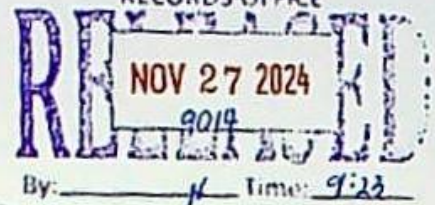




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division Superintendent

Division Memorandum
No. 494 s, 2024

November 25, 2024

**WORKSHOP ON THE DIGITIZATION AND CONVERSION OF LEARNING RESOURCES
INTO ACCESSIBLE FORMAT**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary & Secondary Schools
All Others Concerned

1. The Schools Division Office through the Curriculum Implementation Division-Learning Resource Management Section (CID-LRMS), informs all concerned of the conduct of the Workshop on the Digitization & Conversion of Learning Resources Into Accessible Format on December 12-16, 2024 at 567 Resorts and Events Place, Binmaley Pangasinan
2. The training workshop aims to:
 - a. enhance the skills and competencies of the digitizers in converting the printed self-learning modules in Grade 4 aligned with the MATATAG Curriculum;
 - b. digitize and convert self-learning modules into accessible and interactive formats;
 - c. upload the digitized SLMs for widest access and distribution.
3. All participants are advised to bring laptops, extension cords, and pocket wifi.
4. Board and lodging, meals, and training materials shall be charged against Flexible Learning Option (FLO) Funds subject to the usual government accounting and auditing rules and regulations. Further, it is also requested that Service Credits or Compensatory Time-Off (CTO), whichever is applicable be given to personnel attending activities that fall on weekends and holidays.
5. The participants are expected to be at the venue on Day 1 (December 12) before 9:00 AM for the Opening Program. The first meal to be served is AM Snacks and the last meal will be an afternoon snack on Day 5 (December 16).

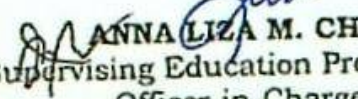


Address: DepEd SDO, Burgos St., Dagupan City
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6. Enclosed is the list of participants, program management team, and program of activities for reference.
7. In reference to RM No. 1479 Implementing the Undisturbed Instructional Engagement Between Teachers and Learners for School Year 2024-2025 school heads must prepare a contingency plan to ensure learning recovery and uninterrupted classroom instruction and shall be submitted to the SDO through the Public Schools District Supervisor (PSDS) for monitoring purposes.
8. This Memorandum serves as Authority to Travel of the identified participants, resource speakers, and program management team.
9. For inquiries and/or clarification, please contact Maria Linda R. Ventenilla, Chief Education Supervisor, Curriculum Implementation Division or Renata G. Rovillos, Education Program Supervisor at 09989922551 or email at renata.rovillos@deped.gov.ph.
10. For information , immediate dissemination and compliance.


ANNA LIZA M. CHAN
Supervising Education Program Specialist
Officer-in-Charge
Office of the Schools Division Superintendent



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

Enclosure to Division Memorandum No. _____, s 2024

WORKSHOP ON THE DIGITIZATION AND CONVERSION OF LEARNING RESOURCES INTO ACCESSIBLE FORMAT

LIST OF PARTICIPANTS

	Name of Participants	School/Office
1.	Marc T. Carrera	Malued ES
2.	Woodrow Wilson D. Gabris	Malued ES
3.	Mari L. De Vera	WCES I
4.	Mary Jane Soriano	WCES I
5.	Aiza Ramos	WCES I
6.	Ginalyn D. Saringan	Lucao ES
7.	Cindy I V. Coquia	WCES II
8.	Rhoda P. De Guzman	JLSES
9.	Vanessa Nicolas	ECIS
10.	Regine G. Reyes	Caranglaan ES
11.	Rowena Q. Ventigan	PGVES
12.	Christine Kim P. Roy	BSES
13.	Joane C. Custodio	LGES
14.	Teddy Benitez	MTES
15.	Cristina C. Bautista	NCES
16.	Michaela M. Bernardo	NCES
17.	Maureen C. Seco	BBES
18.	Arvie Jane B. Lopez	BBES
19.	Marvin Francis B. Lopez	Sabangan ES
20.	Danica Narvasa	FNCIS
21.	Arjohn Servito	LFMES
22.	Lyn Abreu	BLISS ES
23.	Sunny De Ocampo	GGDPES
24.	Lester T. Ganaden	Bolosan ES
25.	Federico Quijano	Salisay ES
26.	Mary Airra A. Aquino	Mamalingling ES



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REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

27.	Alexander C. Fernandez	Pantal ES
28.	Joan A. De Vera	Carael ES
29.	Jen Jen F. Ferrer	Carael ES
30.	Kenneth Z. Mangaring	Pugaro IS
31.	Ma. Belinda A. Lumame	Pugaro IS
32.	Michelle R. Tandoc	TARES
33.	Jackie Lou E. Calaguio	Suit ES
34.	Benedict Maramba	Lomboy ES
35.	Lalaine Bonifacio	JPGES

PROGRAM MANAGEMENT TEAM

1. Renata G. Rovillos - Education Program Supervisor
2. Isagani D. Rosario - SEPS, M & E
3. Diana Irish J. Solis - SEPS, HRD
4. Harking C. Reyes - Accountant
5. Zenaida Peralta - Budget Officer
6. Jan Vincent D. Galvez - Division Librarian
7. Lemuel Dino V. Visperas - Project Development Officer II
8. Noreen B. Vidal - Division Nurse
9. Gim Bonnio Calulut - Administrative Aide VI
10. Renan O. Bautista - Head Teacher III, JJDVSTVSS (Resource Speaker)

CONSULTANTS

- Rowena C. Banzon, EdD, CESO V- Schools Division Superintendent
Anna Liza M. Chan - OIC, Asst. Schools Division Superintendent
Maria Linda R. Ventenilla - Chief Education Supervisor, CID
Edilberto R. Abalos - Chief Education Supervisor, SGOD
Myrel Angelica N. Lopez - Administrative Officer V