



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

OFFICE DIVISION OF CATANDUANES  
RECORDS SECTION



17 FEB 2022

DIVISION MEMORANDUM  
DM No. 87 S. 2022

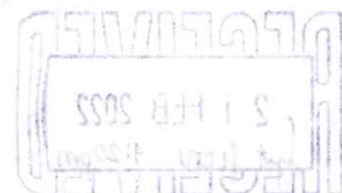
**DIVISION TRAINING OF TRAINERS ON THE CONVERSION OF LEARNING  
RESOURCES TO AUDIO FILES**

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

1. Armed with the desire to improve learners' opportunities to learn by making available varied supplementary materials for all grade levels across the different learning areas including Kindergarten and Special Education, this Office through the Curriculum Implementation Division (CID) with Regionally-Trained Facilitators in Podcasting shall gather selected teacher-specialist for a three-day Division Training of Trainers on the Conversion of Learning Resources to Audio Files on **February 28, 2022 to March 2, 2022 for elementary level and March 3, 2022 to March 5, 2022, for secondary level** (live-out) in a venue to be announced later.
2. Specifically, the division training aims to enable the participants to:
  - a. be oriented on the conversion of learner's packets/SLMs to audio files;
  - b. determine the specific learner's packet/SLMs in different learning areas, Kindergarten, Special Education, ALS that can be converted to audio files, and
  - c. develop their own audio files.
3. The division training 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 training.
4. Enclosed herewith are the list of participants and Training Matrix for reference.
5. Participants are expected to bring the following:
  - a. Laptop for each participant
  - b. USB Flash Drive
  - c. Headphone
  - d. Extension wire
  - e. Condenser/mixer, if available
  - f. Soft and hard copies of Learning Resources (SLMs,/ LAS,/ SMILE-LPs)



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6. Since March 5, 2022 falls on a Saturday, 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 (GASS) 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:

ots/ DM **DIVISION TRAINING OF TRAINERS ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES**  
0004/February 17, 2022



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Enclosure No. 1 to Div. Memo No. \_\_\_\_\_ s. 2022

**DIVISION TRAINING OF TRAINERS ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES**

First Batch: February 28, 2022 to March 2, 2022 (Elementary)

Second Batch: March 3, 2022 to March 5, 2022 (Secondary)

**LIST OF PARTICIPANTS**

LEARNING AREA	NAME OF PARTICIPANTS			
	ELEMENTARY- Feb. 28 to March 2, 2022		SECONDARY- March 3 to March 5, 2022	
	NAME	DISTRICT/SCHOOL	NAME	DISTRICT/SCHOOL
Mathematics	Eddie Cadag	Tobrehon Es/San Miguel North	Erwin de Jesus	Bagamanoc RDHS, Bag. South
	Rachel Ann Bernal	Bato CES/Bato East	Luis Karlo Avila	Antipolo NHS, Virac South
	Mc Donal R. Tating	Villa Aurora ES/Viga East	Javine Tolledo	CNHS, Virac North
Science	Cecilia G. Camacho	VPES, Virac North	John Dewey Chavez	SAVS, San Andres East
	Shiane Rubio	Calabnigan ES	Jomar T. Francisco	Bato Rural DHS, Bato East
	Lani U. Masagca	JMAMES, Virac North	Melogay Alberto	SAVS, San Andres East
Filipino	Kristine P. Limpangog	Buenavista ES / Viga East	Edison Asanza	Palumbanes IS, Car. North
	Celeste P. Tria	JMAMES, Virac North	Joshua Lloyd P. Orgaya	Dororian NHS, Gigmoto Dist.
	Rodel T. Reyes	Benticayan ES/ Baras North	Marcelino Matienzo	Viga Rural DHS, Viga West
Araling Panlipunan	Augusto R. Vargas	VPES, Virac North	Fredelyn M. Tarrobal	Bato Rural DHS, Bato East
	Jake S. Sarmiento	VPES, Virac North	Charmaine Villaflor	CNHS, Virac North
	Suzette M. Oliveros	VPES, Virac North	Elmer Tabor Jr.	Palumbanes IS, Car. North
MAPEH	Efren T. Gimenez	Gigmoto CES-Gigmoto Dist.	Emalyn P. Baltar	CNHS-Virac North
	Mary Grace T. Tayam	Marinawa ES- Bato West Dist.	Majhig MonikaTrixia T. Deinla	CNHS- Virac North
	Paul John C. Padilla	VPES - Virac North Dist.	Glydel P. Rodriguez	Bato Rural DHS, Bato East



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EsP	Mia Villamartin	Pangilao ES, San Miguel South	Florabel Boragay	Viga RDHS
	Myrel Ogalesco		Christopher Villmaratin	Viga RDHS
	Leizel Manlangit		Michael Rodulfo	Bote Integrated School, Bato East
EPP/TLE	Shane Dominic Araojo	Magnesia ES/Virac South	Ejealin D. Ibayan	Antipolo NHS, Virac South
	Lilian Ubalde	Sto Niño ES/Virac North	Mylene C. Guerrero	Baras Rural DHS, Baras South
	Ciava Ashly Brusula	Bating Paloway ES/ San Andres East	Jimbee Cervantes	SAVS, San Andres East
TVL			Jean I. Ong	Buyo Integrated School
			Catherine G. De Leon	San Miguel RDHS
Kindergarten	Jinky Lou Sarmiento	Virac Central ES/Virac South		
	Rodel Tayo	Gigmoto		
SPED	Janelyn G. Belmonte	San Andres CES		
	Mailene S. Maglaqui	JMAMES SPED Center		
ALS			Raul Y. Eustaquio	San Andres West
			Cynthia R. Carranza	Gigmoto
Education Program Supervisors	Gina L. Custodio	Kindergarten, SDO-CID	Amelia B. Cabrera	TVL/ALS, SDO-CID
	Jezrahel Omadto	Math, SDO-CID		
	Niño Gerald Ceneta	Science, SDO-CID		
	Ma. Gina M. Templonuevo	Filipino, SDO-CID		
	Frankie T. Turalde	EsP, SDO-CID		
	Nelson T. Sicio	MAPEH, SDO-CID		
	Edgar Rima	EPP/TLE, SDO-CID		



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**TRAINING TEAM/FACILITATORS**

<b>NAME</b>	<b>LEARNING AREA</b>	<b>SCHOOL/OFFICE</b>
1. Romel G. Petajen	CID-CES, Program Manager	SDO-CID
2. Cynthia T. Soneja	EPS-AP/SPED, Training Manager	SDO-CID
3. John Anthony F. Romero	ARALING PANLIPUNAN, Facilitator	CNHS, Virac North
4. Zoren I. Anonuevo	MATH, Facilitator	Baras Rural DHS, Baras South
5. Jay Z. Petajen	TVL, Facilitator	Calatagan High School, Virac North
6. Janet B. Sarmiento	SCIENCE, Facilitator	VPES, Virac North
7. Dennis Tulalian	KINDERGARTEN, Facilitator	San Vicente ES, Viga West
8. Christy De La Cruz	MTBMLE, Facilitator	San Miguel ES/Panganiban Dist.
9. Ian Dexter Miraran	SPED, Facilitator	Obi ES, Caramoran South

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**TRAINING MATRIX**

<b>TIME</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>
7:30-8:30	REGISTRATION		MOL
8:30-9:00	OPENING PROGRAM/PRELIMINARIES	Session 5: Record, Pause, and Play	Evaluation and Critiquing of PBL
9:00-10:30	Session 1 Embracing Multimodal		
10:30-12:00	Session 2: Sound Waves Work- The Basics of Podcasting	WORKSHOP Processes in producing PBL Sample PBL	
12:00-1:00	LUNCH BREAK		
1:00-3:00	Session 3: Hear me Write!	WORKSHOP	Finalization/Presentation of Outputs and Action Planning CLOSURE
3:00-5:00	Session 4: Art of Articulation		

