



DIVISION MEMORANDUM
No. 189 S. 2017

TO: **DATU ROGER A. MANAPOL, MAEM**
Secondary School Principal IV
Digos City National High School
Rizal Avenue, Digos City

ATTN: **MRS. DORIS MAE C. TUBIANO, SSPED Teacher I**
Digos City National High School
Rizal Avenue, Digos City

FROM: **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

RE: **PARTICIPATION OF THE SPECIAL EDUCATION TEACHERS IN THE 5-DAY WORKSHOP (BATCH 2) ON THE BRAILLE TRANSCRIPTION OF TEXTS, ILLUSTRATIONS, TABLES, DIAGRAMS, PHOTOS AND GRAPHS AND PROOFREADING OF THE K-12 PRINTED LEARNING RESOURCES**

DATE: **MARCH 14, 2017**

1. Herewith is the copy of Regional Unnumbered Memorandum S. 2017 from Dep Ed Regional Office XI through Atty. Alberto T. Escobarte, CESO III, Regional Director, regarding the conduct of **5-Day Workshop on Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos and Graphs and proofreading of the K - 12 Learning Resources (Batch 2)** at the Ecotech Center, Cebu City on **March 19 - 24, 2017 (Live in and inclusive of travel time).**
2. The said workshop aims to train SPED Teachers on how to transcribe texts, illustrations, tables, diagrams photos and graphs and proofread K- 2 assigned learning resources.
3. This office advises **MRS. DORIS MAE C. TUBIANO, SSPED Teacher I, DiCNHS**, this Division to attend the said activity.
4. **Mrs. Tubiano** is reminded to bring her own laptop and extension cord to use during the hands-on activities. Check-in of the participants will commence on March 19, 2017 with dinner as the first meal while check-out is on March 24, 2017 with lunch as the last meal.
5. Accommodation, travelling expenses and per diem of the participants shall be charged to Bureau of Learning Resources (BLR) Funds subject to the usual accounting and auditing rules and regulations. The payment of the travelling expenses shall be reimbursed after the submission of complete travel documents.
6. All other details of said activity are in the enclosures.
7. For your information and immediate compliance.

DepEd Schools Division of Digo.

RELEASED
3075

date: **MAR 16 2017** time: **3:05**

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Lungsod ng Dabaw



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3/13/17

MEMORANDUM

To : Schools Division Superintendents
Chief, Curriculum and Learning Management Division

42
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Subject : **PARTICIPATION OF THE SPECIAL EDUCATION TEACHERS IN THE 5-DAY WORKSHOP (BATCH 2) ON THE BRAILLE TRANSCRIPTION OF TEXTS, ILLUSTRATIONS, TABLETS, DIAGRAMS, PHOTOS, AND GRAPHS AND PROOFREADING OF THE K TO 12 PRINTED LEARNING RESOURCES**

Date : March 10, 2017

1. Herewith is a DepED Memorandum DM - CI-2017-00044 from the Office of Dr. Dina S. Ocampo, Undersecretary for Curriculum and Instruction, regarding the conduct of the 5-Day Workshop on the Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos and Graphs in the K to 12 Learning Resources (Batch 2) at the Ecotech Center, Cebu City on March 19-24, 2017 (five-in and inclusive of travel time).
2. The said workshop aims to train SPED teachers on how to transcribe texts, illustrations, tables, diagrams, photos, and graphs and proofread K to 12 assigned learning resources.
3. This Office advises the following SPED teachers to attend the said activity, to wit :

OFFICE / DIVISION	NAME
Davao City	Daisy M. Corpuz - Daniel R. Aguinaldo National High School Myrna Belano - Magtuod Elementary School
Davao del Norte	Irene M. Rosique - Maniki Central Elementary School
Digos City	Doris Mae C. Tubiano - Digos City National High School
IGACOS	Uzziel dela Torre - Angel Villarica Central Elementary School
Mati City	Cecille Vidoy - Rabat Rocamora SPED Center
Tagum City	Glory Jean B. Leop - Tagum City National High School

4. Participants are reminded to bring their own laptop and extension cord to use during the hands-on activities. Check-in of the participants will commence on March 19, 2017 with dinner as the first meal while check out is on March 24, 2017 with lunch as the last meal.
5. Accommodation, travelling expenses and per diem of the participants shall be charged to Bureau of Learning Resource (BLR) Funds, subject to the usual accounting and audit rules and regulations. The payment of travelling expenses shall be reimbursed after submission of complete travel documents.
6. All other details of said activity are in the enclosures.
7. Immediate dissemination of and compliance with this Memorandum to all concerned is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

ROCKY
REPRODUCTION
3/13/17 2:49



Republic of the Philippines

Department of Education

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7 24-02-17

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-00044

Regional Office
RECORDS SECTION

TO : REGIONAL DIRECTORS OF REGIONS NCR, IVA, IVB, V, VI, VII, VIII, IX, X, XI, XII, and XIII
ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS
FROM : DINA S. OCAMPO
Undersecretary for Curriculum and Instruction
SUBJECT : Participation of the Special Education Teachers in the 5-Day Workshop (Batch 2) on the Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos, and Graphs and Proofreading of the K to 12 Printed Learning Resources

Date: 3-2-17 Time: 3:11
17-63-0039

DATE : February 24, 2017

In compliance with the mandate of the Bureau of Learning Resources which is to provide quality, diverse, cost-effective and accessible learning resources (LRs) in public schools and learning centers, this Office will conduct a Five-Day Workshop on the Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos, and Graphs in the K to 12 Learning Resources (Batch 2) at Ecotech Center, Cebu City on March 19-24, 2017 (live-in and inclusive of travel time).

The objective of the said activity is to train SPED teachers on how to transcribe texts, illustrations, tables, diagrams, photos, and graphs and proofread K to 12 assigned learning resources.

Relative to this, we would like your office to recommend seven (7) regional participants of which five (5) are sighted and two (2) are visually impaired teachers who are knowledgeable and competent in transcribing and proofreading texts and visual graphics and in using Microsoft Word. We would appreciate receiving the names of the recommendees on or before March 2, 2017.

The said participants are requested to bring their own laptop and extension cord for use during the hands-on activities. They may check-in on March 19, 2017 with dinner as the first meal and check-out on March 24, 2017 with lunch as the last meal.

Expenses relative to transportation, per diem, board and lodging of the participants shall be charged against BLR funds subject to the usual government accounting and auditing rules and regulations. Payment of travelling expenses shall be reimbursed after submission of complete travel documents.

For other queries and clarifications, you may call at telefax nos. (02) 631-4955 and (02) 634-0901 or email at blr.lrpd@deped.gov.ph.

Attached for your reference is the indicative Program of Activities.

Thank you.

RECEIVED 02/03/2017 14:59

Annex 1

Workshop (Batch 2) on the Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos, Graphs and Proofreading of the K-12 Printed Learning

Venue: Ecotech Center, Cebu City
Date: March 19-24, 2017

Objectives:

1. To transcribe texts, illustrations, tables, diagrams, photos, and graphs
2. To proofread K to 12 assigned learning resources

Time	Day 0 Mar. 19	Day 1 Mar. 20	Day 2 Mar. 21	Day 3 Mar. 22	Day 4 Mar. 23	Day 5 Mar. 24
6:00	Registration/Attendance and breakfast					
7:00	Registration/Attendance and breakfast					
8:00	<p>Opening Program</p> <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Introduction of Participants 	<p>Mgt. of Learning: Team 1</p> <ul style="list-style-type: none"> • Prayer • Energizer • Recap of Day 1 <p>Topic 5: Makin 3 Transcriber Generated Pages</p>	<p>Mgt. of Learning: Team 2</p> <ul style="list-style-type: none"> • Prayer • Energizer • Recap of Day 2 <p>Topic 8: Transcription of Tables and Related Columns</p>	<p>Mgt. of Learning: Team 3</p> <ul style="list-style-type: none"> • Prayer • Energizer • Recap of Day 3 	<p>Mgt. of Learning: Team 4</p> <ul style="list-style-type: none"> • Prayer • Energizer • Recap of Day 4 <p>Q&A Metacards</p>	
8:15	<p>• Welcome Message Dr. JULIET A. JERUTA DepEd-RO7 Regional Director</p> <p>• Statement of Purpose</p> <p>• Terms of Reference</p> <p>• Introduction of BUR Team</p> <p>• Photo Ops</p>	<p>Topic 6: Transcription of Table of Contents</p>	<p>Workshop 3</p>	<p>Presentation of corrected workshop 4 output</p>	<p>Presentation of corrected workshop 5 output</p>	
9:00						
10:00						
10:15	<p>• Energizer - BUR Team</p> <p>• Presentation of Participants Expectations</p> <p>• BRaille Acrostics</p> <p>• Presentation of House Rules and Mechanics</p>	<p>Workshop 1</p> <p>Presentation of corrected workshop 1 output</p>	<p>Presentation of corrected workshop 3 output</p> <p>Topic 9: Introduction to Illustrative Materials</p>	<p>Topic 13: Review of Nemeth Code</p>	<p>Closing Program</p> <ul style="list-style-type: none"> • Prayer • Impressions from Participants • Distribution of Certificates • Closing Message • Community Singing 	
11:00						
12:00	Lunch					
1:00	<p>Energizer - BUR Team</p>	<p>Energizer - Team 5</p>	<p>Energizer - Team 6</p>	<p>Energizer - Team 7</p>	<p>Energizer - Team 8</p>	<p>Energizer - Team 9</p>

Annex 1

Attachment 2) on the Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos, Graphs and Proofreading of the K-12 Printed Learning

Resources, Illustrations, Tables, Diagrams, Photos, and Graphs
 12 assigned learning resources
 Venue: Ecotech Center, Cebu City
 Date: March 19-24, 2017

its, illustrations, tables, diagrams, photos, and graphs
 12 assigned learning resources

	Day 1 Mar. 20	Day 2 Mar. 21	Day 3 Mar. 22	Day 4 Mar. 23	Day 5 Mar. 24
A	Topic 1: Process of Transcribing LRs	Topic 7: Transcription of Headings, Paragraphs, Lists, and Computer Strings	Topic 10: Dealing with Textboxes and Pictures using MS Word	Topic 14: Math Type for Transcription	
	Topic 2: Uploading of Transcribed LRs to the Portal	Topic 8: Workshop 1	Topic 11: Preparing Descriptions for Illustrative Materials		
	Topic 3: Principle of Print to Braille	Topic 9: Presentation of corrected workshop 2 output	Topic 12: Alternative Methods of Transcribing Illustrative Materials: Workshop 3		
R	Topic 4: Introduction to MS Word BANA Template			Topic 13: Production of Instructional Tactile / Manipulative Materials	
R					Topic 15: Workshop 5 (Nemeth Code/Math Type/Tactile)
I					
V					
A					
L					

Dinner:
 Participants generated
 Transcriber's Page and Table of
 Content
 Transcribed Headings,
 Paragraph, List and Computer
 Strings properly
 proofread Transcriber's Page,
 Table of Content, Transcribed
 Headings, Paragraphs, List, and
 Computer Strings properly

Transcribed and proofread tables
 and related columns properly
 Transcribed and proofread
 Illustrative Materials using
 alternative methods of transcribing
 in consonance with the VI user
 standards

Transcribed and proofread print
 LRs using the NEMETH code, Math
 Type properly
 Prepared and proofread tactile
 materials in consonance with the
 VI user standards.