



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



02 MAR 2022

DIVISION MEMORANDUM
DM No. 101 S. 2022

**DIVISION TRAINING-WORKSHOP ON THE CONVERSION OF SMILE LEARNER'S
PACKETS IN ENGLISH TO DIGITAL AUDIO FILES
(PODCAST BASED LESSON IN ENGLISH)**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Heads

1. In support with supplemental materials for the learning delivery modalities and the blended learning, there will be a Division Training-Workshop on the Conversion of SMILE Learner's Packets in English to Digital Audio Files (Podcast Based Lesson in English) on **March 14-16, 2022** at Rakedell Inn, San Pedro, Virac, Catanduanes.
2. The training- workshop aims to orient the participants to:
 - a. be oriented in the conversion of learner's packets in English to digital audio files;
 - b. determine specific learner's packets in English that can be converted to digital audio files; and
 - c. develop their own digital audio files.
3. Facilitators/trainers are the identified English teachers who attended the regional training workshop pursuant to Unnumbered Regional Memorandum dated September 29, 2021.
4. Participants to this activity are the identified one key school head in English and three elementary school teachers in a district, one secondary English teacher in the 42 secondary schools recommended by their Public Schools District Supervisors. They are expected to be present all throughout the entire duration of the activity in order to record audio files conversions. They are also expected to bring their laptop, extension cord, USB hard drive and pocket Wi-Fi.
5. Travel, incidental expenses and registration fee of One thousand five hundred pesos (P 1,500.00) shall be charged each participant chargeable to the school's MOOE subject to the implementing rules and regulations. This will be spent for the three day's meals (lunch) and snacks for morning and afternoon. Likewise, the division facilitators/trainers' registration fee of One thousand five hundred pesos (P 1,500.00) shall be charged to the CID HRTD Fund in English while their travel and



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other operational expenses to the school's MOOE subject to the accounting and auditing rules and regulations.

6. Since the training workshop is a face to face encounter all participants are strictly reminded to observe basic health and social protocols for health safety, as much as possible should be fully vaccinated too.
7. Attached is the training matrix for reference.
8. For immediate information, dissemination and compliance.


SUSAN S. COLLANO
Schools Division Superintendent 

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

gbp/ DM **DIVISION TRAINING-WORKSHOP ON THE CONVERSION OF SMILE LEARNER'S PACKETS IN ENGLISH TO DIGITAL AUDIO FILES (PODCAST BASED LESSON IN ENGLISH)**

0003/March 2, 2022



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Enclosure No. 1 to Division Memorandum No. ____, s. 2022

TRAINING MATRIX
Division Training-Workshop on the Conversion of SMILE Learner's Packets in English to Digital Audio Files
March 14-16, 2022

Day 1 - Officers of the day: Jeric San Jose and Paul Xavier Tejerero

TIME	ACTIVITY	PERSON/s-IN-CHARGE
8:30-9:00	Opening Program	Emcees: Jeric San Jose and Paul Tejerero
9:00-10:00	GTKY/Levelling of Expectation	Gina B. Pantino
10:00-10:15	Health Break	
10:15-11:45	Step-up Towards Multimodal Learning	Sandra Garcia and Adeleine Rubio
11:45-12:00	Morning Session Wrap-up	
12:00-12:50	Lunch Break	
12:50-1:00	Preliminaries	
1:00-2:30		
2:30-2:45	Health Break	
2:45-4:15	Sound Waves Work: The Basics of Podcasting	Paul Xavier Tejerero and Joanne Tanael
4:15-4:30	Afternoon Session Wrap-up	
4:30-5:00	Debriefing Session	

Day 2 - Officers of the day: Noemi Bisco and Eileen dela Rosa

TIME	ACTIVITY	PERSON/s-IN-CHARGE
8:30-9:00	Management of Learning and Preliminaries	Noemi Bisco
9:00-12:00	Hear Me Write (Workshop) (Note: Health break in b/w the session)	Jeric San Jose, Ruzen Magtangob, Chennie Ann Ogalesco
12:00-1:00	Lunch Break/Preliminaries	
1:00-3:00	The Power of Articulation: The Art of Speaking (Workshop)	Imee Gabion and Pio Teleg
2:30-2:45	Health Break	
2:45-4:15	Record, Pause, Play: Editing the Final Podcast Materials (Workshop)	German Tejada Jr. and Chelsea Bitarra
4:15-4:30	Afternoon Session Wrap-up	
4:30-5:00	Debriefing Session	



Day 3 - Officers of the day: Daisylyn G. Reyes and Daisy Rose T. Tabinas

TIME	ACTIVITY	PERSON/s-IN-CHARGE
8:30-9:00	Preliminaries	Daisylyn Reyes and Daisy Rose Tabinas
9:00-9:30	Presentation and critiquing of PBL Output (ELEMENTARY)	Moderators: Sandra Garcia & Eileen dela Rosa
9:30-10:00	Presentation and critiquing of PBL Output (JHS)	Moderators: Cyril May Pantaleon & Fatima Carla Cajuday
10:00-10:30	Presentation and critiquing of PBL Output (SHS)	Moderators: Jenica Quintal & Imee Gabion
10:30-11:30	Designing a School PBL Implementation Plan	ELEMENTARY Noemi Bisco JHS Cyril May Pantaleon SHS Daisy Rose Tabinas
1:00-2:00	Closing Program	Emcees: Daisylyn Reyes and Daisy Rose Tabinas

