



Republic of the Philippines
 Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City

DIVISION MEMORANDUM

No. 411, s. 2022

To: CID Chief
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads, Public Elementary and Secondary Schools
 All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**
 Schools Division Superintendent *[Signature]*

Subject: **TRAINING-WORKSHOP ON ANIMATION, DIGITIZATION & PHOTOGRAPHY FOR THE REDEVELOPMENT OF LEARNING RESOURCES INTO ELECTRONIC FORMAT**

Date: August 24, 2022

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1. Pursuant to DepEd Order No. 12, s. 2022 otherwise known as "Policy Guidelines for the Provision of Learning Resources and Needed Devices and Equipment and Funding Relevant Activities for the Implementation of Basic Education Learning Continuity Plan", this Office, through the Learning Resource Management Section (LRMS) of the Curriculum Implementation Division (CID) will conduct a training-workshop on Animation, Digitization & Photography for the Redevelopment of Learning Resources into Electronic Format on November 28-Dec. 2, 2022 in a venue to be announced later .
2. This activity aims to:
 - a. provide the participants with the opportunity to develop the skills in animation, digitization and photography as requisite skills in redeveloping learning resources to electronic format,
 - b. respond to the need of providing learning resources which are usable and accessible in varied flexible learning options, and,
 - c. redevelop learning resources such as storybooks and strategic intervention materials into animated format.
3. The participants of this training would be selected from the pre-registered teachers and upon confirmation and validation of the school heads. Pre-registration link will be shared to official GCs.
4. Selected participants should possess the skills in illustration/drawing, as well as in the use of IT applications. Likewise, it also necessitates that the participant should have the willingness, diligence and zeal that will result to quality and on-time submission of expected outputs.
5. The list of official participants shall be issued in another memorandum two weeks before or earlier than the target training dates.
6. No registration fee is required. Expenses relative to the conduct of this orientation shall be charged against BE-LCP Fund subject to the usual accounting and auditing rules and procedures.
7. For information, guidance and strict compliance.



RELEASED
 Date: 8/31/22
 Time: 1:06 PM
[Signature]





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**TRAINING-WORKSHOP ON ANIMATION, DIGITIZATION & LAY-OUTING FOR THE REDEVELOPMENT OF
LEARNING RESOURCES INTO ELECTRONIC FORMAT**

November 28 -Dec. 2, 2022

MATRIX OF ACTIVITIES

| Time | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-----------------------|--|---|---|--|---|
| 8:00-8:30 | Registration & Opening Program | Management Of Learning | Management Of Learning | Management Of Learning | Management Of Learning |
| 8:30-10:00 | Use of In- Design for LR Lay-out (Lemuel P. Valle Jr.) | Making Illustrations using IBIS Paint (Crisanto Lopera) | Basics Techniques in Photography for LR Utilization (Lemuel P. Valle Jr.) | Digitizing & Enhancing Photos & Illustrations using Adobe Photoshop (Lemuel P. Valle Jr.) | Finalization of Outputs |
| 10:00-12:00 | Workshop 1 | Workshop 2 | Workshop 3 | Workshop 4 | |
| 12:00-1:00 | LUNCH BREAK | | | | |
| 1:00-4:00 | Cont. of Workshop 1 | Cont. of Workshop 2 | Cont. of Workshop 3 | Cont. of Workshop 4 | |
| 4:00-6:00 | Presentation & Critiquing of Outputs | Presentation & Critiquing of Outputs | Presentation & Critiquing of Outputs | Presentation & Critiquing of Outputs | Submission of Outputs Closing Activity |
| 6:00-7:00 | DINNER | | | | |
| Officer of the Day | Marlito V. Medina | Susan L. Superable | Marlito V. Medina | Susan L. Superable | |





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November 28 -Dec. 2, 2022

BUDGET MATRIX

| ITEMS | UNIT COST | QUANTITY | AMOUNT |
|--|------------------------------|-----------------|-------------------|
| FOOD, VENUE, ROOM ACCOMMODATION & TRANSPORTATION | | | |
| Venue, Accommodation & Food | P2,000 per pax For 5 days | 33 participants | P330,000.00 |
| Transportation of participants | P8,000 | 3 vans | P24,000.00 |
| TRAINING SUPPLIES AND MATERIALS | | | |
| Supplies & Materials and Subscriptions of softwares related to the activity | | | P50,000.00 |
| GRAND TOTAL | | | 404,000.00 |

Source of Fund: FLO Fund

Prepared by:

GreteL Laura M. Cadiong
GRETEL LAURA M. CADIONG
 Education Program Supervisor/LR Manager

Availability of Funds:

Rodel A. Naval
RODEL A. NAVAL
 AO V - Budget Officer III

Maria Nessa L. Homeres
MARIA NESSA L. HOMERES
 Accountant III

Noted by:

fol: [Signature]
MARK CHESTER ANTHONY G. TAMAYO
 Chief, CID
26th Nov, 2022

Approved by:

[Signature]
MARIZA S. MAGAN Ed.D CESO V
 Schools Division Superintendent

