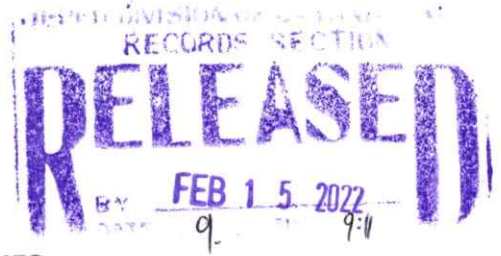




Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



14 FEB 2022

DIVISION MEMORANDUM
 DM No. 78 S. 2022

DIVISION STAFF ORIENTATION WORKSHOP (DSOW) ON TRAINING OF TRAINERS ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads
 All concerns

1. In preparation for the conduct of the Division Training of Trainers on the Conversion of Learning Resources to Audio Files, a Division Staff Orientation Workshop (DSOW) shall be conducted on February 25, 2022 in a venue to be announced later.
2. Specifically, the DSOW aims to enable the training facilitators to be:
 - a. oriented on the contents and process flow of the training;
 - b. equipped with facilitating skills in running a session;
 - c. responsible for carrying out the objectives of the division training.
3. The Division Staff Orientation Workshop shall be conducted in a limited face-to-face modality observing social distancing and health protocols to ensure safety of participants and personnel amidst Covid-19 pandemic. Only fully-vaccinated participants shall be allowed to attend the workshop.
4. The participants to this activity are the following:

	NAME	LEARNING AREA	SCHOOL/OFFICE
1.	Romel G. Petajen	CID-CES	SDO-CID
2.	Cynthia T. Soneja	EPS-AP/SPED	SDO-CID
3.	John Anthony F. Romero	ARALING PANLIPUNAN	CNHS
4.	Zoren I. Anonuevo	MATH	BARAS RURAL DHS
5.	Jay Z. Petajen	INDUSTRIAL ARTS	CALATAGAN HIGH SCHOOL
6.	Janet B. Sarmiento	SCIENCE	VPES
7.	Dennis Tulalian	KINDERGARTEN	San Vicente ES/Viga West District



8.	Christy De La Cruz	MTBMLE	San Miguel ES/Panganiban District
9.	Ian Dexter Miraran	SPED	Obi ES
10.	Kathlyn Clemente	Technical Staff	SDO-CID

5. Participants are expected to bring laptop, session guides, ppt presentations and other needed equipment and materials.

6. Since February 25, 2022 falls on a holiday, a one (1) day service credit or Compensatory Overtime Credit (COC) shall be granted to the participants.

7. Snacks, meals and other expenses relative to this activity shall be charged against Division-CID Fund while travel expenses of the participants is chargeable to school MOOE subject to the usual accounting and auditing rules and regulations.

8. For information, guidance and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index
Under the following subjects:

cts/ DM **DIVISION STAFF ORIENTATION WORKSHOP (DSOW) ON TRAINING OF TRAINERS ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES**
0003/February 14, 2022



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes