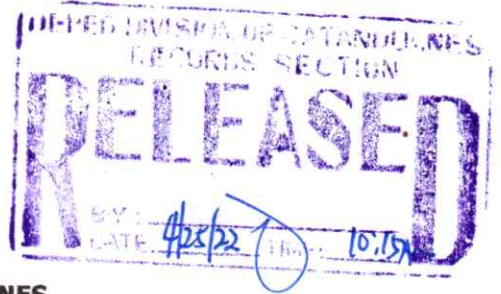




Republic of the Philippines  
Department of Education  
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



05 APR 2022

DIVISION MEMORANDUM  
DM No. 20 S. 2022

**DIVISION TRAINING-WORKSHOP ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES IN SPECIAL EDUCATION (SPED) PROGRAM**

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

1. With the desire to improve learners' opportunities to learn by making available varied supplementary materials to our learners with diverse needs, this Office through the Curriculum Implementation Division (CID) with the Division-Trained Facilitators in Podcasting, shall conduct a three-day, live-out Division Training-Workshop on the Conversion of Learning Resources to Audio Files in the different Learning Disabilities/Difficulties in Special Education (SPED) Program on **May 17 to 19, 2022**, in a venue to be announced later.
2. Specifically, the division training-workshop 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 Special Education (SPED) Program that can be converted to audio files, and
  - c. develop their own audio files.
3. The division training-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 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



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- e. Condenser/mixer, if available
  - f. Soft and hard copies of Learning Resources (SLMs,/ LAS,/ SMILE-LPs)
4. Enclosed herewith are the list of participants and Training Matrix for reference.
6. Snacks, meals and other expenses relative to this activity shall be charged against Division-CID HRTD Fund (SPED) while travel expenses of the participants is chargeable to school MOOE subject to the usual accounting and auditing rules and regulations.
7. 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 TRAINING-WORKSHOP ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES IN SPECIAL  
EDUCATION (SPED) PROGRAM  
0008/April 5, 2022



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**DIVISION TRAINING-WORKSHOP ON THE CONVERSION OF LEARNING  
RESOURCES TO AUDIO FILES IN SPECIAL EDUCATION (SPED) PROGRAM  
May 17-19, 2022**

**LIST OF PARTICIPANTS**

<b>District/School</b>	<b>Number of Participants</b>	<b>Name of Participants</b>
<b>ELEMENTARY</b>		
Bagamanoc North Bugao Central ES	1	Liezel Rodriguez
Bagamanoc South Bagamanoc CES	1	Glenda Cuevas
Bato East Bato CES	2	Marites O. Tatel Regina Rojas
Bote IS	1	Clarissa Kaye Toriano
San Roque ES	1	Ruby Tolledo
Bato West Cabugao IS	2	Rommelyn Boneo Jocelyn Tenoria
Caramoran North Caramoran CES	1	Francia P. Alberto
Tucao-Maysuram	1	Alddine Mae Miraran
Caramoran South Milaviga IS	1	Maria Cortuna
Pandan East Pandan Central ES	1	
Viga West Viga CES	2	Letecia Yutan Jocelyn Olesco
Virac North JMAMES	3	Dianne Fritz Zafe Mary Joe Tumala Liza Molod
Bigaa ES	1	Zarita Boneo
Virac South San Isidro Village ES	1	Amor Miraran
<b>SECONDARY</b>		
Bagamanoc RDHS	1	Christine Salasayo
Calatagan HS	1	Jovita Clavano
Catanduanes National HS	2	Aileen Bajaro Dolor Zafe Briquillo
<b>TOTAL</b>		
<b>FACILITATORS:</b>		
1. Cynthia T. Soneja, EPS, SDO-CID		
2. John Anthony F. Romero, T III-CNHS		
3. Augusto R. Vargas, MT II-VPES		
4. Jupiter Torno, HT III, Carorian ES		



5. Mailene S. Maglaqui, SPET II, JMAMES	
6. Jannelyn Belmonte, SPET 1, SACES	
7. Ian Dexter Miraran, SPET 1, Obi ES	
TOTAL	30



**DIVISION TRAINING-WORKSHOP ON THE CONVERSION OF LEARNING  
RESOURCES TO AUDIO FILES IN SPECIAL EDUCATION (SPED) PROGRAM**  
May 17-19, 2022

**TRAINING MATRIX**

TIME	DAY 1	DAY 2	DAY 3
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		

