



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

7 0 MAY 2023

DIVISION MEMORANDUM

No. 310, s. 2023

**CONVERSION AND ENHANCEMENT OF BIG BOOKS INTO PORTABLE
DOCUMENT FORMAT**

To: Assistant Schools Division Superintendent
Chief, CID, and SGOD
Division Program Supervisors
Public School Districts Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The SDO of Negros Oriental continuously advocates the mandate of providing quality, accessible, cost-effective, diverse, and appropriate learning resources to all types of learners and teachers in the public schools/ALS Centers. Four hundred twenty (420) quality assured printed Big Books available in the LR Section need to be converted into a digitized format and upload in the local LR Portal for division-wide use.
2. In this connection, this office informs the field of the Conversion and Enhancement of Big Books into Portable Document Format on May 24-26, 2023 at SDO Library Hub, Kagawasan Ave., Capitol Area, Dumaguete City.

This activity aims to:

- a. equipped participants with the technical skills using Adobe InDesign and other editing tools in converting learning materials into digital format;
 - b. enhanced illustrated images found in the big books;
 - c. converted big books into portable document format; and
 - d. upload converted Big Books to the Local LR Portal.
3. The participants are required to bring a Laptop (with Adobe Photoshop, Adobe Illustrator, adobe animate, and Adobe InDesign installed) and an extension wire. Likewise, they must strictly observe stringent health protocols against Covid-19 infection.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

4. Meals are chargeable against GAD Funds while traveling, accommodation and other incidental expenses incurred will be charged against school MOOE/Local funds, all subject to the usual accounting and auditing rules and regulations.
5. Teachers handling classes shall prepare activities and turnover to their school heads to make sure that there will be no disruption of classes.
6. Please see the attached List of Participants and be guided accordingly.
7. Immediate and wide dissemination of this memorandum is desired.

By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS ED D, JD
OIC - ASDS
Office-In-Charge

5/9/23



OFFICIAL LIST OF PARTICIPANTS

No.	NAME	DISTRICT	STATION
1	Myleen Sedillo	Amlan	Panusuan Elem. School
2	Michael Gudio	Ayungon I	Mabato, Elem. School
3	Christian Even D. Santillan	La Libertad I	La Libertad TVS
4	Gerald T. Ubag	Bacong	Bunted High School
5	Enry P. Alam-alam	Zamboanguita	Santiago Delma MHS
6	Marie Tonette E. Lajot	Sta. Catalina I	Marcelino E. Eligan Banlas ES
7	Shastine Kreyz C. Tupaz	Tayasan II	Jilabangan ES
8	Farell D. Garcia	Ayungon II	Tambo NHS
9	Reynald M. Manzano	Sta. Catalina II	Cawltan High School
10	Elda Jean Chua	Sibulan	Sibulan CES
11	Raymund Santillan	Bacong	Nazario Tale Mem. School
12	Florie May S. Aragon	Valencia	Pulangbato NHS
13	Rurex Bon V. Cagas	Zamboanguita	Malongcay ES
14	Clint Noblefranca	Ayungon II	Ambus ES
15	Rabbi Balbon	Ayungon II	ANHS – Carol-an Ext
16	Florence Rose C. Florencio	Ayungon I	Ayungon National High School
17	Hara Cymell B. Acab	Manjuyod II	Manjuyod National HS
18	Jasmine Rose L. Grancapal	Sta. Catalina I	Hingles ES
19	Nolan Ryan R. Alas-as	Tayasan I	Tayasan NHS
20	Troxie Gavect Torres	Tayasan 2	Tayasan NHS
21	Raymund G. Lula	Mabinay IV	Hagtu ES
22	Rafael Rex B. Felisida	Manjuyod 2	Manjuyod NHS
23	Shemdarwin S. Medez	Ayungon 1	Ayungon Science HS
24	Geneva Faye Mendoza	Sta. Catalina 1	Casiano Napigkit NHS
25	Mark Dave Vendiola	NOHS	NOHS
26	Mark Joven Casal	Ayungon II	Carol-an NHS-ANHS Extension
	FACILITATORS/TRAINING TEAM		
	NAME	DISTRICT	STATION
27	Rosela R. Abiera	D.O.	D.O.
28	Elmar L. Cabrera	D.O.	D.O.
29	Maricel S. Rasid	D.O.	D.O.



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