



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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DIVISION MEMORANDUM
No. 122, s. 2017

July 17, 2017

RELEASED

DepEd, Division Office - Catanduanes

RECORDS SECTION

DATE: JUL 17 2017

Time: 1:40 P.M.

Initial/Signature: Jmt

DIVISION TRAINING-WORKSHOP ON SCHOOL PAPER PRODUCTION
(Secondary Level)

TO : Chiefs- CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads

1. In line with the upcoming preparation for the Division and Regional Secondary Schools Press Conference, this Office in coordination with the Division Association of Secondary School Paper Advisers (DASSPA) will hold a live-in **DIVISION TRAINING-WORKSHOP ON SCHOOL PAPER PRODUCTION (Secondary Level) on August 4-7, 2017** in a venue to be announced later.
2. The training-workshop aims to :
 - a. Familiarize secondary school paper advisers as regards techniques on the school paper production.
 - b. Produce a printed dummy of a school paper.
3. Participants to this training workshop are the Officers of DASSPA and the representatives from ALL 42 secondary schools to wit:
 - a. ONE secondary school paper adviser (English or Filipino)
 - b. ONE Student Lay out artist (English or Filipino)
4. Participants are advised to bring the following materials for the workshop to wit :
 - a. Laptop for each participant
 - b. Flashdrive
 - c. Extension Wire
 - d. Articles
 - 2 SciTech stories with photo
 - 2 Science features with photo
 - 1 science opinion and photo of columnist
 - 2 sports action stories with photos
 - 1 sports editorial/ sports opinion story/ picture of columnist in white background
 - 1 sports feature
 - Sports editorial cartoon
 - 5 news stories with pictures
 - 1 editorial and cartoon
 - 2 columns with picture of the columnist
 - e. Editorial Cartoon (in soft copy)
 - f. Each zone will bring a printer
 - g. Mouse

5. Likewise, all participants are advised to install in their laptops InDesign and Photoshop applications **before the training-workshop**, thus ask assistance from the following DASSPA Officers from each zone :

- a. Zone 1 - Alvin Vargas (CNHS)
- b. Zone 2 - Sherlyn Barba (SMRDHS)
- c. Zone 3 - Louie Sicio (Panganiban NHS)
- d. Zone 4 - Maria Vegim (Tubli NHS)

6. Travel and registration of Three thousand two hundred pesos (P 3,200.00) shall be charged each participant to cover food, hall accommodation and lodging for 4 days chargeable to the school's MOOE or Campus Journalism Fund subject to the usual accounting and auditing rules and procedures.

7. Attached are the Division Working Committee and Training Matrix.

8. For immediate dissemination, information and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

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

SCHOOL PAPER ADVISERS

WORKSHOP /TRAINING

Division Technical Working Committees

A. Committee on Program

Marjorie D. Timajo
Anjo G. Tugay

B. Committee on Registration

Sherlyn S. Barba
Melody T. Temonos

C. Committee on Certificates

Ralph T. Vargas
Mary Jean V. Ogena
Juvy Z. Aracosta

D. Committee on Accommodation (Room Assignments)

Emmarey Guerrero
Rosita Marino
Veronica Gurrobat

Facilitators

Day 1:	Lyn Cueva	Arianne Borjal	Emmarey Guerrero
Day 2:	Maria Vegim	Jisah Villar	Rosita Marino
Day 3:	Veronica Gurrobat	Ralph Vargas	Anjo Tugay
Day 4:	Marjorie Timajo	Sherlyn Barba	Louie Sicio



TRAINING MATRIX

DIVISION TRAINING-WORKSHOP ON SCHOOL PAPER PRODUCTION
August 4-7, 2017

Day 1

8:00-9:30	Registration
9:30-10:30	Opening Program/Orientation
10:30-11:30	Guidelines for School Paper Contest (Ruel Fernandez)
1:00-3:00	Basic Principles of Layouting (Jefferson Arcilla)
3:00-5:00	Post-Processing of Graphics and Photos (Alvin Vargas)
6:00-8:00	Workshop

Day 2

Whole Day	Layouting Using InDesign (Dave Tolentino) Workshop
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Day 3

8:00-9:00	News Page (Ruel Fernandez)
9:00-11:00	Workshop
11:00-12:00	Features Page (Rosita Marino)
1:00-3:00	Workshop
3:00-4:00	Editorial/Opinion Page (Lorraine Taule)
4:00-6:00	Workshop
6:00-8:00	Polishing of Outputs

Day 4

8:00-9:00	Sports Page (Jefferson Arcilla)
9:00-11:00	Workshop
11:00-12:00	Science and Health Page (Anjo G.Tugay)
1:00-3:00	Workshop
3:00-5:00	Stitching
Closing Program	