




### DIVISION MEMORANDUM

No. 192, s. 2019

**TO :** All Public Elementary and Integrated School Heads  
All Others Concerned

**FROM :**   
**DANTE G. PARUNGAO**  
Officer-in-Charge  
Office of the Schools Division Superintendent

**DATE :** November 4, 2019

**SUBJECT :** DIVISION TRAINING-WORKSHOP FOR THE DIVISION POOL OF ILLUSTRATORS AND LAYOUT ARTISTS

1. Republic Act No. 10533 entitled Implementing Rules of Basic Education Act of 2013, Rule in Section 10.3 states that production and development of locally produced teaching and learning materials shall be encouraged. The approval of these materials shall be devolved to regional and division education units in accordance with national policies and standards. The School Division Office through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS) are mandated to develop and produce localized learning resources.

To assist the Schools Division Office to fulfill the mandate, the Curriculum Implementation Division (CID) through the Learning Resource Management Section (LRMS) will be conducting a Division Training-Workshop for the Division Pool of Illustrators and Layout Artists. This will be conducted in (3) three Saturdays as follows: November 16, 23 and December 7, 2019 at the SDO Conference Hall.

2. The workshop aims to:

- a. create a pool of illustrators and layout artists who will help the Schools Division Office and Schools in the development of learning resources;
- b. ensure that the services and utilization of the LRMS learning resources conforms with the DepEd standards; and
- c. recognize the pool of illustrators and layout artists in the schools and division.

3. The participants to this training-workshop are the identified potential Illustrators and Layout Artists of the school. The participants are enjoined to bring the following;

1. Laptop with the following specs  
-display screen of 15” or higher

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- 2Gb-4Gb RAM
- pre-installed Adobe in Design CS6
- pre-installed Photoshop CS6 or higher
- Pre-installed Adobe Illustrator
- 2. mouse
- 3. extension chord
- 4. Staedlier pencil and Eraser
- 5. Unipin marker 0.8
- 6. Ruler
- 7. 8Gb Virus-free USB/flash drive
- 8. SLK Final Draft
- 9. Manuscript of short story

4. Meals, snacks, materials and other expenditures relative to this activity shall be charged against HRD Funds, while travelling and other incidental expenses shall be charged against School MOOE or any available funds subject to the usual accounting and auditing rules and procedures.

5. In line with DO No. 53, s. 2003, entitled, Updated Guidelines on Grant of Vacation Service Credits to Teachers, all teachers who will participate in this training-workshop shall be granted service credits.

6. Enclosed are the number of participants per school as reference.

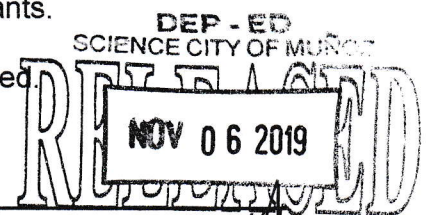
7. A meeting of facilitators and training management team relative to this activity shall be held on November 13, 2019 at Division Library Hub, 2:00 PM. The following teachers are required to attend the meeting:

- Darius Escubio – MNHS Main - JHS
- Romeo B. De Castro, Jr. – MNHS Main –JHS
- Presila P. Esteban – MNHS Main – JHS
- Sherilou Balingbing – Bagong Sikat ES
- Christina M. Dela Cruz – Bagong Sikat ES
- Dicena S. Esposito – Rang-ayan ES
- Alma M. Arquero – Rang-ayan ES
- Kristina Marie B. Millan – Cabisuculan ES
- Cornelio H. Espiritu, Jr. – Villa Isla ES
- James Patrick S. Barrias – Pandalla ES
- Imelda B. Sicat – Muñoz Central School
- Jinky O. Martin – Munoz Cenral School

8. This Memorandum will also serve as Authority to Travel of the participants.

9. Immediate dissemination and compliance of this Memorandum is desired.

cid/rad



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By: \_\_\_\_\_







Inclosure to Division Memorandum No. 102, s. 2019

**DIVISION TRAINING-WORKSHOP FOR THE DIVISION POOL OF  
ILLUSTRATORS AND LAYOUT ARTISTS**

**NUMBER OF PARTICIPANTS PER SCHOOL**

1. Bagong Sikat ES (1)	18. Mapangpang ES (1)
2. Bantug ES (2)	19. Maragol IS (2 Elem. Teachers)
3. Bical ES (1)	20. Munoz Central School (6)
4. Cabisuculan ES (1)	21. Munoz North CS (2)
5. Calabalabaan ES (1)	22. Palusapis IS (2 Elem. Teachers)
6. Calisitan (1)	23. Pandalla ES (1)
7. Catalanacan ES (1)	24. Rang-ayan ES (1)
8. Curva ES (1)	25. Ricardo A. Viola ES (1)
9. DepEd – CLSU ES (2)	26. Rizal ES (1)
10. Franza ES (1)	27. San Andres ES (1)
11. Gabaldon IS (2 Elem. Teachers)	28. San Antonio IS (1 Elem. Teacher)
12. Balante ES (1)	29. San Felipe ES (2)
13. Licaong ES (1)	30. Sapang Cuayan ES (1)
14. Linglingay ES (2)	31. Villa Cuizon ES (1)
15. Magtanggol IS (1 Elem. Teacher)	32. Villa Isla ES (1)
16. Maligaya ES (2)	33. Villa Nati ES (1)
17. Mangandingay ES (1)	34. Villa Santos ES (1)

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