



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon

**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**

San Ignacio St., Poblacion, City of San Jose del Monte 3023



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Records Unit

October 29, 2018

**DIVISION MEMORANDUM**

No. 206 s. 2018

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Madrasah Education Program Implementers  
All Others Concerned

**CAPACITY BUILDING ON DEVELOPMENT OF SUPPLEMENTARY MATERIALS THROUGH BASIC ICT**


1. This Office announces the conduct of 3-day Capacity Building on Development of Supplementary Materials through Basic ICT. It shall be conducted on December 3-5, 2018 at Gaya-Gaya Elementary School.
2. The training-workshop aims to:
  - a) orient the asatiz on the importance of learning modules/self-learning kits as supplementary tool in the teaching-learning process;
  - b) enhance the writing skills of teachers in preparing supplementary learning materials for level I & II; and
  - c) develop Arabic Language and Islamic Values Education (ALIVE) supplementary learning materials for level I & II through basic ICT.
3. Participants to this training-workshop are the following (7) School ALIVE Coordinators, (7) Asatiz from each MEP implementing schools, (1) ICT expert, (1) illustrator, (3) facilitators and (1) Project Development Officer In-Charge of LR who will serve as resource person.
4. All expenses incidental to the conduct of this Division training shall be charged against Madrasah Education Program (MEP) funds while travelling expenses of the participants shall be charged against local or any available funds subject to the usual accounting and auditing procedures.
5. Each MEP Implementing school is expected to bring Curriculum Guide and their own laptops.
6. Attached as Enclosure Nos. 1 and 2 are the Training Matrix and List of Participants respectively.
7. Immediate dissemination of this Memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent

**ACTIVITY MATRIX**

Time	DAY 1	DAY 2	DAY 3
7.30-8:00	Opening Program		
8:00-9:00	How to Make Self- learning Kits Maria Eleonor B. del Rosario	Workshop	Workshop
9:00-10:00	Module Writing Maria Eleonor B. del Rosario		
10:00-10:30	Health Break		
10:30-12:00	How to Evaluate Learning Resources Maria Eleonor B. del Rosario		
12:00-1:00	Lunch Break		
1:00-2:00	Basic Coloring and Sketching Styles Amalia Q. Vergel de Dios	Workshop	Presentation of Output
2:00-3:00	Drawing different emotions and actions Amalia Q. Vergel de Dios		
3:00-4:00	Layouting a Print Materials Based on LRMDS Standards Michael Angelo B. Pagara		Closing Program
4:00-5:00	Digital Publishing Adobe Photoshop in Design Michael Angelo B. Pagara		

Prepared:

  
**MA. SOCORRO B. LINDO**  
 PSDS/Division ALIVE Coordinator

Reviewed:

**ROLANDO T. SOTELO, DEM**  
 CID Chief

**LIST OF PARTICIPANTS**

<b>SCHOOL</b>	<b>NAME OF ASATIDZ</b>	<b>SCHOOL ALIVE COORDINATORS</b>
Tungkong Mangga Elem. School	SALAM S. Ibrahim	Enamar C. Abella
Marangal Elementary School	Raisalam S. Macatana	Donna Mae A. Pando
Graceville Elementary School	Aida A. Casobidan	
BBB Elementary School	Abdulmalic M. Macasalong	Ana Marie L. Quitain
BBD Elementary School	Abdulhamid M. Amerol	Maylein T. Laureano
BBH Elementary School	Abdulwahid B. Abdulgaffur	Lorna M. Cabuhat
	Melanie F. Dimalanta	
Marangal National High school	Rohaima S. Ampaso	Edisa G. Bamuya

**WORKING COMMITTEES**

**I. PROGRAMS AND REGISTRATION**

Lorna M. Cabuhat (BBH E/S)

**II. ACCOMMODATION/ PHYSICAL ARRANGEMENT**

c/o Host School

**III. DOCUMENTATION**

Ana Marie L. Quitain (BBB E/S)

**IV. FOOD DELIVERY AND DISTRIBUTION**

Donna Mae A. Pando (Marangal E/S)

Enamar C. Abella ( Tungkong Mangga E/S)

**V. CERTIFICATES/ TARPAULIN**

Maylein T. Laureano (BBD E/S)