



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 123, s. 2018

TO: **Assistant Schools Division Superintendent**
Chief, Curriculum and Implementation Division
Public Schools District Supervisors
Public Elementary School Heads
Selected Elementary Teachers

FROM: **MA. LORLINIE M. ORTILLO, CESO VI**
Schools Division Superintendent

DATE : **July 4, 2018**

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1. The Schools Division Office of Kabankalan City through the Learning Resource Management and Development Unit will conduct a two-day **Division Training-Workshop on LRMDs Subsystems, Style Guide and Specifications for Selected Elementary Writers, Illustrators and Graphic Artists (Batch 1)** on July 19-20, 2018 at the Division Library Hub.
 2. The training-workshop aims to achieve the following objectives:
 - a. Equip the participants with understanding of the key processes for LRMDs Development and Production, including key QA stages of development and roles and functions;
 - b. Provide the participants with the basics of illustrations for the development of K to 12 materials for educational use;
 - c. Familiarize them with the hardware and software to support development and production via desktop publishing; and
 - d. Design and develop learning and teaching resources;
 3. The participants to this training-workshop are the Division Development and Production Team, Division Legal Personnel/ Attorney III, Division IT Officer, and selected elementary teachers. There will be 5 teams composed of 3 members- a writer, illustrator and graphic artist. Each team must bring big books or storybooks manuscripts (storyline), laptop installed with Adobe Photoshop and Illustrator software (preferably Creative Suite 3), extension cord, and external drive for storage of soft copies of LR, TRs and PDMs.
 4. The Indicative Program Schedule for the said training-workshop and List of Participants are found in Enclosure no. 1 and 2 to this memorandum.
 5. Two snacks and one lunch will be served in the two-day training chargeable against Division INSET or HRTD Funds subject to the usual accounting and auditing rules and regulations.
 6. Immediate dissemination of this Memorandum is desired.


MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

Enclosure: *As stated*

**Division Training-Workshop on LRMDs Subsystems, Style Guide and
Specifications for Selected Elementary Writers,
Illustrators and Graphic Artists (Batch 1)**
July 19-20, 2018

INDICATIVE PROGRAM SCHEDULE

Time	Activities	Resource Speakers/Facilitators
Day 1		
7:30 – 8:00 AM	Registration	Emee Ann P. Valdez Librarian II
8:00 – 9:00 AM	Opening Program & Statement of Purpose	Jewelyn Q. Cadigal Project Development Officer II
9:00 – 10:30 AM	Session 1: Overview of LRMDs Development & Production System and Introduction to A&E Tools	Mary Helen M. Bocol EPS – LRMDs
10:30 – 12:00 NN	Session 2: Copyright Management	Atty. Racel Malalu-an Attorney III
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 2:30 PM	Session 3: Creative Arts Management	Mary Helen M. Bocol EPS – LRMDs
2:30 – 4:00 PM	Session 4: DepED Style Guide and Specifications for Learning Resources Development	Sheila Mae T. Misamen Teacher I- ERAMS East
4:00 – 5:00 PM	Workshop 1: Drawing/Art Appreciation *Making illustrations based on a storyline/manuscript (Participants will work with their respective teams)	Development and Production Team
Day 2		
7:30 – 8:00 AM	Management of Learning	Development and Production Team
8:00 – 9:00 AM	Continuation of Workshop 1: (Participants will continue working with their localized learning resources)	
9:00 – 12:00 NN	Session 5: Digitization and Enhancement of Illustrations using Adobe Photoshop	Alfred R. Otea Administrative Assistant III Kevin Jone D. Camparecio Administrative Assistant II
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 3:30 PM	Workshop 2: LR (Storybook) Development *Combining Texts and Illustrations (Participants will continue working with their localized teaching/learning resources)	Development and Production Team
3:30 – 5:00 PM	Presentation of Final Outputs per Team and Closing Program: The 5 teams will present their final outputs in both hard copy and digitized version. Constructive comments and suggestions for improvement will be asked from fellow participants and LRMDs Team.	Development and Production Team

**Division Training-Workshop on LRMD Subsystems, Style Guide and
Specifications for Selected Elementary Writers,
Illustrators and Graphic Artists (Batch 1)**
July 19-20, 2018

LIST OF PARTICIPANTS

No.	NAME	SCHOOL	DISTRICT	ROLE
1	MARY HELEN M. BOCOL	LRMD Section	Division	EPS – LRMDs
2	JEWELYN Q. CADIGAL	LRMD Section	Division	PDO II – LR
3	EMEE ANN P. VALDEZ	LRMD Section	Division	Librarian II
4	ARCHIEBAL A. POYOGAO	ICT, OSDS	Division	ITO I
5	ATTY. RACEL A. MALALU-AN	Legal, OSDS	Division	Attorney III
6	ALFRED R. OTEA	Finance, OSDS	Division	ADAS III
7	KEVIN JONE D. CAMPARECIO	Finance, OSDS	Division	ADAS II
8	RAI A. REYES	ERAMS West	Kabankalan II	Illustrator
9	SHEILA MAE T. MISAMEN	ERAMS East	Kabankalan I	Visual Graphic Artist (VGA)
10	ROWENA B. TEVES	SONEDCO ES	Kabankalan II	Visual Graphic Artist (VGA)
11	NANCY MOLDE	Badiangay ES	Kabankalan V	Team 1: Illustrator
12	KRISHA MARIE T. PALTU-OB	Basak ES	Kabankalan I	Team 1: VGA
13	WELROSE G. CORNELIO	ERAMS West	Kabankalan II	Team 1: Writer
14	ROLAND TARAZONA	Magtongtong ES	Kabankalan II	Team 2: Illustrator
15	JERIC IMPERIAL	Pitgong ES	Kabankalan V	Team 2: VGA
16	MARICEL P. ESTRADA	ERAMS West	Kabankalan II	Team 2: Writer
17	ELLEN JOY T. BARRIOS	Binicuil ES	Kabankalan III	Team 3: Illustrator
18	SHEILA MAE M. MANOS	Dr. Pablo Torre PS	Kabankalan III	Team 3: VGA
19	JENIE A. FELICANO	Talubangi ES	Kabankalan III	Team 3: Writer
20	MARK ANTHONY L. LIRAZAN	Nursery PS	Kabankalan IV	Team 4: Illustrator
21	RODEL PONCE	Mamig ES	Kabankalan IV	Team 4: VGA
22	SANYLYN L. CUEVAS	Carol-an ES	Kabankalan V	Team 4: Writer
23	KENNETT PERALTA	Pres. Osmeña ES	Kabankalan V	Team 5: Illustrator
24	JOE GLENN Q. AGRAVANTE	Oringao ES	Kabankalan V	Team 5: VGA
25	CHAROL JOY M. MACATUBAL	Orong ES	Kabankalan I	Team 5: Writer