
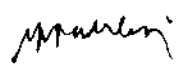




Republic of the Philippines  
Department of Education

123 MAY 12 2022  
SECTION  
CONTROL NO.

### AUTHORITY TO TRAVEL

REGION	: REGION VII - CENTRAL VISAYAS
DIVISION	: SCHOOLS DIVISION OF NEGROS ORIENTAL
DATE OF FILING	May 18, 2022
NAME/S & POSITION/ DESIGNATION	<b>FARRELL D. GARCIA</b> , Teacher 1
PERMANENT STATION	Tambo National High School DepEd, Schools Division of Negros Oriental
PURPOSE OF TRAVEL	To attend the Hands-On Training for the Regional Pool of Illustrators and Lay-Out Artists on May 23-27, 2022 at Hotel Fortuna, Cebu City (Attached Regl. Memo No. . s. 2022)
ACTIVITY ORGANIZED/ SPONSORED BY	DepEd RO 7 - CLMD-LRMS
PERIOD COVERED	May 23 - 27, 2022
PLEASE CHECK	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
VENUE/DESTINATION	Hotel Fortuna, Cebu City
EXPENSES COVERED	Travelling / Transportation and other incidental expenses
FUND SOURCE	Division/local MOOE funds
<b>RECOMMENDING APPROVAL:</b>   <b>NILITA L. RAGAY ED D</b> Assistant Schs. Division Superintendent OIC, CID Chief  Date : _____	<b>APPROVED:</b>   <b>SENE PRISCILLO P. PAULIN, CESO V</b> Schools Division Superintendent  Date : _____



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2022

**Hands-on Training for the Regional Pool of Illustrators and Lay-out Artists**

To: Schools Division Superintendents

1. This Office through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMDS) will conduct a **Hands-on Training for the Regional Pool of Illustrators and Lay-out Artists** on May 23-27, 2022 at Hotel Fortuna, Borromeo St., Cebu City.
2. Participants in this activity are those who were qualified during the Training of Potential Illustrators and Layout Artists conducted in October 2021. They are required to be at the venue on the evening of May 22, 2022. The first meal to be served shall be dinner on May 22, 2022 and the last meal shall be afternoon snacks on May 27, 2022. Kindly see the annexes for further details of the activity: Annex A - List of Participants; Annex B - Matrix of Activities; and Annex C – Training Requirements.
3. Transportation and other incidental expenses of the participants shall be charged to Division MOOE. Expenses for board and lodging of all participants and the airfare of the invited BLR Resource Person shall be charged to Regional Office Funds. All expenses are subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum is directed.

**SALUSTIANO T. JIMENEZ, EdD, JD, CESO V**  
Director IV  
Regional Director

Note: (To be signed)  
Attached is an advance  
copy of Regional Memo

Annex A

**Hands-on Training for the Regional Pool of Illustrators and Lay-out Artists  
May 23-27, 2022**

**LIST OF PARTICIPANTS**

**A. Qualified Illustrators for the Regional Pool**

<b>Name</b>	<b>Position/ Designation</b>	<b>School/Office</b>	<b>Division</b>
1. Rylin A. Alegado	Tea. III	Lucila C. Yared NHS	Bais City
2. Kimberly Rose C. Real	Tea. III	Manuel L. Teves MHS	Bais City
3. Fernando C. Galera Jr.	Tea. I	Manuel L. Teves MHS	Bais City
4. Nikki D. Palencia	AO II	Division Office	Dumaguete City
5. Nellen B. Coronado	MT I	Tanjay City South CS- Special Science Program	Tanjay City
6. Christian P. Cabardo	Tea. III	Don Calixto C. Yongco Sr. ES	Mandaue City
7. Belinda P. Matugas	Tea. I	Guinsay ES	Danao City
8. K D. Lim	Tea. III	Trinidad NHS	Guihulngan City
9. Farell D. Garcia	Tea. I	Tambo NHS	Negros Oriental
10. Bethram B. Dacuma	Tea. III	Old Bucao ES	Toledo City
11. Carmille M. Poloyapoy	Tea. I	Mainggit ES	Toledo City
12. Jasyer I. Abacajan	Tea. III	Biasong ES	Talisay City
13. Edyza Fatima R. Rensulat	Tea. III	Perrelos ES	Carcar City
14. Pablito R. Petallar	Principal	Maribojoc CES	Bohol
15. John Lloyd B. Lising	Teacher III	Talamban NHS	Cebu City

**B. Qualified Layout Artists for the Regional Pool**

<b>Name</b>	<b>Position/ Designation</b>	<b>School/Office</b>	<b>Division</b>
1. Jeffrey S. Literal	Tea. I	Division Office	Bais City
2. Varian Jan Dinglasa	Tea. I	Olympia NHS	Bais City
3. Archie C. Sacno	Tea. III	Pardo NHS	Cebu City
4. Theresa Mae D. Bilocura	Tea. III	Guadalupe ES	Cebu City
5. Edgar P. Garcia	Tea. II	Dusita NHS	Bohol
6. Melody Joy Z. Rabina	Admin Aide VI	Division Office	Bohol
7. Archie C. Caba	Tea. III	Mandaue CCNHS	Mandaue City
8. Clarisse Claire L. Magdasal	Tea. I	Minaba ES	Bayawan City
9. Jessie Mae C. Gainsan	Tea. I	Bugay NHS	Bayawan City
10. Lonchie Marie P. Raganas	Tea. I	Sandayao ES	Guihulngan City
11. Doreen O. Descartin	Tea. I	Tagbilaran City CES	Tagbilaran City
12. Nicolle Joan D. Aryubes	Tea. I	City of Bogo SAA	Bogo City
13. Armand D. Subingsubing	PDO II	Division Office	Bogo City
14. Virgie R. Infantado	Tea. II	Perrelos ES	Carcar City
15. Maribel B. Zamora	PDO II	Division Office	Toledo City
16. Rio M. Emping	Tea. III	Carmen ES	Toledo City
17. Richie Ryan C. Mabunay	Tea. I	Tabunok NHS	Talisay City
18. Glory C. Pamilgan	ALS Mobile Tea.	CEPOC CES	City of Naga
19. Jesse Emmanuel R. Galo	Tea. I	Beatriz D. Durano MNHS	Danao City
20. Uldarico T. Ochea Jr.	Tea. I	Elpidio H. Perez TVHS	Danao City
21. Michael Robert A. Nadala	Tea. I	North City ES	Dumaguete City
22. Chepie P. Villalon	Tea. II	Calindagan ES	Dumaguete City

**Resource Persons**

<b>Name</b>	<b>Position/ Designation</b>	<b>School/Office</b>	<b>Division</b>
1. Jason O. Villena	Creative Arts Specialist II	BLR – Production Division	BLR Manila
2. Mitchell Dave M. Cabugas	Teacher III/National Illustrator	Perrelos NHS	Carcar City
3. Leo Bill Y. Paglinawan	LR PDO II, National Illustrator	Div. LRMS	Guihulngan City
4. Rhea Kristine U. Elnar	Teacher III, National Illustrator	Guadalupe ES	Cebu City
5. Norbert Francis Mil U. Elnar	Creative Director – Masterpiece Kingdom Brands	Guest Resource Person	

**Management Team**

<b>Name</b>	<b>Position/ Designation</b>	<b>School/Office</b>	<b>Division</b>
Maria Jesusa C. Despojo	Chief ES		CLMD
Juanita F. Negapatan	Lib. II		CLMD-LRMS
Lorideth S. Edicto	TAS		CLMD-LRMS
Maria Jasmin C. Jabil	AdAs II		CLMD-LRMS
Maurita F. Ponce	EPSvr		CLMD-LRMS

Annex B

**Hands-on Training for the Regional Pool of Illustrators and Lay-out Artists**  
May 23-27, 2022

**Matrix of Activities**

<b>Time</b>	<b>Day 0 May 22, 2022</b>	<b>Day 1 May 23, 2022</b>	<b>Day 2 May 24, 2022</b>	<b>Day 3 May 25, 2022</b>	<b>Day 4 May 26, 2022</b>	<b>Day 5 May 27, 2022</b>
8:00 – 10:00	<b>Travel Time</b>	8:00 – 8:30 <b>Opening Activities</b>	<b>Management of Learning</b> (8:00 – 8:30)			
9:00 – 12:00		8:30 – 12:00 <b>Fundamentals of Art Direction</b>	<b>Creative Arts Management</b>	<b>The Basics of Photoshop</b>	<i>continuation...</i> <b>The Basics of Photoshop</b>	<i>continuation...</i> <b>Freehand to Digital Art</b>
12:00 – 1:00	Lunch Break					
1:00 – 5:00	<b>Arrival Registration</b>	<b>Idea Development and Communication</b>	↓	↓	<b>Freehand to Digital Art</b>	4:30 – 5:00 • Ways Forward • Closing Activities

**Hands-on Training for the Regional Pool of Illustrators and Lay-out Artists**  
May 23-27, 2022

**TRAINING REQUIREMENTS**

**A. Hardware Requirements**

- Laptop computer (with Adobe Photoshop CS6 or the latest CC version)
- iPad or any available drawing tablet
- Camera (digital/mobile)

**B. System Requirements (Minimum)**

**For Windows**

- CPU: Intel or AMD processor with 64-bit support
- Processor: 2 GHz or faster
- RAM: 8GB, HDD: 4 GB of storage space
- GPU: DirectX 12 support and 2GB of memory
- OS: Windows 10 (64-bit) version 1809 or higher
- Screen Resolution: 1280 x 800

**For Mac**

- CPU: Intel or AMD processor with 64-bit support
- Processor: 2 GHz or faster
- RAM: 8GB, HDD: 4 GB of storage space
- GPU: DirectX 12 support and 2GB of memory
- macOS: Monterey Version 112.3.1 or later
- Screen Resolution: 1280 x 800

**C. Other Materials Needed**

- Extension cords
- Any coloring materials (watercolor, crayons, pastel, etc.)
- Assorted papers (with texture/designs)
- Other materials for crafting

**D. Health Protocol**

- Always wear a face mask in the function rooms and within the training venue
- Frequent washing and sanitizing of hands
- Practice social distancing