



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 24 2023

MEMORANDUM

No. 024, s. 2023

**XEPTO LEARNING MANAGEMENT SYSTEM CONTENT MIGRATION,
IMPLEMENTATION AND ASSESSMENT**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Senior High School Principals / OICs
SHS ICT Coordinators
SHS Teachers
All Others Concerned

1. In line with the strategic directions of the Schools Division Office of Muntinlupa City to uplift the quality of teaching and learning processes in the new normal education of Senior High Schools Students through different learning modalities and also with its quests of providing relevant learning management system solutions, this Office shall spreadhead and facilitate the full implementation of XEPTO Learning Management System for Senior High School Teachers of Muntinlupa National High School, Tunasan National High School, Muntinlupa Science High School and Cupang Senior High School.
2. Attached are the following:
Annex A - Division Technical Working Group
Annex B - Schedules of XEPTO Training, Technical Assistance and Others
Annex C - Training Matrix
3. Immediate, wide dissemination and compliance to this memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

To be indicate in the Perpetual Index under the following subjects:

SCHOOLS

TRAININGS

MLB/ XEPTO
024 /JANUARY 20, 2023

024

370



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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Certified No: 18.1519.026

0123058

ANNEX C

TRAINING MATRIX

Xepto Learning Management System Training: Content Migration, Implementation, and Assessment

I. Training Objectives:

- Understand the XCLMS Project Implementation Plan for all Muntinlupa Schools
- Utilize the XCLMS School LMS by Quarters 3 and 4
- Efficiently migrate Q3 and Q4 materials in their respective school LMS and deliver learning by Q3 and Q4
- Develop and execute at least 1-2 requirements per topic that are Xepto-based
- Utilize the Xepto App come Q3 and Q4
- Adopt best practices and strategies from successful LMS users

II. Training Details

Mode: F2F Training

Schedule: February 6 – 7 (Face to Face) | 8 AM - 4 PM / February 8 – 10 (Content Creation and Migration)

Participants: 271 Teachers from CNHS, MNHS, TNHS

III. Training Program:

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:30 - 8:00	Assembly/Registration				
8:00 - 8:30	Opening Prayer Welcoming Remarks	Opening Prayer Recap	Opening Prayer Recap	Opening Prayer Recap	Opening Prayer Recap
8:30 - 9:00	Presentation of F2F Use-Cases and Best Practices	Implementation Plan Presentation	Testimonials	Individual Work	Individual Work
9:00 - 12:00	Live Demonstration • Logging in • Accessing their course • Turning Editing Mode • Migration of materials using the following tools.	Live Demonstration • H5P ◦ Course Presentation ◦ Flashcard ◦ Crossword • Creating a Quiz and	Individual Work	Individual Work	Individual Work



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	Assistance	
March 16, 2023	Monitoring Report	Xepto Technical Team – Ms. May L. Borjal
March 17, 2023	Submission of Monitoring Report to SDS	Ms. May L. Borjal to Ms. Carleen S. Sedilla, CESO V
March 27 – 28, 2023	Conduct Visitation to School for Technical Assistance	PSDS and Ms. May L. Borjal
March 30, 2023	School submission of Monthly Accomplishment Report	School to DO
March 31, 2023	Meeting with XEPTO	ICT Coordinators, Ms. May L. Borjal, PSDS and XEPTO
April 5, 2023	If approved, submit test paper of SHS to Mam May to migrate it to LMS	Schools, ICT, XEPTO
April 10 – 14, 2023	Periodical Test Migration to Xepto	Ms. May L. Borjal and XEPTO Team
April 22, 2023	XEPTO Bootcamp Best Practices Games Teaching Demonstration	Schools, TWG and XEPTO Team
April 24 – 25, 2023	Conduct Visitation to School for Technical Assistance (Feedbacking about the LMS Examination and Content for Quarter 4)	PSDS and Ms. May L. Borjal
April 27, 2023	School submission of Monthly Accomplishment Report	School to DO
April 28, 2023	Meeting with XEPTO	ICT Coordinators, Ms. May L. Borjal, PSDS and XEPTO
May 15 – 16, 2023	Conduct Visitation to School for Technical Assistance	PSDS and Ms. May L. Borjal
May 30, 2023	School submission of Monthly Accomplishment Report	School to DO
May 31, 2023	Meeting with XEPTO	ICT Coordinators, Ms. May L. Borjal PSDS and XEPTO
June 9, 2023	Feedback about the whole program	TWG, XEPTO



ANNEX A

DIVISION TECHNICAL WORKING GROUP

Division Field Technical Assistance and Monitoring Team		
Chairperson	Ms. Carleen S. Sedilla, CESO V	Schools Division Superintendent
Division Focal Person	Ms. May L. Borjal	Information Technology Officer I
Members:	Ms. Clarisa Avila	Public Schools District Supervisor
	Mr. Jayboy Evano	Public Schools District Supervisor
	Dr. Ador Querubin	Principal, TNHS
	Dr. Antonio Rocha	Principal, MNHS
	Ms. Jinky Santos	School Head, CSHS
	Mr. Rowell Marquina	Teacher / ICT Coor, TNHS
	Ms. Mary Michelle G. Enriquez	Teacher / ICT Coor, MNHS – SHS
	Mr. Jannrei Anton Labuguen	Teacher / ICT Coor - CSHS

ANNEX B

SCHEDULES OF TRAINING, TECHNICAL ASSISTANCE AND OTHERS

Date	Activity	Persons Involved
January 24, 2023 9 AM Command Center	Consultative / Planning for XEPTO Training	TWG with XEPTO Technical Team
January 27, 2023	Up of NAT Mock Test / Survey for Grades 11 – Grade 12	Xepto Technical / TWG Team
February 6 – 7, 2023	Training during Inset upon the approval of SDS Face to Face	TWG, SHS Teachers and Xepto Technical Team
February 10, 2023	Checking and Submission of Quarter 3 Content 8 – 11 (CSHS) 11 – 2 (MNHS) 2 – 5 (TNHS)	TWG, SHS Teachers and Xepto Technical Team
February 11, 2023	Monitoring Report	Xepto Technical Team – Ms, May L. Borjal
February 20, 2023	Submission of Monitoring Report to SDS	Ms. May L. Borjal to Ms. Carleen S. Sedilla, CESO V
February 21-22, 2023	Conduct Visitation to School for Technical Assistance	PSDS and Ms, May L. Borjal
February 27, 2023	School submission of Monthly Accomplishment Report	School to DO
February 28, 2023	Meeting with XEPTO	ICT Coordinators, Ms. May L. Borjal, PSDS and XEPTO
March 14 – 15, 2023	Conduct Visitation to School for Technical	PSDS and Ms. May L. Borjal



	○ Page ○ URL ○ Forum ○ Assignment and Implementation	● Xepto App ○ Installation ○ Logging in ○ Accessing course ○ Checking Submission Status			
12:00 - 1:00	Lunch Break				
1:00 - 3:00	Individual Work: Content Migration	Individual Work: Content Migration	Individual Work: Content Migration	Individual Work: Content Migration	Individual Work: Content Migration
3:00 - 4:00	Reminders and Closing	Reminders and Closing	Reminders and Closing	Reminders and Closing	Checking Awarding Closing
Output	1 Topic: 50% Migration	1 Topic: 100% Migration	Quarter 3 (50%)	Quarter 3(100%)	Quarter 4 (50%)

