



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

June 26, 2023

**DIVISION MEMORANDUM**

No. 299, s. 2023

**WORKSHOP ON THE DEVELOPMENT OF INSTRUCTIONAL TOOLS/MATERIALS  
IN TEACHING LEAST LEARNED SKILLS, DIFFICULT COMPETENCIES AND  
CRITICAL CONTENTS IN EDUKASYON SA PAGPAPAKATAO**

To: Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, Integrated and Private Schools

1. To address the least learned skills, difficult competencies and critical contents in *Edukasyon sa Pagpapakatao*, this office through the Curriculum Implementation Division (CID) will conduct a **3-Day Live-In Workshop on the Development of Instructional Tools/Materials in Teaching Least Learned Skills and Difficult Competencies and Critical Contents in EsP** on July 20-22, 2023. The Venue will be announced later.
2. Specifically, the activity aims to:
  - a. upskill the participants in developing instructional tools/materials appropriate for all learners especially the struggling learners;
  - b. present basic steps, guidelines and standards in instructional process;
  - c. develop quality and appropriate outputs preferably storybooks in teaching EsP which are ready to use in teaching least learned skills, difficult to teach competencies and critical contents; and
  - d. demonstrate appreciation and excellence in designing instructional tools/materials in EsP.
3. In view thereof, this office requests the attendance and participation of the selected participants and composite Team/TWG specified below. Further, the technical working group, resource speakers and management team are advised to convene online during the pre-conference and walkthrough of the training. **Schedule for pre-conference is on July 18, 2023 while walkthrough is on July 19, 2023.**



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**STORYBOOK WRITING PARTICIPANTS**

<b>Grade</b>	<b>Writer</b>	<b>Layout Artist/Illustrator</b>	<b>Content Editor</b>	<b>Language Editor (Storybook)</b>
1	Lorena F. Feguro-San Jose ES/Dumalag District	Glorilyn C. Diaz Maluboglubog ES-Panitan District	Amancio Villaruz Mambusao District	Ladylyn Bibano Panitan District
2	Amelita P. Tumlos Panitan ES	Juvy Rose Ituralde Lucero ES	Marie Beth Flaga Dumalag District	Arnel Dumalag Panitan District
3	K-Mark Valaquio-Liboo ES/Mambusao West District	K-Mark Valaquio-Liboo ES/Mambusao West District	Prechie Marie Luching-Dao District	Marjolly Alayon Panitan District
4	Fidel Basco-Rizal ES/Pontevedra District	Jonard Villarde Catmon ES, Panitan	Aileen Abellano-Cuartero District	Gina Artuz Jamindan District
5	Shimie Garce D. Duron-Ivisan ES/Ivisan District	Leonamae B. Gonzales FYCNHS	Cecil S. Ortencio Pres. Roxas District	Haydee Luciano Mambusao West District
6	Joey Descalzota-Panitan District	Prince Ace Billones-Felixberto Dicon Dorado Sr. IS/ Panitan District	Jean Basa-Ivisan District	Magdalen Glenda Arona Pilar District



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**TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS**

<b>Name</b>	<b>Position</b>	<b>School</b>
Arnel Francisco	Head Facilitator	Sigma
Ronel Genoves	Facilitator/TWG	Pawa NHS
Bryan Rone	Facilitator/TWG	Pontevedra ES
tJuvy Baranda	Resource Speaker (Storybook)	Ivisan District
Glen Dollete	Resource Speaker (Storybook)	SDO-CAPIZ
Dr. Reynaldo Crespo	Resource Speaker (Storybook)	Sigma District
K-Mark Valaquio	Resource Speaker (Storybook)	Mambusao West District
Jeffrey Ubugan Buhat	Resource Speaker (Storybook)	Ivisan District
Alda Malibong	Resource Speaker (Storybook)	Pontevedra District

**MANAGEMENT TEAM**

<b>Name</b>	<b>Position</b>	<b>Office</b>
Dr. Segundina Dollete	CID-Chief Supervisor	SDO-CAPIZ
Alan Vincent B. Altamia	EPS- EsP/Guidance/Proponent	SDO-CAPIZ
Shirley de Juan	EPS-LR	SDO-CAPIZ
Dr. Immaculada Amores	SEPS-HRTD	SDO-CAPIZ
Ronald Dile	SEPS-M&E	SDO-CAPIZ

- Participants are advised to bring a laptop, extension cord, hard and softcopy of SLMs in their assigned grade level, draft of teacher-made storybook, copy of Least Learned Skills or Difficult Competencies in grade level assignment, copy of Most Learning Competency (MELC) and other relevant learning resources.
- Official Participants are advised to attend all sessions of the program. The first session will start at 10:00 o' clock in the morning on the first day and conclude at 4:00 pm on the final day. The first meal is breakfast on Day 1 and the last meal is afternoon snacks on Day 3.
- In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal.



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7. It is expected that the conduct of this activity, all involved must adhere to minimum health and safety protocols.
8. 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 (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
9. Attached is the activity matrix for your perusal. For further information, please contact Alan Vincent B. Altamia, EPS – EsP/Guidance at cellphone number 09394927866.
10. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the Division LR Funds (LRO #-2022-243) while travel expenses of the participants and members of the technical working group shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of this memorandum is desired.

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



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**ACTIVITY MATRIX**

**WORKSHOP ON THE DEVELOPMENT OF INSTRUCTIONAL TOOLS/MATERIALS  
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**JULY 20-22, 2023**

**Day 0 (July 19, 2023)/Online Walkthrough**

<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
12:00-1:00 pm	LUNCH	
1:00-3:00 PM	Review of Training Targets and Framework/Presentation of Program Flow and Processes	Dr.Immaculada J.Amores
3:00-5:00 pm	Final Dry run of Presentations/ Critiquing and Adjustments	Alan Vincent B. Altamia
6:00pm	DINNER	
7:00-8:00 pm	Final sorting of training materials	TWG

**Day 1 (July 20, 2023)**

<b>TIME</b>	<b>ACTIVITY/TOPIC/RESOURCER PERSON</b>	<b>SPEAKER/MODERATOR/PERSON IN-CHARGE</b>
7:00 9:00	Arrival of Participants	
9:30 – 11:30	Opening Program/Orientation/Leveling of Expectations	
12:00 – 1:00	LUNCH BREAK	
1:00 -3:00	<b>TOPIC 1: Plenary Session Background and Rationale of Instructional Design</b>	<b>Shirley A. de Juan EPS-LR</b>
3:00-3:30	Self Care activity	
3:00-5:30	<b>TOPIC 2: STORYBOOK</b>	<b>Shirley A. de Juan</b>



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	<b>Guidelines in Story Writing</b>	
6:00- 7:00	DINNER	
7:30- 9:00	Team Building Activity	
9:30 in the evening	Sweet Dreams	

**Day 2 (July 21, 2023)**

<b>TIME</b>	<b>ACTIVITY/ TOPIC/RESOURCE PERSON</b>	<b>MODERATOR/PERSON IN-CHARGE</b>
6:00 – 7:30	Personal Grooming/Breakfast	
8:00- 8:30	MOL/Relaxing Activity	
9:00-11:00	<b>TOPIC 3: STORYBOOK Pagsulat ng Kuwentong Pambata</b>	<b>Juvy Baranda</b>
11:00-11:30	Self Care Activity	
12:00-1:00	LUNCH BREAK	
<b>1:00-3:00</b>	<b>TOPIC 4: STORYBOOK DepEd Social Content</b>	<b>Glen Dollete</b>
<b>3:00-5:00</b>	<b>TOPIC 5: STORYBOOK Illustrating Storybooks</b>	<b>Dr. Reynaldo Crespo/K- Mark Valaquio</b>
6:00-7:00	DINNER	
8:00-9:00	Team Building Activity	Alan Vincent B. Altamla
9:30 in the evening	Sweet Dreams	



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**Day 3 (July 22, 2023)**

<b>TIME</b>	<b>ACTIVITY/ TOPIC/RESOURCE PERSON</b>	<b>MODERATOR/PERSON IN-CHARGE</b>
<b>6:00-7:30</b>	Personal Grooming/Breakfast	
<b>8:00-8:30</b>	MOL/Relaxing Activity	
<b>9:00-11:30</b>	<b>TOPIC 6: STORYBOOK Use of Blooms Software</b>	<b>Jeffrey Ubugan Buhat</b>
<b>12:00-1:00</b>	LUNCH	
<b>1:00-3:00</b>	<b>TOPIC 7: STORYBOOK Basic Tips on Naming a Storybook</b>	<b>Alda Malibong</b>
<b>3:00 -4:00</b>	CLOSING PROGRAM	
<b>4:00-5:00</b>	HOME SWEET HOME	



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