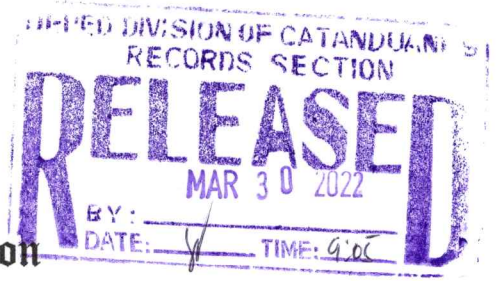




Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



28 MAR 2022

DIVISION MEMORANDUM
DM No. 156 S. 2022

**DIVISION WORKSHOP ON THE CONVERSION OF LEARNING RESOURCES
TO AUDIO FILES IN TECHNICAL-VOCATIONAL- LIVELIHOOD (TVL) TRACK
SPECIALIZATIONS**

To: Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Education Program Supervisor (TVL)
Division SHS Focal Person
Secondary School Heads
School SHS Coordinators
TVL School Focal Persons
TVL Teachers
All concerned

1. In consonance to Regional Memorandum No. 141, s. 2022 entitled Regional Training of Trainers on the Conversion of Learning Resources to Audio Files and with our desire to improve learner's opportunities to learn by making available varied supplementary materials for Senior High School Technical-Vocational-Livelihood (SHS - TVL) Track Specializations, this office through the Curriculum Implementation Division (CID) will conduct a three - day Division Workshop on the Conversion of Learning Resources to Audio Files on March 29-31, 2022 at a venue to be announced later.
2. Specifically, this activity aims to enable the participants to:
 - be oriented on the conversion of learner's packets/SLMs/LRs to audio files;
 - determine the specific learner's packet/SLMs/LRs in different TVL Specializations that can be converted to digital audio files; and
 - develop audio files for selected learning competencies of the different TVL specializations.
3. This training will be conducted face-to-face. Participants are expected to be vaccinated and shall be required to present their vaccination card to the health personnel assigned to monitor the conduct of this activity and MUST observe health protocols all throughout the activity.
4. Participants are advised to bring the following:
 - a. Laptop
 - b. USB Flash Drive or similar gadget



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- c. Headphone
- d. Extension wire
- e. Condenser/mixer, if available
- f. Soft and hard copy of learning resources (SLM/LAS/SMILE) in their respective specialization.

5. Two snacks and lunch for three days shall be provided to participants and management team chargeable against the Division CID Funds (GASS). Travel and other incidental expenses of participants and teacher-trainers shall be charged to school's MOOE while for the training/management team shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

6. A one-day division staff orientation workshop (DSOW) for all trainers and management teams shall be conducted on March 28, 2022, 1:00 PM at the CID office.

7. The list of participants, training management team, trainers and facilitators is found in the enclosure

8. For information, guidance and compliance.

SUSAN S. COLLANO

S.S. Schools Division Superintendent

Encl.:

References:

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

jto/ DM **DIVISION WORKSHOP ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES IN TECHNICAL-VOCATIONAL- LIVELIHOOD (TVL) TRACK SPECIALIZATIONS**
0001/March 29, 2022



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

**DIVISION WORKSHOP ON THE CONVERSION OF
LEARNING RESOURCES TO AUDIO FILES IN TVL TRACK SPECIALIZATIONS**

**LIST OF PARTICIPANTS, TRAINING MANAGEMENT TEAM,
TRAINERS AND FACILITATORS
March 29-31, 2022**

Strand / Specializations	Number of Participants
Home Economics (8)	April Mona Mae Torrenueva, SAVS
	John Mark Bagadiong, Antipolo NHS
	Jobelle P. Alintana, Calatagan HS
	Jocelle T. Vargas, CNHS
	Ma. Rowena R. Romero, Bote IS
	Marlene M. Gianan, Supang-Datag NHS
	Joanne T. Rodulfo, Cabcab NHS
	Roxzan Zinz ,CNHS
Industrial Arts (7)	Francis P. Cerdena (EIM)
	Elmar Tindugan , Bato RDHS
	Ryan Baile, Codon NHS
	Marilyn Barrera, Bato RDHS
Information & Communications Technology (3)	Emil Rojas, Caramoran RHS
	Gerald Paul Padilla, Calatagan HS
	Jay Molina, Bagamanoc RDHS
Agri-Fishery Arts (2)	Mike Vincent T. Olino, Cabugao IS
	Jesica S. Torreja, SMRDHS
	Pamila T. Tenerife, Baras RDHS
Language Editor	
Management Team / FACILITATORS:	
Jean Ong, TVL Teacher, Buyo IS – Technical Editor	
Catherine De Leon , TVL Teacher, San Miguel RDHS – Technical Editor	
Jay Petajen, TVL Teacher, Calatagan HS – Technical Editor	
Jesslyn T. Taway, EPS LRMDS	
Amelia B. Cabrera , EPS, TVL	
Romel G. Petajen , Chief Education Supervisor	
1 SDO Nurse to check health protocols	

