



March 22, 2017


**DIVISION MEMORANDUM**

No. 165, s. 2017

**DIGITIZATION OF BIG BOOKS**

**To:** ASDS, CID/SGOD Chiefs  
DEPS & PSDS/DIC's  
School Heads Secondary and Elementary  
Public Schools

1. The Division Learning Resource will be working on the digitization of the quality assured Big Books in order for these materials to be preserved, be shared securely and will be uploaded in the LR Portal that is compatible with all modes of data transfer for easy access by the users.
2. To facilitate and fast track the process, this office is calling for IT enthusiasts, teachers and non-teaching personnel with basic skills or with talent in lay-outing, enhancing and digitizing documents are encouraged to join and be part of the working team to do the tasks at hand.
3. Each District may recommend at least 3 personnel with the qualifications mentioned above and with good working attitude when faced with tension.
4. For immediate and widest dissemination action.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC, Asst. Regional Director NLR  
Concurrent OIC, Schools Division Superintendent  
3/22/17

STJ/LTC/CID/rra17  
LRMDS Digitization

23 MAR 2017