



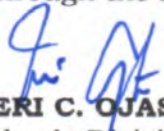
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

CID-2023- 901

To : **Maria Melba Real-P2**, San Miguel E/S, Bacong District
Myleen Sedillo-MT1, Cantalina E/S, Amlan District
Elvira Diones, P2, Sibulan C/S, Sibulan District 1
(Through the PSDS)

From : 
NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

Subject: **RESKILLING OF LEARNING RESOURCE DEVELOPMENT AND QUALITY
ASSURANCE TEAM ON SPECIAL EDUCATION, CUM DIGITIZATION AND FINAL
LAY-OUTING OF THE KINDERGARTEN INCLUSIVE LEARNING RESOURCES**

Date : December 4, 2023

1. This office informs the concerned participants on the conduct of a Workshop on the Digitization and Final Lay-Outing of Kindergarten Inclusive Learning Resources on December 18-22, 2023 at DepEd Ecotech Center, Lahug, /Cebu Business Hotel, Colon Street, Cebu City.
2. Kindly refer to the attached Regional Memorandum # 904, s. 2023 for the details.
3. Identified participant is advised to pre-register through this link:
<https://forms.gle/s1tdNWeN4wN8orvKA>
4. This memorandum serves as **Authority to Travel**.
5. For your information, compliance and guidance.


NCO/JMA-MKP-NLR/CID/kys

06 DEC 2023



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

29 NOV 2023

REGIONAL MEMORANDUM

No. 904 s. 2023

**RESKILLING OF LEARNING RESOURCE DEVELOPMENT AND QUALITY ASSURANCE
TEAM ON SPECIAL EDUCATION, CUM DIGITIZATION AND FINAL LAY-OUTING OF
THE KINDERGARTEN INCLUSIVE LEARNING RESOURCES**

To: Schools Division Superintendents

1. In support to the department's MATATAG Agenda, this Office, through the Curriculum and Learning Management Division, will conduct a Workshop on the Digitization and Final Lay-Outing of Kindergarten Inclusive Learning Resources on December 18-22, 2023 at DepEd Ecotech Center, Lahug, Cebu City.

2. The activity aims to reskill the participants on the different accommodation strategies in special education including Filipino Sign Language for them to enhance the content of the Kindergarten Inclusive Learning Resources, layout/format the Kindergarten Inclusive Learning Resources for the second semester of the Project DULA following the learning resource standards, and convert the same to digital format.

3. There shall be **3** participants per division composed of:

- a. Division Supervisor in Kindergarten
- b. 1 digital creator of the eKBT-DULA
- c. 1 lay out artist of the eKBT-DULA

Should the division opt to send new digital creator and layout artist, the following must be considered:

- Digital creator must be proficient in digital media (powerpoint presentation, audio-video sharing/recording, etc.).
- Layout artist must have experience in lay-outing learning resources for K-stage 1 learners.
- Both must be a member in the region/division/district learning resource development and quality assurance team and must have background in special education and Filipino Sign Language.

Identified participants are advised to pre-register through this link:

<https://forms.gle/s1tdNWeN4wN8orvKA> .

4. Participants are likewise required to bring laptop, extension cord, final version of the



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DepEd Tayo Region VII

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pilot tested e-KBT (2nd semester), downloaded copy of the official powerpoint presentation template, and transition songs in audio-video format (Filipino Sign Language Interpretation).

5. Board and lodging and accommodation of the participants shall be charged against OSEC 7-22-3145 while travel expenses, and other incidental expenses incurred by the participants relative to the conduct of the activity shall be charged against OSEC 7-22-2753 to be downloaded to the divisions, subject to the usual accounting and auditing rules and regulations. First and last meal to be served is lunch of Day 1 and morning snacks of Day 5, respectively.

6. Service Credits and or Compensatory Time-Off (CTO) shall be granted to the participants in accordance to DepEd Order 53 s. 2003, entitled "Updated Guidelines on Grant of Vacation Credits to Teachers," and CSC-DBM Joint Circular No. 2 s. 2004 entitled "Policies and Guidelines on Overtime and Overtime Pay for Government Employees," respectively.

7. Please see enclosures number 1 for the activity matrix and list of the members of technical working group.

8. Immediate dissemination of, and compliance with this memorandum are directed.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

Activity Matrix

Time	DAY 1 (Dec. 18, 2023)	DAY 2 (Dec. 19, 2023)	Day 3 (Dec. 20, 2023)	Day 4 (Dec. 21, 2023)	Day 4 (Dec. 22, 2023)
8:00-8:30	Travel Time	MOL	MOL	MOL	MOL
8:30-9:30	Arrival, Checking In and Registration	Digitization and Lay-outing of Kindergarten ILR	Digitization and Lay-outing of Kindergarten ILR	Presentation of digitized and formatted output	Submission of KILRC in pdf and digitized format
9:45-10:45					Ways Forward
11-12:00					Closing
12:00-1:00	Lunch	Lunch			
1:00-2:00	Opening Program				
2:00-3:00	<ul style="list-style-type: none"> • Direction Setting • Special Education • Accommodation Strategies of LWds • Review on LR Standards • Digitization and Lay-outing of Kindergarten ILR 		Presentation of digitized and formatted output		Travel Time
3:00-4:00					
4:00-5:00		Progress Checking			

B. MANAGEMENT AND TECHNICAL WORKING TEAM

NAME	DIVISION
Dr. Maria Jesusa Despojo	CLMD
Dr. Gilda Bancog	CLMD
Mrs. Giovanni Montealegre	Cebu Province- TWG
Mrs. Helen Roa	Cebu Province- TWG
Mr. Eliseo Lcones	Cebu Province- TWG
Mrs. Emelita Jugasan	Cebu Province- TWG
Mrs. Adina Ranay	Cebu Province- TWG
Mrs. Sweet Opalyn Sa-a	Cebu City - TWG
Mr. Celestino Aparece	Lapulapu City - Layout Artist/Illustrator