

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

b. Layout Artist and Language Reviewer

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

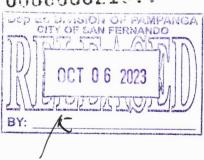
ROMEO M. ALIP PhD, CESO V

Schools Division Superintendent

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