



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

February 1, 2024

**DIVISION MEMORANDUM**

No. 068, s. 2024

**VIRTUAL DIVISION ORIENTATION ON THE DIGITAL ILLUSTRATION AND LAYOUTING OF THE CONTEXTUALIZED KINDERGARTEN MANUSCRIPTS/STORYBOOKS**

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 Orientation on the Digital Illustration and Layouting of the Contextualized Kindergarten Manuscripts/Storybooks** on February 3, 2024, from 8:00 a.m. to 5:00 p.m.
2. The meeting link shall be provided by the LRMDS personnel through the Group Chat (GC) on the day of the meeting.
3. The activity aims to orient the teacher-participants on the digital illustration and layouting of the contextualized Kindergarten manuscripts/storybooks.
4. 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. Resource Speakers**

Roland M. Suarez Master Teacher I	Dampe ES Floridablanca West District
Erwin H. Iruma Teacher III	San Basilio HS Cluster II

**c. Illustrators and Layout Artists**

Ma. Christina B. Viola Teacher I	Galang Elem. Memorial School Apalit District
-------------------------------------	---



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

Jonis S. Velasquez Teacher I	Lacquios ES Arayat East District
Kim Matt Chester B. Cuellar Teacher I	Gatiawin ES Arayat West District
Renz Rayner S. Sicat Teacher I	Maliwalu ES Bacolor North District
Rachel Ann C. Manguerra Teacher I	Bacolor IS Bacolor South District
Deanne L. Dela Cruz Teacher III	Bahay Pare NHS Candaba East District/Cluster IV
Bianca Arlaine S. Lapuz Teacher III	Bambang ES Candaba West District
Mavelle M. Macasu Teacher I	Mapaniqui ES Candaba North District
Maria Princess Jan S. Sanchez Teacher I	Floridablanca ES Floridablanca East District
Aladin M. Suede Master Teacher I	Benedicto ES Floridablanca West District
Kevin B. Banal Teacher II	Bancal ES Guagua East District
Felix Leo A. Villena Teacher III	Ascomo ES Guagua West District
Jameel Anri M. Paule Teacher I	Lubao ES Lubao East District
Bea Lean S. Juanta Teacher I	San Pedro Palcarangan ES Lubao West District
Kevin P. Bansil Teacher II	Sto. Tomas ES Lubao North District
Mark Lloyd M. Sunga Teacher I	Caduang Tete ES Macabebe East District
Cyndi L. Manansala Head Teacher I	Sta. Lutgarda ES Macabebe West District
Jodilyn Y. Gonzales Teacher II	San Isidro Resettlement ES Magalang North District
Zharmaine R. Mangune Teacher II	Sto. Nino ES Magalang South District
Ma. Melinda C. Santos Teacher I	Palimpe ES Masantol North District
Edward S. Yabut Teacher I	Bebe Anac ES Masantol South District
Jim G. Mendoza Teacher II	San Rafael ES Mexico North District
Archie C. Lacandola Teacher III	Divisoria ES Mexico South District
Dante R. Marbil III Teacher III	Pandacaqui Resettlement ES Mexico West District
Rachelle D. Ladrillo Master Teacher I	Sto. Domingo ES Minalin District





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

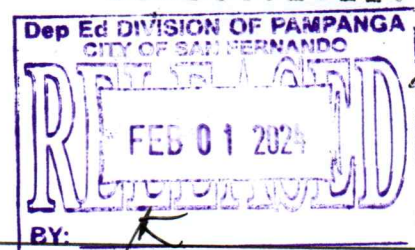
Angelica Joy I. Soriano Teacher I	Francisco Henson ES Porac East District
Jean Rose M. Pagtalunan Teacher III	Camias Resettlement ES Porac West District
Edlynn Hershey M. Agulto Teacher II	San Juan ES San Luis District
Maria Fatima R. Cabral Teacher III	Sta. Monica ES San Simon District
Margie G. Rivera Teacher I	Batang II ES Sasmuan District
Catherine P. Siojo Teacher II	San Pablo ES Sta. Ana District
Lovely D. Salvador Teacher I	V. De Castro ES Sta. Rita District
Shelly D. Pallasigui Master Teacher I	San Matias NHS Sto. Tomas District

- 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 February 3, 2024 (Saturday). 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 February 3, 2024 (Saturday).
- 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.
- Immediate and wide dissemination of and compliance with this Memorandum is earnestly desired.

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

000000027117

cid-lrmds/rmj2024-2



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)