



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

February 5, 2024

DIVISION MEMORANDUM

No. 071, s. 2024

**DIVISION TRAINING-WORKSHOP ON THE FUNDAMENTALS
OF GRAPHIC DESIGN**

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 Training-Workshop on the Fundamentals of Graphic Design** on February 7-9, 2024, at Redd Manor Condotel, City of San Fernando, Pampanga.
2. The activity aims to:
 - a. provide participants:
 - a.1. fundamentals of graphic design, including composition, color theory, and the basic skills in illustration and layout;
 - a.2. knowledge on the different design elements and how they work together to create visually appealing designs in accordance with the standards;
 - b. ensure that participants:
 - b.1. learn how to effectively use design software and tools (e.g. Adobe Photoshop, InDesign, Paint Tools, etc.);
 - b.2. develop skills in creating storybooks; and
 - c. produce storybooks aligned to the Bureau of Learning Resources (BLR) standards.
3. The participants in this activity are the following:

a. Division Technical Working Group (TWG) Committee

Chair	Ruby M. Jimenez PhD EPS-LRMDS	Overall in Charge
Members	Analea D. Tubig RL Librarian II-LRMDS	Technical in Charge
	Elaine D. Chua PDO II-LRMDS	Technical in Charge
	Joseph Ace B. Balingit Teacher III San Isidro ES, Masantol North District	Writer



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

Roland M. Suarez Master Teacher I Dampe ES, Floridablanca West District	Writer Illustrator Layout Artist
Erwin H. Iruma Teacher III San Basilio HS, Cluster II	Layout Artist
Marietta L. Manayag Master Teacher II Sto. Domingo ES, Minalin District	Content Editor
Omega Golda Q. Juico Master Teacher I Balangcas ES, Sto. Tomas District	Content Editor
Janet Y. Paras Master Teacher II Sapa ES, Sto. Tomas District	Language Reviewer
Catherine P. Siojo Teacher II San Pablo ES, Sta. Ana District	Language Reviewer

b. Resource Speakers

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

Willy R. Arceo Teacher III	Camba 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
Mavelle M. Macasu Teacher I	Mapaniqui ES Candaba North District
Richard M. Payawal Master Teacher I	Pasig National HS Candaba / Cluster V
Aladin M. Suede Master Teacher I	Benedicto ES Floridablanca West District
Roland M. Suarez Master Teacher I	Dampe 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



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


Jameel Anri M. Paule Teacher I	Lubao ES Lubao East District
Joyce D. Dimarucut Teacher I	Calangain ES Lubao West
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
Archie C. Lacandola Teacher III	Divisoria ES Mexico South District
Rachelle D. Ladrillo Master Teacher I	Sto. Domingo ES Minalin District
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
Katy Chene S. Napao Teacher III	San Luis National HS San Luis / Cluster V
Maria Fatima R. Cabral Teacher III	Sta. Monica ES San Simon District
Ima Francheska L. Alo Teacher I	San Simon ES San Simon
Margie G. Rivera Teacher I	Batang II ES Sasmuan District
Catherine P. Siojo Teacher II	San Pablo ES Sta. Ana District
Jacqueline E. Libut-Paras Teacher III	Guagua ES Guagua East District
Abraham M. Cruz Teacher III / ALS Mobile Teacher	San Miguel ES Magalang North District
Ralph Anthony G. Timbol Teacher II / ALS Mobile Teacher	Magalang ES Magalang South District
Erwin H. Iruma Teacher III	San Basilio HS Sta. Rita / Cluster II

4. Participants are requested to bring their laptops, iPads, drawing pads, extension cords, and other needed materials for the workshop.



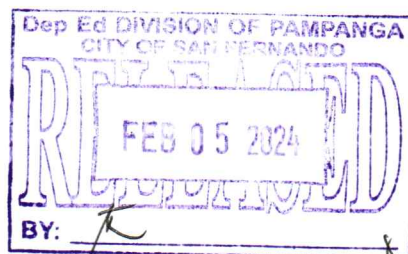
Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

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 February 9, 2024 (Holiday as per Proclamation No. 453, Special Non-Working Day). 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 9, 2024 (Holiday as per Proclamation No. 453, Special Non-Working Day).
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

cid-lrmds/rmj2024-3

000000027219



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
Website: www.depedpampanga.ph