



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

October 6, 2023

**DIVISION MEMORANDUM**  
**No. 516, s. 2023**

**VIRTUAL DIVISION WORKSHOP ON THE LANGUAGE REVIEW AND  
 FINAL LAYOUTING OF KINDERGARTEN AND GRADES 4 TO 6  
 LEARNING RESOURCES**

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 **Virtual Division Workshop on the Language Review and Final Layouting of Kindergarten and Grades 4 to 6 Learning Resources** on October 7-8, 2023, from 8:00 a.m. to 5:00 p.m.
2. The activity aims to ensure that the Kindergarten and Grades 4 to 6 learning resources being produced are free of errors both in language and in layout and design.
3. The participants in this activity are the following:

**a. LRMDS Personnel**

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. Layout Artist and Language Reviewer**

Erwin H. Iruma Teacher III	San Basilio HS Cluster II
Marietta L. Manayag Master Teacher II	Sto. Domingo ES Minalin District

4. 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 October 7 and 8, 2023 (Saturday and Sunday). On the other



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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 October 7 and 8, 2023 (Saturday and Sunday).

5. 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.
6. 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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