



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 393, s. 2023

TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads, Elementary and Secondary
All Others Concerned

FROM: LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

SUBJECT: PARTICIPANTS TO THE REGIONAL TRAINING-WORKSHOP/ACTIVITY TITLED DIGITIZATION AND CONVERSION OF SELF-LEARNING MODULES INTO ACCESSIBLE/INTERACTIVE FORMAT FOR NATIONAL USE

DATE: AUGUST 25, 2023

PARTICULARS

1. A Regional Training-Workshop/Activity will be held on **August 29 to September 1, 2023** at **EM Royale Hotel and Beach Resort, San Juan, La Union** per Regional Memorandum Number 850, Series 2023 titled **DIGITIZATION AND CONVERSION OF SELF-LEARNING MODULES INTO ACCESSIBLE/INTERACTIVE FORMAT FOR NATIONAL USE**.
2. The activity aims to:
 - a. digitize and convert Self-Learning Modules (SLMs) into accessible format for national adoption; and
 - b. enhance the skills and competencies of the digitizers in converting the printed SLMs into accessible format.
3. Relative to this, the following personnel shall attend the aforesaid activity:

NAME	POSITION	SCHOOL/OFFICE
1. Francis Henry P. Palaruan	PDO - LRMS	SDO Pangasinan II
2. Jan Darell C. Casuncad	HT-III, Science	Don Ramon E. Costales MNHS, Villasis
3. Minerva Grace O. Silvestre	MT-I	San Luis NHS, Rosales
4. Rodolfo L. Aquino	MT-I	Luciano Millan NHS, Asingan
5. Narciso M. Nisperos Jr.	T-III	Mangaldan NHS
6. Mark Harry N. Curate	T-III	San Felipe IS, San Nicolas
7. Joey B. Siador	Licensed Librarian	Tayug NHS
8. Vener A. Kigangan	Licensed Librarian	Rosales NHS
9. Nata Franz J. Taguiam	AO II	Malasin ES, Pozorrubio I

4. SDO participants to the RO activity should submit their contingency/action plan to their school heads for the guidance and implementation of the teacher/school personnel who will cover their work while they are away attending the RO activity.
5. For the information, guidance and strict compliance of all concerned.

APPROVED FOR TRANSMISSION

ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER

LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

MEIA

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Republic of the Philippines
Department of Education
REGION I



AUG 25 2023

REGIONAL MEMORANDUM

No. 850, s. 2023

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division
Education Program Supervisors, LRMS
All Others Concerned

**DIGITIZATION AND CONVERSION OF SELF-LEARNING MODULES INTO
ACCESSIBLE/INTERACTIVE FORMAT FOR NATIONAL USE**

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/Interactive 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:
 - a. Digitize and convert self-learning modules into accessible format for national adoption; and
 - b. Enhance the skills and competencies of the digitizers in converting the printed SLMs into accessible format.
3. The participants in this activity are the Education Program Supervisors In-Charge of the Learning Resource Management Section, Program Development Officers (CID), Division Librarians and non-teaching personnel (please see Enclosure 1 for the slot per SDO) who are *competent in the use of an application needed in digitizing and converting materials into accessible format*. Considering that this is a workshop, digitized SLMs are expected to be produced by each participant.
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 be conducted 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. 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.



Address: Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
Email Address: region@deped.gov.ph
Website: www.depedro1.com

6. This memorandum shall serve as **Authority to Travel** of all participants, including the Technical Working Group/Facilitators/Resource Persons:

Arlene A. Niro Chief, CLMD	Chairperson, Technical Working Group
Gina A. Amoyen EPS-LRMS	Co-Chairperson, Technical Working Group Focal Person/Facilitator
BLR Personnel, Select Microsoft Ambassadors	Resource Speakers
Lubeth Cabatu EPS, LRMS, Ilocos Sur	Member, Technical Working Group Facilitator
Lester F. Fajardo Tagundin National HS	Member, Technical Working Group Facilitator
Editha T. Giron EPS, AP	Member, Technical Working Group Facilitator/ADM Coordinator
Joselito D. Daguison EPS, Filipino	Member, Technical Working Group Facilitator
Rodolfo Ligawad, Jr. EPS, MAPEH	Member, Technical Working Group Facilitator
Nida N. Carbajal Regional Librarian	Member, Technical Working Group Facilitator/Technical Director
Alvin I. Orine Teaching Aids Specialist	Member, Technical Working Group Facilitator/Secretariat
Rowena C. Ponce Administrative Assistant II	Member, Technical Working Group Facilitator/Secretariat

7. For further queries and clarifications, please contact the Chief Education Supervisor of the Curriculum and Learning Management Division (CLMD) at telephone number (072) 682-2324 local 120. Queries may also be forwarded to the Learning Resource Management Section (LRMS) through the Education Program Supervisor - LRMS at telephone number (072) 682-2324 local 121 or email at lrms.region1@deped.gov.ph.

8. For information, guidance and immediate dissemination.

For the Regional Director:

RHODA T. RAZON
Director III *act*

Encl.: Slot of Each SDO
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

LEARNING RESOURCES

CLMD-LRMS/gaa/Digitization_SLMs
August 25, 2023



Enclosure 1 (SLOT per SDO including LRMS Personnel)

Alaminos City	5
Batac City	5
Candon City	5
Dagupan City	7
Ilocos Norte	7
Ilocos Sur	7
Laoag City	5
La Union	7
Pangasinan I	9
Pangasinan II	9
San Carlos City	7
San Fernando City	5
Urdaneta City	5
Vigan City	5
TOTAL	88

- The LRMS Personnel who may not be available may be replaced by an ICT Coordinator or any technologically competent non-teaching personnel.