

# Republic of the Philippines Department of fducation Region V(Bicol)

### schools division of Catanduanes

Virac Catanduanes

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March 13, 2018

**DIVISION MEMORANDUM** 

No. <u>74</u> , s. 2018

TO:

#### WRITESHOP FOR DIVISION NEWSLETTER PRODUCTION

Chiefs- CID and SGOD Education Program Supervisors

Public Schools District Supervisors Secondary/ Elementary School Heads



1.As part of our target for updates and dissemination of the division's programs and projects, a live-in Writeshop for Division Newsletter Production of the Editorial Staff shall be held on **April 9 to 11**, 2018 in a venue to be announced later.

- 2. The said writeshop has the following aims:
  - a. finalize articles for the 3<sup>rd</sup> issue of the Division Newsletter.
  - b. come up with a dummy of the Division Newsletter.
- 3. Attached is the list of the Editorial Staff to participate in the activity. Since April 9-11 falls on vacation days, three (3) days service credit shall be granted to the participants and staff.
- 4. The Division Newsletter is now accepting Contributors for Features and News pages from the elementary, secondary teachers and school heads using the English language. The said articles should be encoded in Times New Roman, font size 12, and are subject to the evaluation and criteria set by the Editorial Board. Deadline of submission will be on or before **March 30, 2018** at the Curriculum Implementation Division, attn: Dr. Gina B. Pantino, Education Program Supervisor or can be sent in her email at ginahpantino@gmail.com.
- 5.Registration for the meals and accommodation in the amount of P30,000 shall be charged to division's HRTD fund while the remaining amount of P 12,000 for meals, accommodation, supplies and travel expenses shall be charged to the school's MOOE subject to the usual accounting and auditing rules and regulations. Each staff/participant shall register P 1,000 for the P12,000 remaining amount.
- 6.For data gathering of the write ups, two (2) days OFFICIAL BUSINESS shall be granted the Hagubuhob staff in any day of their availability prior to the Division writeshop, travel shall be charged to the school's MOOE subject to the accounting rules and procedures. A finalization meeting of the editorial staff will also be held on March 23, 2018 at 1:00 in the afternoon at the Curriculum Implementation Division.

7. For immediate dissemination and compliance.

SOCORRO V. DELA ROSA, CESO VI Schools Division Superintendent

To be indicated in the <u>Perpetual Index</u> under the following subjects: NEWSLETTER INNOVATIONS

gbpantino/CID

# Enclosure No. 1 to Division Memorandum No. 44, , s. 2018

## **Hagubuhob Editorial Staff**

1. DAVE S. TOLENTINO - Catanduanes National HS

2. RUEL C. FERNANDEZ - Catanduanes National HS

3. RICKY V. TID - Tambongon ES

4. LORRAINE D. TAULE - SAVS

5. NAPOLEON I. ARCILLA III - San Isidro ES

6. JEFFERSON S. ARCILLA - Bote Integrated School

7. GLENN O. VALLEDOR - Panganiban NHS (CAIC Compound)

8. ALVIN T. VARGAS - Manambrag NHS

9. MARIAN CLAIRE V. TULOD - Panganiban National HS

10. CHRISTINE MAY P. PETAJEN - Antipolo NHS

11. ANJO G. TUGAY - Caramoran Rural DHS

12. FRANCIS JOHN TEMPLONUEVO-San Miguel RDHS

13. GERMAN T. TEJADA JR. - Milaviga IS