



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

October 27, 2025

DIVISION MEMORANDUM

No. 674, s. 2025

WORKSHOP ON DIGITAL ILLUSTRATION OF GRADE 4-6 STORYBOOKS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To enhance the quality and visual appeal of locally developed learning resources, this Office, through the **Curriculum Implementation Division (CID)** and the **Learning Resource Management and Development Section (LRMDS)**, shall conduct a **Workshop on Digital Illustration of Grade 4-6 Storybooks** as follows:

Date	Venue/Platform
November 4, 2025	Greene Manor, CSFP
November 8, 15, 22 & 29, 2025	MS Teams

2. This activity aims to **equip selected teachers and illustrators** with the knowledge and skills in creating digital illustrations aligned with pedagogical and aesthetic standards for storybooks intended for Grades 4 to 6 learners.
3. Participants are advised to bring their **laptops, drawing tablets (if available), and existing storybook drafts** (if any) for the workshop sessions.
4. Transportation and other incidental expenses of participants shall be charged against **local funds, school MOOE, or other available funds**, subject to existing accounting and auditing rules and regulations.
5. This Memorandum serves as the Travel Authority of the identified participants.
6. 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 (8) hours of service per day for November 8, 15, 22 & 29, 2025 (Saturdays). 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 November 8, 15, 22 & 29, 2025 (Saturdays).

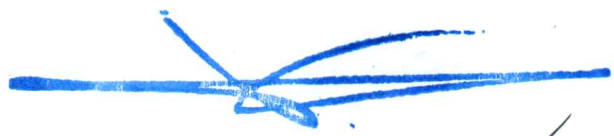


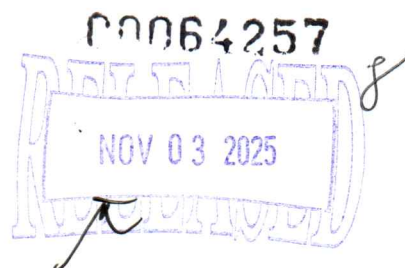
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7. The number of service credits not exceeding fifteen (15) days shall be reflected in the files of the teacher participants at the Personnel Office, upon the approval of the request.
8. Attached are Enclosures 1 and 2 for the List of Participants and Training Matrix for the abovementioned activity.
9. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent



cid-lrmds/pmmm2025-1-17



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Enclosure 1. List of Participants

Division Technical Working Committee:

Name	Position	Station
1. Princess Maylene M. Maniacop EdD	EPS – LRMDs	CID-LRMDs, SDO Pampanga
2. Analea D. Tubig RL	Division Librarian	CID-LRMDs, SDO Pampanga
3. Elaine D. Chua	PDO II	CID-LRMDs, SDO Pampanga

Resource Speakers/Participants:

Name	Position	Station
1. Roland M. Suarez	Master Teacher II	Floridablanca ES, Floridablanca East District
2. Carlo D. Yambao	Teacher III	Concepcion IS, San Simon District
3. Ma. Christina B. Viola	Teacher I	Galang Elem. Memorial School, Apalit District
4. Haydee I. Punsalan	Teacher III	Balucuc ES, Apalit District
5. Cresroan A. Santos	Teacher III	Balucuc ES, Apalit District
6. Kristine Bernadette F. Dimacali	Master Teacher I	Sulipan ES, Apalit District
7. Willy R. Arceo	Master Teacher I	Suclayin ES, Arayat East District
8. Anthonie Guimba	Administrative Aide I	Calibutbut ES, Bacolor North District
9. Rachel Ann C. Manguerra	Teacher I	Bacolor IS, Bacolor South District
10. Mavelle M. Macasu	Teacher I	Mapaniqui ES, Candaba North District
11. Jhaybee C. De Leon	Teacher II	Candaba ES, Candaba West District
12. Kevin B. Banal	Teacher II	San Miguel ES, Guagua East District
13. Felix Leo A. Villena	Teacher III	Ascomo ES, Guagua West District
14. Joyce D. Dimarucut	Teacher II	Calangain ES, Lubao West District
15. Mark Lloyd M. Sunga	Teacher I	Caduang Tete ES, Macabebe East District



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16. Jayson M. Gatus	Teacher II	Macabebe ES, Macabebe East District
17. Mariel H. Miranda	Teacher III	Ayala ES, Magalang South District
18. Camille Mae S. Gomez	Teacher I	San Francisco ES, Magalang South District
19. Mica Rose A. Cruz	Teacher III	San Pablo ES, Magalang South District
20. Cyndi L. Manansala	Principal I	Sua ES, Masantol North District
21. Ma. Melinda C. Santos	Teacher III	Palimpe ES, Masantol North District
22. Precious Ann R. Yodo	Teacher II	Masantol ES, Masantol North District
23. Edward S. Yabut	Teacher I	Bebe Anac ES, Masantol South District
24. Archie C. Lacandola	Teacher III	Divisoria ES, Mexico South District
25. Rachelle D. Ladrillo	Master Teacher II	Bulac ES, Minalin District
26. Angelica Joy I. Soriano	Teacher I	Francisco Henson ES, Porac East District
27. Edlynn Hershey M. Agulto	Teacher III	San Juan ES, San Luis District
28. Janette R. Sumat	Master Teacher I	San Carlos ES, San Luis District
29. Katy Chene S. Napao	Teacher III	San Luis National HS, Cluster V
30. Maria Fatima R. Cabral	Teacher III	Sta. Monica ES, San Simon District
31. Ima Francheska L. Alo	Teacher II	San Simon ES, San Simon District
32. Catherine P. Siojo	Teacher III	San Pablo ES, Sta. Ana District



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Enclosure 2. Training Matrix

Date	Time	Activity	Resource Speaker/ Persons Responsible
November 4, 2025	7:30 AM – 8:00 AM	Opening Program	
	8:00 AM – 10:00 AM	Visual Design Rules and Standards	Roland M. Suarez
	10:00 AM – 10:15 AM	<i>Health Break</i>	
	10:15 AM – 12:00 PM	Visual Design Rules and Standards	Roland M. Suarez
	12:00 PM – 1:00 PM	<i>Lunch Break</i>	
	1:00 PM – 3:00 PM	The Art of Storytelling Through Pictures: Tips for Illustrating and Making Comics	Carlo D. Yambao
	3:00 PM – 3:15 PM	<i>Health Break</i>	
	3:15 PM – 4:00 PM	The Art of Storytelling Through Pictures: Tips for Illustrating and Making Comics	Carlo D. Yambao
	4:00 PM – 5:00 PM	Open Forum	All participants
November 8, 2025	7:30 AM – 8:00 AM	MOL	
	8:00 AM – 10:00 AM	Checking status and quality of existing Grade 4–6 storybook drafts	All participants
	10:00 AM – 10:15 AM	<i>Health Break</i>	
	10:15 AM – 12:00 PM	Sharing of completed and ongoing digital illustration works	All participants
	12:00 PM – 1:00 PM	<i>Lunch Break</i>	
	1:00 PM – 3:00 PM	Sharing of completed and ongoing digital illustration works	All participants
	3:00 PM – 3:15 PM	<i>Health Break</i>	
	3:15 PM – 4:00 PM	Identifying areas for enhancement (color, layout, consistency, etc.)	All participants
	4:00 PM – 5:00 PM	Open Forum	All participants
November 15, 2025	7:30 AM – 8:00 AM	MOL	
	8:00 AM – 10:00 AM	Reviewing uniform illustration format, dimensions, and visual style	All participants
	10:00 AM – 10:15 AM	<i>Health Break</i>	
	10:15 AM – 12:00 PM	Agreeing on color schemes, file naming, and page layout conventions	All participants
	12:00 PM – 1:00 PM	<i>Lunch Break</i>	
	1:00 PM – 3:00 PM	Agreeing on color schemes, file naming, and page layout conventions	All participants
	3:00 PM – 3:15 PM	<i>Health Break</i>	
	3:15 PM – 4:00 PM	Ensuring consistency across storybook titles and grade levels	All participants
	4:00 PM – 5:00 PM	Open Forum	All participants



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November 22, 2025	7:30 AM – 8:00 AM	MOL	
	8:00 AM – 10:00 AM	Reminders on saving, exporting, and submitting final illustrations	All participants
	10:00 AM – 10:15 AM	<i>Health Break</i>	
	10:15 AM -12:00 PM	Reminders on saving, exporting, and submitting final illustrations	All participants
	12:00 PM – 1:00 PM	<i>Lunch Break</i>	
	1:00 PM – 3:00 PM	Discussion on folder structure and naming conventions for LRMDS repository	All participants
	3:00 PM – 3:15 PM	<i>Health Break</i>	
	3:15 PM – 4:00 PM	Coordination with QA team for file validation and version control	All participants
	4:00 PM – 5:00 PM	Open Forum	All participants
November 29, 2025	7:30 AM – 8:00 AM	MOL	
	8:00 AM – 10:00 AM	Open presentation of sample illustrations by members	All participants
	10:00 AM – 10:15 AM	<i>Health Break</i>	
	10:15 AM -12:00 PM	Peer comments and constructive suggestions for improvement	All participants
	12:00 PM – 1:00 PM	<i>Lunch Break</i>	
	1:00 PM – 3:00 PM	Peer comments and constructive suggestions for improvement	All participants
	3:00 PM – 3:15 PM	<i>Health Break</i>	
	3:15 PM – 4:00 PM	Agreement on revisions or refinements for next submission	All participants
	4:00 PM – 4:30 PM	Open Forum	All participants
	4:30 PM – 5:00 PM	Closing Program	All participants



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