



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

January 9, 2025

DIVISION MEMORANDUM

No. 029, s. 2025

QUALITY ASSURANCE OF AUDIO-RECORDED TAGALOG AND ENGLISH STORYBOOKS FOR GRADES 4-6 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
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The Schools Division of Pampanga, through the Curriculum Implementation Division (CID) and Learning Resource Management and Development System (LRMDS), shall conduct the **Quality Assurance of Audio-recorded Tagalog and English Storybooks for Grades 4-6 learners of Public Elementary Schools in the Division of Pampanga** as follows:

Date	Venue/Platform	Activity
January 11, 18, 25, 2025	Work from School/At Home	Quality Assurance of Audio-recorded Tagalog and English Storybooks for Grades 4-6
January 31, 2025	LRMDS Office	

2. This activity aims to produce quality assured audio recordings of voice-over text of Tagalog and English Storybooks for Grades 4-6 learners of Public Elementary Schools in the Division of Pampanga.

3. The participants in this activity are the following:

Name of Participant	Station
Princess Maylene M. Maniacop EdD EPS-LRMDS	CID SDO Pampanga
Analea D. Tubig RL Librarian II-LRMDS	CID SDO Pampanga
Elaine D. Chua PDO II-LRMDS	CID SDO Pampanga
Roland M. Suarez Master Teacher I	Dampe ES Floridablanca West District
Jacqueline Libut-Paras Teacher III	Guagua ES Guagua East District
Marietta L. Manayag Master Teacher II	Sto. Domingo ES Minalin District



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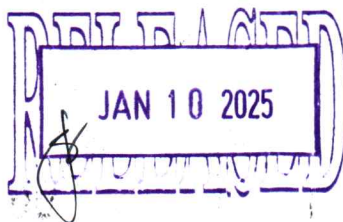
Omega Golda Juico	Balangcas ES Sto. Tomas District
Emmanuel S. Cariño	Sto. Niño ES San Simon District
Janet Paras	Sapa ES Sto. Tomas District

- As stipulated in DepEd Order No. 53 s. 2003 titled “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, two (3) days for January 11, 18 and 25, 2025. On the other hand, non-teaching personnel 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 4.5 CTO in lieu of January 11, 18, and 25, 2025.
- This memorandum serves as the Travel Authority of the identified participants.
- Immediate dissemination and strict compliance with this Memorandum is earnestly desired.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

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Enclosure 1

List of Tagalog and English Storybooks to be quality assured

Title	QA Team
Sa Isang Buong Taon Nagbago na si Kuya Iba't ibang anyo ni Tatay Isko Treasure hunt nina Caloy Caloy's Treasure Hunting Lorenzo's secret Five Peso Coin I won! I won!	Roland M. Suarez Omega Golda Juico
Ang lihim ni Lorenzo Limang Piso Hayan na si Rigor! Ang salamin ni Lorin Here comes Rigor! Lorin's mirror The Dream Sparkle Distance, Not a Distance	Jacqueline Libut-Paras Emmanuel S. Cariño
Pangrap na Kislap Sulat-kamay ni Paulino Abel Ang Parol ng Pangako Paulino's Handwriting Abel The lantern of Promise Golden Grain	Marietta L. Manayag Janet Paras



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