintenance and upgrades - Stay informed about emerging trends and technologies - Regularly review and revise the SilVerTek LMS program based on feedback and changing needs		SDO Division SilVerTek LMS Nexus Team Division ITO District ICTs School ICTs
<p><i>Reports are required from time to time for the provision of the learning management system's improvement.</i></p>		

**VII. IMPLEMENTATION**

This issuance shall take effect immediately after its approval and publication.





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**Enclosure No. 2. SilVerTek LEARNING MANAGEMENT SYSTEM FRAMEWORK**

