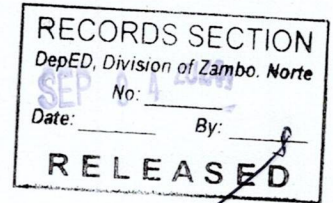




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the School Division Superintendent

September 4, 2024

Division Memorandum

No. 470 s. 2024

**ORIENTATION ON SILVERTEK LEARNING MANAGEMENT SYSTEM AND
INITIALIZATION OF INSTRUCTIONAL MANAGEMENT SYSTEM FOR EFFECTIVE
COACHING AND MENTORING OF INSTRUCTIONAL LEADERS**

To: Asst. Schools Division Superintendents
Chief Curriculum Implementation Division
Chief School Governance Operation Division
Public Schools District Supervisors/PICDs
Secondary and Elementary School Heads
SilVerTek Nexus Team
All Others Concerned

1. In support to the modernization and automation initiatives to improve the delivery of support services and in observance of the Teacher -Field Centric Services Culture in the Development and Implementation of PPAs, the Schools Division of Zamboanga del Norte through the Curriculum Implementation Division spearheads the **ORIENTATION ON SILVERTEK LEARNING MANAGEMENT SYSTEM AND INITIALIZATION OF INSTRUCTIONAL MANAGEMENT SYSTEM FOR EFFECTIVE COACHING AND MENTORING OF INSTRUCTIONAL LEADERS** on September 11-13, 2024 at SDO 4th Floor New SDO Building.

2. The participants shall:
- gain a comprehensive understanding of the key features and functionalities of the SilverTek Learning Management System and Instructional Management System.
 - navigate the LMS and IMS effectively as to utilization of its tools to enhance instructions/supervision for effective teaching and learning.
 - explore ways to use SilverTek LMS & IMS to foster collaboration among teachers and instructional leaders.

3. The participants are EPSs, PSDSs/PICDs, School Heads, District ICTs and selected Master Teacher & SilVerTek Nexus Teams as scheduled:

Date	Participants	Activities
Sept 10 ,2024	SilVerTek Nexus Team (TWG)	Preparation
September 11, 2024	Batch 1 EPSs, PSDSs and <i>(final list to follow)</i>	<ul style="list-style-type: none"> Preparation Initialization & Registration of IMS





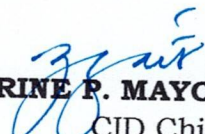
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September 12, 2024	Batch 2 Final list to follow	<ul style="list-style-type: none">• Initialization of IMS• Orientation of SilVerTek MS & IMS
September 13, 2024	Batch 3 Final list to follow	<ul style="list-style-type: none">• Initialization of IMS• Orientation of SilVerTek MS & IMS

4. Furthermore, participants are reminded to bring:
 - a) **LAPTOP** and ensure the installation of the updated Version of the system.
 - b) PSDSs/PICDs – List of School Heads and their respective school's assignment, School ID and TIN
5. For the identification of final participants please fill in the (depedzn.net/link/1d15daOrientationIMS) on or before **Friday Sept. 6, 2024**. Arrangements for blended learning must be made to ensure that the classes of the participating teacher will not be disrupted.
6. Traveling expenses, and other incidental expenses shall be charged against **Division Local Funds /MOOE** while meals & accommodation shall be chargeable against **Division Funds** subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum to all concerned is desired.

For the Schools Division Superintendent:


ZYHRINE P. MAYORMITA EdD
CID Chief

CIDjad(SilverTek LMS Nexus)DM _____-2024/9/4/2024



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