



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X—Northern Mindanao
DIVISION OF MISAMIS ORIENTAL



DIVISION MEMORANDUM

Division memo # 209

TO: Education Supervisors and CID Personnel
Central School Paper Advisers concerned
School and District ICT officers concerned
Division IT officer
This Division

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *[Signature]*

DATE: May 11, 2017

RE: **TRAINING-WORKSHOP ON BASIC PHOTO-EDITING AND LAYOUTING**

1. In order to effectively and efficiently implement the DepEd's mission and vision, the Division of Misamis Oriental recognizes the need to equip a number of division and school personnel on photo-editing and layouting skills to be used in creating instructional, learning, and teaching materials. This enhances in the delivery of written and graphical communication to teachers, students and to the general public.
2. The main objective of this training is to provide participants with full understanding of the basic photo-editing and layouting skills in order to prepare them in the needed skills to be applied in creating instructional, learning, and teaching materials.
3. Participants are advised to bring the following:
 - a. Laptops with dvd optical drive, mouse and electrical extension chord
 - b. If available, electronic copies of existing learning resources written or made by the participants (e.g. e-books, original electronic pictures, other scanned instructional materials). If not available, participants are advised to start preparing a draft of their Learning Resource (Instructional Materials, etc.)
 - c. Curriculum Guide
 - d. Pocket wi-fi (incase one needs to download materials for the LR)
 - e. USB flash drive
4. Participants, trainers, and management staff of this training shall be entitled to service credits pursuant to DepEd Order (DO) No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Moreover, non-teaching personnel and staff be provided with Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.
5. Meals, accommodation and training materials will be charged against division in-service training funds, while travel and other incidental expenses will be charged

against local/school MOOE funds subject to the usual accounting and auditing rules and regulations.

6. List of participants are herein enclosed.

7. Immediate and wide dissemination of this memorandum is desired.

CMLL/cbm/rst

Master list of Participants

No.	Name of CID ES and Division Personnel	Station
1	Erlinda G. Dael, Ph.D	Division Office
2	Celieto B. Magsayo	Division Office
3	Norberto E. Rosales	Division Office
4	Andrian F. Tecson	Division Office
5	Merly B. Mabelin	Division Office
6	Sally S. Aguilar	Division Office
7	Maria Teresa M. Absin	Division Office
8	Nelson B. Absin	Division Office
9	Mary Grace V. Gallana	Division Office
10	Johnny D. Redondo	Division Office
11	Ferminia M. Labis	Division Office
12	Cheryl Ubalde	Division Office
13	Annalyn Salcedo	Division Office
14	Gerry P. Madrid	Division Office

No.	Name of District ICT officers	District
1	Ares, Nieve Irene V.	ALUBIJID
2	Salan, Lilian B.	BALINGASAG NORTH
3	Cagape, Maripaz Maureen S.	BALINGASAG SOUTH
4	Tagaan, Benjamin A.	CAGAYAN DE ORO CITY (Capital)
5	Sitoy, Howard Stanley C.	CLAVERIA I
6	Monsanto, Haidee F.	CLAVERIA II
7	Jimenez, Mark Joseph C.	INITAO
8	Cabingas, Shiela E.	JASAAN
9	Gallo, Rico h.	KINOGUITAN
10	Dahilan, Liza N.	LAGONGLONG
11	Rita, Mishele G.	LAGUINDINGAN
12	Almeñana, Khristine B.	LIBERTAD
13	Anorico, Rommel B.	LUGAIT
14	Aceron, Ricille R.	MAGSAYSAY I
15	Bagnol, Ceriaco G.	MAGSAYSAY II
16	Emperador, Michael Benedict L.	MANTICAO
17	Abe-Abe, Rodrigo N.	MEDINA
18	Dulay, Maricel A.	NAAWAN
19	Baculio, Delia A.	OPOL
20	Guinayhan, Lorenzo A.	SALAY
21	Yamut, Ann Marie A.	SUGBONGCOGON
22	Corcoro, Lizcel B.	TAGOLOAN
23	Laurie, Raymund K.	TALISAYAN
24	Ello, Maria Ana F.	VILLANUEVA

Master list of Participants

No.	Name of School paper Advisers	District	School
1	Marichi S. Lumactud	Magsaysay 1	Magsaysay CS
2	Hazel Duat	Magsaysay 2	Kibungsod CS
3	Allen T. Acebes	Medina	Medina CS
4	Melchie Pangan	Talisayan	Talisayan CS
5	Margie Ramirez	Kinoguitan	Balingoan CS
6	Venus La Victoria	Kinoguitan	Kinoguitan CS
7	Ma. Eva L. Dialde	Sugbongcogon	Sugbongcogon CS
8	Jean Zenith S. Mendiola	Sugbongcogon	Binuangan CS
9	Myra Capistrano	Salay	Salay CS
10	Fancia M. Puertas	Lagonglong	Lagonglong CS
11	Zenitha Mae A. Dacoco	Balingasag North	Balingasag CS
12	Charlyn D. Erocido	Balingasag South	Baliwagan CS
13	Leila B. Angon	Jasaan	Jasaan CS
14	Paulina Sabacajan	Villanueva	Villanueva CS
15	Ivy Mae M. Bolotaolo	Tagoloan	Tagoloan CS
16	Jezreel Sitoy	Claveria 1	Claveria CS
17	Florencio Verador	Claveria 2	Mat-I CS
18	Arlene Agne	Opol	Opol CS
19	Nieve Irene V. Ares	Alubijid	Alubijid CS
20	Irish M. Dayuday	Laguindingan	Laguindingan CS
21	Villa Timbal	Libertad	Gitagum CS
22	Melanie Villa	Libertad	Libertad CS
23	Bonilda S. Magsayo	Initao	Initao CS
24	Miguel B. Arizo	Naawan	Naawan CS
25	Glenda T. Sasil	Manticao	Manticao CS
26	Amelfa D. Bongabong	Lugait	Lugait CS

No.	Name of Trainers and facilitators	District	School
1	Freddiejun T. Delig	Division Office	
2	Kristine Honey Leigh J. Inot	Initao	Initao NCHS
3	Andrew Hero Janubas	Division Office	
4	Kim Eric G. Lubguban	Alubijid	Alubijid NCHS
5	Raymond Ric S. Tan	Division Office	