



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 6, 2023

DIVISION MEMORANDUM

No. 284 s. 2023

**DIVISION TRAINING WORKSHOP
 FOR NEW LEARNING RESOURCES ILLUSTRATORS**

To: Assistant Schools Division Superintendents
 Chiefs, CID and SGOD
 Public School District Supervisors
 Public Elementary and Secondary School Heads
 All Concerned

1. In relevance to the Learning Resources development anchored on reading programs, the Curriculum Implementation Division through the Learning Resources Management Section will be conducting a live-in Division Training Workshop for New Learning Resources Illustrators to be held on July 19-21, 2023 at Tanza Oasis Hotel and Resort, Brgy. Capipisa, Tanza Cavite.





2. The training aims to capacitate new Division Illustrators for Learning Resources. Specifically, it aims to:

- Train and capacitate new Division Illustrators for Learning Resources to work on materials to be used for reading programs such as but not limited to storybooks (big books, small books, e-books), reading primers and flash cards.
- Understand the Terms of Reference for Illustrators of Learning Resources.
- Create additional manpower to the existing pool of Division Illustrators for Learning Resources.
- Develop a repository of illustrations that can be used for learning resources (online and offline).

3. Participants to the said event will be posted in a separate memorandum. All participants are expected to comply to the required outputs by the LRMS. Likewise, participants are required to bring the following materials/equipment to be used during the workshop:

- Laptops or tablet with wide screen (capable of rendering illustrations)
- Drawing tablet, graphics tablet and/or mouse
- Extension cord



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

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- Autodesk Sketchbook application (required) and/or other apps
- Coloring materials for traditional/manual drawings
- Pocket WIFI (optional)

4. NO REGISTRATION FEE will be collected from each participant in the conduct of these activities. Food of participants and working committee members and other office supplies shall be charged to Division HRTD Fund. Transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.





5. For more information, please contact the Education Program Supervisor in charge of Learning Resources Management Section, Noel S. Ortega at (0949)8868917; or Julie Anne V. Vertudes, Project Development Officer II – LRMS through these email addresses: depedcavite.lrmd@deped.gov.ph and/or julie.villagracia@deped.gov.ph.

6. Immediate dissemination of this Memorandum is highly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

JVV/DM NO. ~~224~~ 2023
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Attachment No. 1 to Division Memorandum _____ s.2023 DIVISION TRAINING WORKSHOP FOR NEW LEARNING RESOURCES ILLUSTRATORS





PROGRAM OF ACTIVITIES
DIVISION TRAINING WORKSHOP
FOR NEW LEARNING RESOURCES ILLUSTRATORS

July 19-21, 2023

Tanza Oasis Hotel and Resort, Brgy. Capipisa Tanza Cavite

Date/ Time	Activity	Speaker/ Facilitator
Day 1	Registration and Preliminaries	LRMS Team
9:00-10:30	Session 1 Common Guidelines on Creative Arts and Illustrations for Learning Materials	Jhunarilyn Apple O. Busia Division Illustrator (GMA) Session Facilitator
10:30-12:00	Session 2 Common Errors in Illustrations and Layout	Nerlie R. Dimapilis Division Illustrator (GMA) Session Facilitator
12:00-1:00	Lunch Break	
1:00-3:30	Session 3 Social Content Guidelines for LR Illustrations	Kaycee Lheine Cortez Division Illustrator (Silang) Session Facilitator
3:30-4:30	Workshop and Presentation of Outputs (Sessions 1-3)	Precious Mae Yaya Division Illustrator (Amadeo) Workshop Facilitator
4:30-5:00	Clearing House of Ideas	Julie Anne V. Vertudes Project Development Officer II
Day 2	Preliminaries	LRMS Team
9:00-12:00	Session 4 Basic Illustration Techniques as Introduction to Digital Arts	Michael Joseph Lapid Division Illustrator (GMA) Session Facilitator
12:00-1:00	Lunch Break	
1:00-4:00	Workshop and Presentation of Outputs (Session 4)	William Bandiola Division Illustrator (GMA) Workshop Facilitator
4:00-5:00	Clearing House of Ideas	Julie Anne V. Vertudes Project Development Officer II
Day 3	Preliminaries	LRMS Team
9:00-12:00	Session 5	Mark Ronell Bernaldez Division Illustrator (Amadeo)



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	Digital Drawing and Techniques using Autodesk Sketchbook	
12:00-1:00	Lunch Break	
1:00-3:00	Workshop and Presentation of Outputs (Session 5)	Eris R. Dela Cruz Division Illustrator (Silang) Workshop Facilitator
3:00-4:00	Terms of Reference for Division Teacher-Illustrators	Leonila L. Custodio Division Librarian
4:00-5:00	Closing Program	LRMS Team



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Program Management Team and Terms of Reference

Committee	Terms of Reference	Members
Program/ Planning	<ul style="list-style-type: none">• Prepare all documentary requirements such as, but not limited to, activity proposal• Organize and lead the whole program flow• Coordinate duties and responsibilities of PMT members• Prepare Activity Completion Report	Noel S. Ortega Julie Anne V. Vertudes Leonila L. Custodio
Attendance and Certificates	<ul style="list-style-type: none">• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)• Prepare and ensure dissemination of certificates for participants and PMT members	Precious Mae Yaya Kaycee Lheine Cortez Nerlie Dimapilis
Technical	<ul style="list-style-type: none">• Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used• Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities	Michael Joseph Lapid Eris R. Dela Cruz William Bandiola
Documentation	<ul style="list-style-type: none">• Prepare/ collect all audio-visual presentations and materials to be used during the event• Prepare a narrative or news report regarding the event	Julie Anne V. Vertudes Leonila Custodio Jhunarlyn Apple Busia Mark Ronell Bernaldez



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	<ul style="list-style-type: none">• Assist in accomplishing the Activity Completion Report	
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none">• Prepare QATAME link/ form• Consolidate participants' evaluation of conducted activity and identify areas for improvement• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations	Maria Belen C. Mojica Kristine G. Dela Rosa
Safety and Security	<ul style="list-style-type: none">• Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants• Ensure observance of appropriate health and safety standards for physical or face-to-face activities	Physician/Nurse on duty



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