



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum
No. 320 s, 2023

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads Elementary/Secondary
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: **DIGITIZATION AND CONVERSION OF SELF-LEARNING MODULES
INTO ACCESSIBLE FORMAT FOR NATIONAL USE**

Date: August 27, 2023

1. The Regional Office through the Curriculum and Learning Management Division-Learning Resource Management Section will be conducting the Digitization and Conversion of Self-Learning Modules into Accessible Format for National Use on August 29-September 1, 2023 at Em Royale Hotel and Beach Resort, San Juan, La Union.

2. The activity intends to digitize and convert self-learning modules into accessible format for national adoption; and enhance the skills and competencies of the digitizers in converting the printed SLMs into accessible format.

3. The participants in this activity are the following:
- | | |
|-----------------------------|----------------------------------|
| 1. Mary Anne C. Carrera | - Principal I |
| 2. Lemuel Dino V. Visperas | - Project Development Officer II |
| 3. Jan Vincent D. Galvez | - Division Librarian |
| 4. Renan O. Bautista | - Head Teacher III |
| 5. Marlotte Paras | - Administrative Officer II |
| 6. Deo Angelo L. Ferrer | - Supply Officer I |
| 7. Jose Feliciano A. Sabado | - Administrative Officer II |

4. All participants are expected to be at the venue at 1:00 PM on August 29, 2023 in time for the Opening Program. Lectures and simulation activities will conduct right after the Opening Program. First meal to be served will be afternoon snacks on August 29, 2023 and the last meal will be lunch on September 1, 2023.




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All participants are also requested to bring laptop and extension cord to facilitate the production of the expected outputs.

5. Board and lodging, travel, and other expenses relative to the conduct of the activity shall be charged to the 2023 FLO-LR Funds subject to the usual accounting rules and regulations.
6. This memorandum shall serve as **Authority to Travel** of all participants.
7. For further queries and clarification, please contact the Chief Education Supervisor of the Curriculum Implementation Division (CID) or may also be forwarded to the Learning Resource Management Section (LRMS) through the Education Program Supervisor.
8. For information, guidance, and immediate dissemination.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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