



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

July 3, 2023

DIVISION MEMORANDUM
No. 304, s. 2023

**DIVISION WORKSHOP ON THE FINALIZATION OF THE PARTIALLY DEVELOPED
TAGALOG AND ENGLISH STORYBOOKS FOR GRADES 4 TO 6 LEARNERS OF
PUBLIC ELEMENTARY SCHOOLS IN THE DIVISION OF PAMPANGA**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. The Schools Division of Pampanga, through the Learning Resources Management and Development Section (LRMDS), shall conduct a **Division Workshop on the Finalization of the Partially Developed Tagalog and English Storybooks for Grades 4 to 6 Learners of Public Elementary Schools in the Division of Pampanga** on July 17-21, 2023, at Redd Manor Condotel, City of San Fernando, Pampanga.
2. The activity aims to:
 - a. quality assure and finalize the partially developed Tagalog and English storybooks for Grades 4 to 6; and
 - b. distribute (softcopies) the quality assured storybooks to all public Elementary Schools in the Division of Pampanga to address the need for engaging stories appropriate for visual readers through illustrated storybooks for intermediate and hobby readers of Grades 4 to 6.
3. The participants in this activity are the following:

a. Division Technical Working Committee:

Ruby M. Jimenez PhD EPS-LRMDS	Curriculum Implementation Division SDO Pampanga
Analea D. Tubig RL Librarian II-LRMDS	Curriculum Implementation Division SDO Pampanga
Elaine D. Chua PDO II-LRMDS	Curriculum Implementation Division SDO Pampanga

b. Resource Speaker and Writer

Joseph Ace B. Balingit Teacher III	San Isidro ES Masantol North District
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c. Writers

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Julius Y. Tubig Teacher I	Sta. Rita ES Macabebe East District
Jay R. Rutor Teacher III	San Isidro ES Sta. Rita District
Cristine Joy B. Hernandez Teacher I	Magumbali ES Candaba North District
Grace P. Gulapa Teacher I	Lanang ES Candaba West District
Marjon A. Galang Teacher I	Camba ES Arayat East District
Raymark M. Villanueva Teacher III	Tangle ES Mexico West District
Aileen M. Cunanan Teacher III	Sta. Maria ES Sta. Ana District
Ma. Margarita D. Diñoso Teacher I	Sta. Ursula ES Guagua East District
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Jenny Rose R. Santos Teacher III	San Miguel ES Magalang North District

d. Tagalog Language Reviewers

Omega Golda Q. Juico Master Teacher I	Balangcas ES Sto. Tomas District
Janet Y. Paras Master Teacher II	Sapa ES Sto. Tomas District
Belinda S. Cayanan Principal I	Sta. Catalina ES San Luis District
Archie C. Lacandola Teacher III	Divisoria ES Mexico South District

e. English Language Reviewers

Emmanuel S. Cariño Principal I	Sto. Niño ES San Simon District
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f. Translators

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Mika M. Sangcap Teacher I	San Luis CS San Luis District

g. Illustrators

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Joyce D. Dimarucut Teacher I	Calangain ES Lubao West District
Katy Chenee S. Napao Teacher III	San Luis NHS Cluster V
Shane Reza M. Amath Teacher I	Gerry H. Rodriguez HS Cluster IV
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Ronald C. Dare Master Teacher I	ALS Mobile Teacher Apalit District

h. Layout Artists

Jacqueline E. Libut-Paras Teacher III	Guagua ES Guagua East District
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Erwin H. Iruma Teacher III	San Basilio HS Cluster II
Henry Nicolas M. Sunga Teacher III	ALS Mobile Teacher Masantol North District

4. Participants are requested to bring their laptops, extension cords, and other needed materials for the quality assurance and finalization of the partially developed Tagalog and English storybooks for Grades 4 to 6 learners.




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5. There is no registration fee for the said activity. During its conduct, expenses to be incurred such as accommodation, meals, snacks, and materials to be used by the participants shall be charged against the Division Human Resource Training and Development (HRTD) funds while transportation and other incidental expenses relative to the conduct of the activity shall be charged to local/school funds subject to usual accounting and auditing rules and regulations.
6. This Memorandum serves as the Travel Authority of the identified participants.
7. As stipulated in DepEd Order No. 53, s. 2003, re: Updated Guidelines on Grant of Vacation Service Credits to Teachers, teacher-participants who render services during the conduct of this activity which may fall on weekends, holidays or special non-working days are entitled to Service Credits equivalent to eight hours of service per day for July 17-21, 2023. On the other hand, non-teaching and staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered. Hence, the non-teaching participants in this endeavor shall be given CTO in lieu of July 17-21, 2023.
8. The number of service credits not exceeding fifteen (15) days shall be reflected in the files of the teacher participants at the Personnel Office, upon the approval of the request.
9. Immediate and wide dissemination of and compliance with this Memorandum is earnestly desired.


ROMEO M. ALIP PhD, CESO V ✓
Schools Division Superintendent
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