



July 4, 2017


DIVISION MEMORANDUM

No. 349, s. 2017

**3-DAY DIVISION SEMINAR-WORKSHOP ON DIGITIZATION OF LEARNING MATERIALS/
BIG BOOKS**

TO : Asst. Schs. Div, Superintendent, Chiefs of Divisions
Division Education Program Supervisors
District Supervisors/DIC's
Elementary, Junior & Senior High School Principals

1. Responding to the mandate of providing quality, accessible, cost-effective, diverse and appropriate learning resources to all types of learners and teachers in the public schools/ ALS learning centers, the Learning Resources Management & Development System (LRMDS) of the Schools Division of Negros Oriental will conduct a **3-Day Division Seminar-Workshop on Digitization of Learning Materials/Big Books** on **July 24 - 26, 2017 (8:00 AM to 5:30 PM)** at the **SDO 2nd Floor of the Library Hub Bldg.**
2. This activity aims:
 - a. to equip participants with the technical skills in digitizing learning resources;
 - b. to convert different learning materials into digital format;
 - c. to preserve the original materials, rare and nearly extinct books and documents; and
 - d. to improve usability and safeguard access of teachers and students to digital learning materials through digital management and manipulation
 - e. to share best practices, learning styles and ideas and other applications that will provide easy/usability in generating results.
3. The participants to this activity are the identified Elementary, Junior and Senior High School Teachers. **Please refer the enclosure of this memorandum.** And they are reminded to bring the following:
 - ↓ a laptop with Adobe Acrobat or Photoshop application installed;
 - ↓ an Android or iOS smartphone/tablet with at least 8 megapixels camera and with the following apps installed (CamScanner, Office Lens and OneNote) OR a Flatbed Scanner with corresponding driver/installer;
 - ↓ DSLR Camera
 - ↓ virus-free and newly formatted USB flash drive; and
 - ↓ an extension cord;
4. Meals and snacks, training supplies/materials, and other expenses relative to this training shall be charged to the Division HRTD Funds while travelling expenses of the participants shall be charged against their respective school MOOE and/or other available funds subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ, CESO VI
OIC, Asst. Regional Director NIB
Concurrent OIC, Schools Division Superintendent

7/10/17



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 Capitol Area, Dumaguete City

Enclosure No.

**3-DAY DIVISION SEMINAR-WORKSHOP ON DIGITIZATION OF LEARNING MATERIALS/
 BIG BOOKS**

LIST OF PARTICIPANTS/STAFF

Name	School	Name	School
Mr. Rolan Aba	JBCMHS, Canlaon	Mr. Manolito Otod	Valencia NHS
Mr. Jonathan Lerio	JBCMHS-Uptown	Mr. Deovenson Veracruz	Bungtod NHS, Bacong
Mr. Ariel Gantalao	La Libertad Tech. VS	Ms. Jeneva Fortich	Ong Che Tee Bacong NHS
Mr. Bonito Vilar	Jimalalud NHS	Mr. Raul Alabata	Dauin NHS
Mr. Elmar Cabrera	Tayasan NHS	Ms. Ruth Marie Ektanal	Santiago Delmo MHS
Ms. Glyndel D. Pastor	Ayungon NHS	Mr. Ericson Elnar	Zamboanguita Science HS
Ms. Mitchelle Rasonable	DLANHS, Bindoy	Mr. Jerick Ozoa	Nagbalaye NHS, Sta. Cat.
Mr. Arnold Medez	Manjuyod Science HS	Mr. Jefrel Labajo	Siaton NHS
Mr. Kenny Gil A. Socorro	Mabinay NHS	Mr. Joefel Pialago	Siaton Science NHS
Ms. Jocelyn A. Frasco	Silab CHS, Amlan	Ms. Lolita Rivera	Siaton NHS
Ms. Maricel Rebutazo	Amlan CES	Mr. Mark Dave Vendiola	Sta. Catalina NHS
Mr. Marlou A. Artiaga	CORNHS, Tampi, San Jose	Mr. Tristan Jamito	Obat NHS, Sta. Catalina
Ms. Floriza B. Bulay	San Jose CES	Mr. Nathaniel Lajot	Casiano Napigkit NHS
Ms. Chariss R. Siplon	Sibulan NHS	Mr. Joseph Juntilla	Elegio D. Monte De Ramos
Ms. Mary Jane Samson	NOHS		
Ms. Nieva Q. Betchido	NOHS	Mr. Jefferson D. Uy	PDO, Sch. Division Office
Ms. Remylin V. Gao-gao	ITO, Sch. Division Office	Ms. Maricel S. Rasid	Librarian, Sch. Div. Office
Mr. Auster A. Relasa	HT, DO LRMDs Core Team	Ms. Evelyn G. Tamparong	P2, DO LRMDs Core Team
Ms. Rosela R. Abiera, DEPS-LRMDs Manager			

STJ/LTC/ENC/rra17
 LRMDs Digitization