



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

7 Nov 2023

DIVISION MEMORANDUM
CID No. **139**, s. 2023

PRE-WORK CONFERENCE OF TRAINING WORKSHOP ON THE CONVERSION OF
LEARNING MATERIALS INTO DIGITAL FORMAT

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers Concerned
All Others Concerned

1. The Curriculum Implementation Division (CID) through the Learning Resource Management Section (LRMS) shall conduct a Live-In **training workshop on the conversion of learning materials into digital format** at City of Koronadal, South Cotabato on November 18-19 and 25-26, 2023.
2. In line with this, a 2-day live-in pre-work conference shall be conducted on November 11-12, 2023 at Cinco Ninias, Zone 1, City of Koronadal, South Cotabato.
3. This is the list of participants.

No.	FULL NAME	SCHOOL/OFFICE	MUNICIPALITY
1.	Jay Sheen Molina	Centrala CES	Surallah
2.	Jim Ryan Dela Cruz	Banga CES	Banga
3.	Ana Lou Suyamin	Sto. Nino NHS	Sto. Nino
4.	Cyprus Mayormente	Dole Cannery CES	Polomolok
5.	Ralph Vincent Feller	Lugan CES	Tboli
6.	Ronel Caligdong	Banga NHS	Banga
7.	Michiko Rabara	Esperanza NHS	Esperanza
8.	Jodel Rhy Labordo	Odos Angkoy IS	Lake Sebu
9.	Erick John Gallego	Odos Angkoy IS	Lake Sebu
10.	Dave Porferio	Bentung Sulit NHS	Polomolok
11.	Bert Ceazar Castillo	M. Roxas ES	Sto. Nino
12.	Arkin Manudal	Lake Soluton IS	Lake Sebu
13.	Lorelie Salinas	Palkan NHS	Polomolok
14.	Raffy Herrera	Panay NHS	Sto. Nino
15.	Sherwin Narciso	Edwards NHS	Tboli
16.	Lorna Padua	Banga 2	Banga
17.	Nino Jacobe	Cassava ES	Polomolok
18.	Nelida Castillo	CID	SDSC
19.	Vincent Bryan Umadhay	CID	SDSC

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20.	Leomel Ledda	CID	SDSC
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- Registration will start at 7:30 in the morning. Moreover, participants are advised to bring their own Laptop and extension wire.
- Food and accommodation shall be chargeable against Division MOOE while transportation and other incidental expenses shall be chargeable against Local Fund/School MOOE for school-based participants and Division MOOE for division office personnel subject to the accounting and auditing rules and regulations.
- Activity schedules that fall within Saturdays, Sundays, and Holidays shall entitle the participants with Compensatory Time Off (CTO) or Service Credits in accordance with CSC or DBM Joint circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Granted or DO No. 53, s. 2003, titled Updated Guidelines in the Grant of Vacation Service Credits to Teachers.
- For any inquiry, personnel concerned are advised to contact LRMS Personnel through telephone no. 228-1549.
- Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

TRAINING PROGRAMS

LBL/DM- pre-work conference of training workshop on the conversion of learning materials into digital format.

0000/November 7, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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