



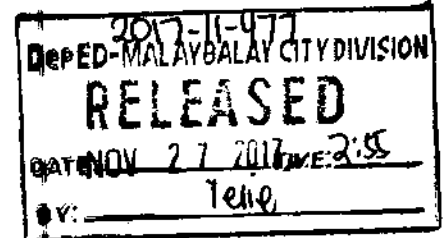
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay City
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Telefax: 088-314 - 0094



DIVISION MEMORANDUM

No. 640 S. 2017



TO: **Chief Education Supervisors-CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This Division**

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent ✓

SUBJECT: **DIVISION TRAINING-WRITESHOP ON THE DEVELOPMENT AND PRODUCTION OF PRINT AND NON-PRINT WORKBOOKS**

DATE: **November 27, 2017**

1. To ensure smooth and sustainable implementation of Learning Resource Management and Development System (LRMDS) and to strengthen learning resource development at the Division level, the field is hereby informed of the conduct of the Division Training-Writeshop on the Development and Production of Print and Non-Print Workbooks on December 5-7, 2017 at Loiza's Pavilion, Casisang, Malaybalay City.

2. This activity aims to:
1. Review participants on the Standards and Specifications of LRMDS;
 2. Develop and produce quality worksheets based on least mastered skills in NAT;
 3. Develop and produce quality workbook/s with NAT-like test items;
 4. Deliver technical assistance to teachers during the writeshop; and
 5. Quality assure the teacher-developed workbooks

3. Participants of this training are the elementary and secondary teachers of the five learning areas (English, Filipino, Science, Mathematics and Araling Panlipunan) with the Education Program Supervisors and members of the Division LRMDS Quality Assurance Team of these learning areas (see Enclosure 1).

4. Further, participants are instructed to bring laptop, extension cord, LM/CG and the worksheets developed on July 25-26, 2017.
5. Meals and snack shall be charged to HRTD fund while travel and other related expenses shall be charged to local fund subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination of this Memorandum is desired.

Copy furnished:

Learning Resource and Management Section-CID
Records Unit

To be posted in the website

**PARTICIPANTS OF THE DIVISION TRAINING-WRITESHOP ON THE
DEVELOPMENT AND PRODUCTION OF PRINT AND NON-PRINT WORKBOOKS**

SUBJECT	NAME	SCHOOL
FILIPINO (17)	Marianne Beltran	Malaybalay City Central School
	Levy Ann Mae Villaraza	BCT Elementary School
	Charles Kaguing	Malaybalay City Central School
	Felinda E. Dagnay	Barangay Elementary School
	Catherin N. Pacut	Miglamín Elementary School
	Maricar Liza E. Monterde	Managok Central School
	Joy Saluntau	Maligaya Elementary School
	Chery Pagud	Kalasungay Central School
	Narciso N. Amparo Jr.	Bangcud Central School
	Sherly Muzones	Linabo Central School
	Thelma Clarabal	Bukidnon National High School
	Annie Rose Arangco	Bukidnon National High School
	Alra Mae C. Esconde	Casisang National High School
	Fely Alajar	Bukidnon National High School
	Emelit V. Seguirá	Apo Macote National High School
	Mabenie A. Garcia	MNHS-Miglamín Annex
	Gleen Payot	Managok National High School
ENGLISH (17)	Anavenessa P. Perales	Patpat Elementary School
	Tessie G. Yee	Dalwangan Elementary School
	Mishelle S. Martinez	Kpt. Angel Elementary School
	Jennifer M. Sabonia	Kalasungay Central School
	Merlisa A. Ravina	Cabangahan Elementary School
	Marlisen S. Bantilan	Magsaysay Elementary School
	Ma. Socorro D. Ramos	Aglayan Central School
	Jonarose M. Desalan	Bangcud Central School
	Merly M. Miral	Casisang Central School
	Alleen M. Tago	Linabo Central School
	Marites Fosseen	Sumpong Central School
	Judith Madronero	Bukidnon National High School
	Violeta Alesna	Bukidnon National High School
	Gerlen L. Bildo	Kalasungay National High School
	Odessa J. Tandayag	Can-ayan IS (Secondary)
	Ethel E. Caluna	Malaybalay City NSHS
	Leah M. Clutarío	Malaybalay City NSHS
SCIENCE (15)	Carol M. Salga	Imbayao Elementary School
	Rowena Tagayuna	Malaybalay City Central School
	Michelle Taneca	Malagap Elementary School
	Juliet Evangelista	Lalawan Elementary School
	Marichu Edesa	San Martín Elementary School
	Jovy Naringahon	Linabo Central School
	Michelle Galamiton	Aglayan Central School
	Dolly Layo	Sumpong Central School
	Era Ibanez	Sawaga Elementary School

	Christine Mingo	Bukidnon National High School
	Mae Joy Aclo	Bukidnon National High School
	Diane Olivida	Bukidnon National High School
	Symphany Dawn Mangubat	Bukidnon National High School
	Peter Manriquez	San Martin AINHS
	Ian Augustus	San Martin AINHS
MATHEMATICS (16)	Flora A. Buscalno	Sumpang Central School
	Almira Larrobis	Candiisan Elementary School
	Irish Joy Guinlamon	Tag-ilanao Elementary School
	Artlou Amotillo	Baganao Elementary School
	Doris Tirol	Bangcud Central School
	Catherine C. Cabaling	Binalbagan Elementary School
	Heidi Palmada	Macote Elementary School
	GinaIyn Daguplo	Zamboanguita Central School
	Maribeth Ordanza	Aglayan Central School
	Femie Gocotano	Can-ayan IS (Secondary)
	Daryll R. Sabote	St. Peter National High School
	Richard Salingay	Bukidnon National High School
	Marlon Cuizon	Busdi IS (Secondary)
	Marites Morillo	Busdi IS (Secondary)
	Nora Manlunas	Bangcud National High School
	Alminda A. Buna	Bangcud National High School
ARALING PANLIPUNAN (16)	Grace L. Patricio	Casisang Central School
	Edna T. Revil	AVES
	Analyn H. Escobido	Kilap-agan Elementary SchoolM
	Shiela M. Gantalao	San Jose Elementary School
	Noeme T. Esponilla	Casisang Central School
	Grace A. Lambo	Airport Village Elementary School
	Rhea E.Sali	Casisang Central School
	Vima Anggot	Zamboanguita Central School
	Liezl Tion	San Roque Elementary School
	Cheery Gret L. Medura	Dapulan Elementary School
	Reymond Ocong	Simaya Elementary School
	Tethyl Paz Sarlo	Kalasungay Central School
	Joseph L. Abello	Zamboanguita Central School
	Beverly Jamsola	Malaybalay City NHS
	Mark Lawrence Larot	Malaybalay City NHS
Wilmer S. Lanojan	Casisang Senior High School	

QUALITY ASSURANCE TEAM

ARALING PANLIPUNAN	Virgilyn R. Pizarro	Education Program Supervisor
	Manny B. Pimentel	Public Schools District Supervisor
	Romulo M. Sarmiento	Master Teacher I
ENGLISH	Rachel R. Valde	Education Program Supervisor
	Jesus V. Muring	Public Schools District Supervisor
	Edwin A. Cariaga	OIC-SEPS, HRD
FILIPINO	Ma. Concepcion S. Reyes	Education Program Supervisor
	Liza G. Balintongog	Principal II
	Valerie S. De Leon	Master Teacher II

MATHEMATICS	Imelda S. Bentillo	Education Program Supervisor
	Arlene S. Gantalao	Head Teacher I
	Mary Fe C. Gumayao	Principal I
SCIENCE	Analy L. Ocier	Education Program Supervisor
	Marsfifth M. Mamawag	OIC-SEPS, Soc Mob
	Glenda B. Cacharo	Teacher II
IPR	Emelyn D. Razo, RL	Division Library II
TECHNICAL	Manuel D. Dinlayan II, DPA	Project Development Officer
	Purissima J. Yap	Education Program Supervisor

MATRIX OF ACTIVITIES

Time	Activity/Topic	In charge/Facilitators
Day 1- December 5, 2017		
7:30-8:00	Registration	Manuel D. Diñlayan, DPA, PDO II and Emelyn D. Razo, RL
8:00-8:30	Opening Activities	
8:30-9:30	Review on Standards and Specifications of LRMS	Purissima J. Yap, EPS
9:30-10:30	Criteria in Constructing Worksheets, Workbooks, and NAT-like Test Items	Purissima J. Yap, EPS
10:30-11:00	General Instructions	Purissima J. Yap, EPS
11:00-12:00	Writeshop (Break Up)	EPS in charge per learning area
12:00-1:00	LUNCH BREAK	
1:00-5:00	Continuation of Writeshop	EPS in charge per learning area
Day 2-December 6, 2017		
8:00-8:30	MOL	Elementary Teachers
8:30-12:00	Continuation of Writeshop	EPS in charge per learning area
12:00-1:00	LUNCH BREAK	
1:00-5:00	Initial Review/Quality Assurance	QUALITY ASSURANCE Team
Day 3- December 7, 2017		
8:00-8:30	MOL	Secondary Teachers
8:30-12:00	Finalization/Printing/Binding of Outputs	QUALITY ASSURANCE Team
12:00-1:00	LUNCH BREAK	
1:00-4:00	Finalization/Printing/Binding of Outputs	QUALITY ASSURANCE Team
4:00-4:30	Submission of Outputs	Manuel D. Diñlayan II, DPA, PDO II
4:30-5:00	Closure	Emelyn D. Razo