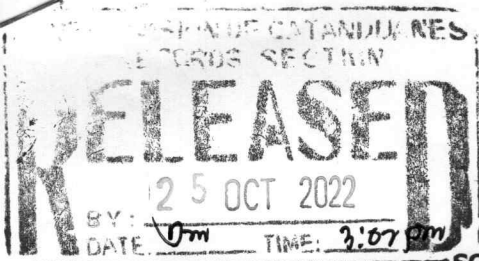




Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



24 OCT 2022

DIVISION MEMORANDUM

No. 494 s. 2022

FINAL REVISION AND LAYOUT OF STORYBOOKS

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

1. Please be informed that there will be a two-day Final Revision and Layout of Storybooks on October 28-29, 2022 at the venue to be announced later.
2. The objectives of the
 - a. To conduct final revision and layout of storybooks for submission and printing
 - b. To quality assure storybook entries for regional/national judging on storybook writing competition.
3. The following are the participants

No of Participants	ROLE
Day 1 - October 28, 2022, Friday (live -out)	
4	QA Team Members
2	Graphic Designers/ Layout Artists
10	Selected Teacher - illustrators
10	Selected Teachers/ Non-Teaching personnel
2	Secretariat
Day 2- October 29,2022 (Saturday)	
3 (live-in)	QA Team Members



02686

03677-DM-120



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

1 (live-out)	QA team Member
10 (live -in)	Illustrators
2 (live-out	Secretariat

- Participants are advised to bring laptop, extension wire and portable Wi-Fi device, and soft copies of their original storybooks.
- Participants for Day 1 should be at the venue before 8am of Day 1. Live-in participants for Day 2 are expected to check in at 5pm of Day 1 and check out at 5pm of Day 2.
- Meals and accommodation of the participants are chargeable to FLO Funds while travel and other incidental expenses shall be charged to local/school funds subject to usual accounting and auditing rules and regulations.
- Participants shall also be granted 1-day service credit/ COC per CSC and Joint Circular No. 2 s. of 2004, RE; Non- Monetary Remuneration for Overtime Service Rendered for Day 2 which is falls on a Saturday.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

DM/jtt/ **FINAL REVISION AND LAYOUT OF STORYBOOKS**

October 24, 2022

