



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

July 13, 2023

**DIVISION MEMORANDUM**

No. **325** s. 2023

**WORKSHOP ON THE DEVELOPMENT OF LEARNING RESOURCES**

To: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief - Education Program Supervisor - CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Project Development Officer II (CID)  
SDO- Librarian II

1. This Office, through the Learning Resources Management Section of the Curriculum Implementation Division, will conduct a **Workshop on the Development of Learning Resources** on **July 26 to July 28, 2023**. The venue will be announced later.
2. The workshop aims to achieve the following objectives:
  - a. provide the participants with knowledge on how to make and enhance illustrations using pen tablet; and
  - b. develop and produce learning resources using pen tablet.
3. The participants of this workshop are two graphic artists per subject area. The names of Resource Speaker, Facilitators, and Program Management Team are found in **Enclosure No. 1**.
4. Participants are advised to bring the following:
  - a. Quality-assured teacher-made storyline
  - b. Laptop with installed Adobe Photoshop
  - c. Drawing Pen Tablet
5. Resource speaker and facilitators are advised to report in advance on Day 0 for the sorting and packing of workshop materials as well as finalization and walkthrough of presentations.
5. The indicative Program Schedule for this workshop is found in Enclosure No. 2. First meal on day 1 is breakfast and last meal is PM snack on day 3.
6. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the Other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

7. Expenses for food and workshop materials will be charged against the downloaded fund (LRO No. ROVI-2022-243) while travel expenses of the participants will be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
8. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability or other factors, and personal circumstances contrary to the principles of equal opportunity.
9. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols.
10. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 



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Enclosure no. 1 to Division Memorandum No. 325, s. 2023

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**NO. OF PARTICIPANTS BY LEARNING AREA**

LEARNING AREA	Graphic Artist
1. Kinder	2
2. English	2
3. Filipino	2
4. Science	2
5. Math	2
6. Araling Panlipunan	2
7. Edukasyon sa Pagpapakato	2
8. MAPEH	2
9. EPP/TLE	2
10. SPED	1
11. ALS	1
<b>TOTAL</b>	<b>20</b>

**THE CORE GROUP**

**RESOURCE SPEAKER**

NAME	School/District/Office	Position
1. Abygail Alix	FEU	Professor

**LIST OF TRAINING STAFF AND FACILITATORS**

1. Judith P. Tu	SDO-CAPIZ	PSDS
2. Glenn P. Dollete	SDO-CAPIZ	PDO 2
3. Edwin Salanatin	CLRANHS	Master Teacher I
4. Vincent D. Lausa	BNHS	Head Teacher III
5. Esmeral A. Dagmil	Manoling ES	Head Teacher I
6. Laurence U. Dadivas	Marita ES	Teacher III

**HEALTH PERSONNEL**

(to be determined)	SDO	NURSE
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**MANAGEMENT TEAM**

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

**MA. LUNIE B. SAMPANI MPA, CPA**  
OIC-Office of the Assistant Schools Division Superintendent

**SEGUNDINA F. DOLLETE, EdD.**  
Chief – Curriculum and Implementation Division



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Enclosure No. 2 to Div. Memo 325, s. 2022

**MATRIX OF ACTIVITIES**

**THREE-DAY LIVE-IN DIVISION WORKSHOP ON THE DEVELOPMENT OF LEARNING RESOURCES**

**Day 0- July 25, 2023 (TUESDAY)**

<b>TIME</b>	<b>ACTIVITY</b>	<b>Person In-Charge</b>
8:00- 9:00	Arrival of TWG/Core Group	TWG/Core Group
9:00 -11:00	Debriefing/Checking and Assessment of Training Venue and Facilities	TWG/Core Group
12:00 – 1:00	<b>LUNCH</b>	
1:00 – 3:00	Review of Training Targets and Framework/Presentation of Program Flow and Processes	TWG/Core Group
3:00 – 5:00	Final Dry-Run of Presentations /Critiquing and Adjustments	TWG/Core Group
6:00 - 6:30	Dinner	
7:00 – 8:00	Final Sorting and Packing of Training Materials	TWG

**Day 1 – JULY 26, 2022 (WEDNESDAY)**

<b>TIME</b>	<b>ACTIVITY/TOPIC/ RESOURCE SPEAKER</b>	<b>MODERATOR/ PERSON IN-CHARGE</b>
7:30 – 9:00	Arrival of Participants	TWG/Core Group
9:30 -10:30	Opening Program	Edwin Salanatin
10:30 -12: 00	Topic 1 - Getting to know the participants/Preparing for Repository of Workshop Outputs	Vincent D. Lausa
12:00 - 1:00	<b>LUNCH</b>	
1:00 – 2:00	Topic 2- Understanding the Fundamentals of Using Pen Tablets	Edwin Salanatin/ Vincent Lausa
2:00 – 2:30	Topic 3-Exporing the Traditional Illustrations to Scanned Documents Ms. Abygail Alix	TWG/Core Group
2:30 - 5:30	Topic 4 - Brush Tool	TWG/Core Groups
6:00 – 7:00	Dinner	



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**THREE-DAY LIVE-IN DIVISION WORKSHOP ON THE DEVELOPMENT OF**  
**LEARNING RESOURCES**

**Day 2 – July 27, 2023 (FRIDAY)**

TIME	ACTIVITY	Moderator/ Person In-Charge
6:30 – 7:30	Personal Grooming/Breakfast	
8:00 – 8:30	MOL	Assigned Group/ Edwin Salanatin
8:30 – 10:00	<b>Topic 5 - Application of Brush Techniques</b> Ms. Abygail Alix	Edwin Salanatin/ Vincent Lausa
10:00 – 12:00	<b>Topic 6 - Using Pen Tool</b>	
12:00 - 1:00	LUNCH	
1:00 – 3:00	<b>Topic 7- Creating and Modifying Paths</b>	Edwin Salanatin/ Vincent Lausa
4:00 – 5:00	<b>Topic 8 - Advance Pen Tool Techniques</b>	Edwin Salanatin/ Vincent Lausa
4:00 - 5:30	<b>Topic 9 - Application of Pen Tool</b>	
6:00 – 7:00	Dinner	

**Day 3 – OCTOBER 23, 2022 (SUNDAY)**

TIME	ACTIVITY	Moderator/ Person In-Charge
6:30 – 7:30	Personal Grooming/Breakfast	
8:00 – 8:30	MOL	Assigned Group / Mr. Laurence U. Dadivas
8:30 – 10:00	<b>Topic 10 - Refining Scanned Drawing</b>	Edwin Salanatin/ Vincent Lausa
10:00 – 12:00	<b>Topic 11 - Digital Transformation</b>	Edwin Salanatin/ Vincent Lausa
12:00 - 1:00	LUNCH	
1:00 – 3:30	<b>Presentation of Final Output</b>	
3:30 – 4:30	<b>Closing Program</b>	Assigned Group / Mr. Laurence U. Dadivas
4:30 – 5:30	<b>HOME SWEET HOME</b>	



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