



January 26, 2017



DIVISION MEMORANDUM

No. 27, s. 2017

THREE-DAY LIVE-IN DIVISION TRAINING WORKSHOP FOR SECONDARY SCHOOL WRITERS/DEVELOPERS, ILLUSTRATORS AND VISUAL GRAPHIC ARTISTS ON THE DEVELOPMENT OF LEARNING RESOURCES

To: Assistant Schools Division Superintendent
Education Program Supervisors
Heads of Secondary and Integrated Schools
Project Development Officer II (CID)

1. The Division of Capiz through the Learning Resources Management and Development Unit of the Curriculum Implementation Division will conduct a **Three-Day Live-In Division Training Workshop for Secondary School LRMDs Coordinators, Illustrators and Visual Graphic Artists on the Development of Learning Resources** on March 3 - 5, 2017. The venue will be announced later.
2. The training-workshop aims to achieve the following objectives:
 - a. equip the participants with understanding of the key processes for LRMDs Development and Production, including key Quality Assurance stages of development and roles and functions;
 - b. provide them with the basics of illustration for the development of materials for education use;
 - c. familiarize them with hardware and software to support development and production via desktop publishing; and
 - d. design and develop learning and teaching resources.
3. The participants to this training-workshop are the secondary school LRMDs coordinators, visual graphic artists, and illustrators. The number of participants is found in **Enclosure no. 1**.
4. Secondary school LRMDs coordinators must bring harvested teacher-made teaching/learning resources/professional development materials with illustration (in soft or hard copies) with their corresponding evaluation results. Visual graphic artists must bring laptop installed with Photoshop and Illustrator software, internet connectivity device, extension cord, and external drive for storage of soft copies of LRs, TRs and PDMs. Free hand artists are advised to bring drawing materials.
5. The indicative Program Schedule for this training-workshop is found in **Enclosure No. 2**. First meal on day 1 is AM snack and last meal is PM snack on day 3.
6. A registration fee of Three Thousand Five Hundred Pesos (PhP3,500.00) shall be charged from each participant to defray expenses for board and lodging, training kits and other related expenses for 3 days which is chargeable against school MOOE while expenses for trainers and facilitators shall be charged from the Division INSET Fund, both subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN, Ed. D., CESO V
Schools Division Superintendent 

Enclosure: As stated

Reference:

Allotment: 1-2-3

To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

TEACHING AIDS

TRAINING PROGRAM

**THREE-DAY LIVE-IN DIVISION TRAINING WORKSHOP FOR SECONDARY SCHOOL WRITERS/DEVELOPERS,
ILLUSTRATORS AND VISUAL GRAPHIC ARTISTS ON THE DEVELOPMENT OF LEARNING RESOURCES**

Indicative Program Schedule

Arrival: Thursday March 3 ___ : First Meal –Morning Snacks

Departure: Saturday March 5 ___ : Last meal –Afternoon Snacks

Time	Day 1 March 3, 2017	Day 2 – March 4, 2017	Day 3 March 5, 2017
7:30 – 8:30	Arrival, Registration and Setting-In	Management of Learning	Management of Learning
8:30 – 9:30	Opening Program and Statement of Purpose	Guidelines Using Graphic Materials	
9:30 – 11:00	Overview of LRMDs Development and Production System	Workshop	Presentation of Outputs and Critiquing
11:00 – 12:00	Basic Illustration Technique/Importance/Errors		
12:00 – 1:00		Lunch	
1:00 – 2:00	Familiarization of Hardware and Software	Workshop	Closing Program
2:00 – 3:00	Photoshop/Uses/Toolbars		Sing your way home
3:00 – 6:00	Workshop		

ILLUSTRATORS AND VISUAL GRAPHIC ARTISTS ON THE DEVELOPMENT OF LEARNING RESOURCES

	SCHOOL	SCHOOL LRMDs COORDINATOR	VISUAL GRAPHIC ARTIST	FREE HAND ILLUSTRATOR
1	Arturo Jugo NHS	1	1	1
2	Bagong Barrio NHS	1	1	1
3	Basiao NHS	1	1	1
4	Bungsuan NHS	1	1	1
5	Cabugcabug NHS	1	1	1
6	Camburanan NHS	1	1	1
7	Candelaria NHS	1	1	1
8	Candelaria NHS- Roxas Ext.	1	1	1
9	Capiz NHS	1	1	1
10	Casanayan NHS	1	1	1
11	Col. Patrocinio Artuz NHS	1	1	1
12	Comsr. Luis R. Asis NHS	1	1	1
13	Concepcion Castro Garcia NHS	1	1	1
14	Cuartero NHS	1	1	1
15	Dao NHS	1	1	1
16	David Moises MHS	1	1	1
17	Dulangan NHS	1	1	1
18	Dumalag Central NHS	1	1	1
19	East Villaflores NHS	1	1	1
20	Estafania Montemayor NHS	1	1	1
21	Felix Balgos MNHS	1	1	1
22	Florentina Degala MNHS	1	1	1
23	Hipona NHS	1	1	1
24	Ivisan NHS	1	1	1
25	Jagnaya NHS	1	1	1
26	Jamindan NHS	1	1	1
27	Leodegario D. Deocampo Sr. NHS	1	1	1
28	Lonoy NHS	1	1	1
29	Lucero NHS	1	1	1
30	Luis Escutin NHS	1	1	1
31	Maayon NHS	1	1	1
32	Macario Delfin Bermejo NHS	1	1	1
33	Maindang NHS	1	1	1
34	Malonoy NHS	1	1	1
35	Mambusao East NHS	1	1	1
36	Mambusao NHS	1	1	1
37	Manuel F. Onato NHS	1	1	1
38	Marciano M. Patricio (Pilar)	1	1	1
39	Mianay Ext.	1	1	1
40	Panitan NHS	1	1	1
41	Pawa NHS	1	1	1
42	Pontevedra NHS	1	1	1
43	Presentacion Diez Gregorio NHS	1	1	1
44	Putian NHS	1	1	1
45	Ramon A. Benjamin Sr. MHS	1	1	1
46	Rev. Tomas Conejar NHS	1	1	1
47	San Antonio NHS	1	1	1
48	San Nicolas NHS (Pilar)	1	1	1
49	San Nicolas NHS (Tapaz)	1	1	1
50	Sapian NHS (poblacion)	1	1	1
51	Tapaz NHS	1	1	1
52	Tuburan NHS	1	1	1
53	Vicente Andaya Sr. NHS	1	1	1
54	Yating NHS	1	1	1
	TOTAL	54	54	54

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