

DIVISION MEMORANDUM  
NO. 071 S, 2024

January 24, 2025

**PARTICIPATION IN THE REGIONAL WORKSHOP ON THE DEVELOPMENT, REVISION AND FINALIZATION OF THE ADM MODULES FOR KINDERGARTEN**

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

1. Pursuant to Regional Memorandum CLMD No. 020, s. 2025, and in support of the Department of Education's commitment of ensuring equal access for all learners at risk of dropping out of basic education through the provision of Self-Learning Modules (SLMs) for the Alternative Delivery Mode, the following writers, illustrators, lay-out artists, and EPS in-charge of Kindergarten will participate in the Regional Workshop on the Development, Revision and Finalization of the ADM Modules for Kindergarten, to be held on February 2-12, 2025, at Lotus Blu Hotel, Legaspi City.

NAME	POSITION	OFFICE/SCHOOL/DISTRICT
1. Gina L. Custodio	Education Program Supervisor- Kindergarten	SDO Proper
2. Paul John C. Padilla	Illustrator- Lay-Out Artist	Virac Pilot Elem. School
3. Dennis T. Tulalian	Illustrator- Writer	San Vicente ES- Viga West
4. Jayzelle D. Tusi	Illustrator- Lay-Out Artist	Agban National High School
5. Kristina T. Arcilla	Illustrator-Lay-Out Artist	Gigmoto Central Elem. School
6. Febie T. Soriao	Writer	San Roque Elem. School
7. Rodel T. Tayo	Writer	Dominador E. Guerrero ES
8. Aizel A. Cerillo	Writer	Cobo Integrated School
9. Joyce S. Valeza	Writer	San Jose ES- Caramoran North

2. Participants are requested to bring reference materials, laptop and extension cord. The first meal is dinner on February 2, 2025, and the last meal is PM Snacks of February 12, 2025.


3. Considering that February 2, 2025, falls on Sunday and February 8-9, are Saturday and Sunday, participants are entitled of Service Credits/ Compensatory Overtime Credit pursuant to DO No. 53, s. 2023- Updated guidelines on the Grant of Vacation Service Credits for Teachers and CSC-DBM Joint Circular No. 3, s. 2004- Non-Monetary Compensation for Overtime Services Rendered.

2. School head must ensure that the class of identified teacher-writer is properly managed and taken care of. However, if the teacher's absence will adversely affect student learning, please notify the Office of the SDS immediately so that a replacement can be arranged.

3. Board and Lodging shall be charged against the 2024 ADM Funds, while transportation, per diem and other incidental expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. For information, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent

  
**Atty. NORLITO JR. P. AGUNDAY**  
 Attorney III  
 Officer In-Charge

CID/glc-1/24/2025