



November 8, 2018

**DIVISION MEMORANDUM**

No. 86, s. 2018

**DEVELOPMENT OF STORYBOOK FOR KINDERGARTEN TO GRADE 3**

TO :

- OIC, Office of the Asst. Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- Education Program Supervisors
- Public Schools Division Supervisors
- Senior Education Program Specialists-ALS
- Select Public Elementary and Secondary School Teachers
- Other Concerned

1. The Curriculum Implementation Division (CID) thru the Learning Resource Management Section (LRMS) of the City Schools Division Office of Antipolo will conduct the Storybook Writing Workshop on November 26-29, 2018 (live-out), venue to be announced.
2. The activity aims to:
  - a. provide technical assistance on the development of manuscript, illustration and design layout;
  - b. capacitate the select storybook writers and division illustrators on team development of storybook; and
  - c. develop a storybooks aligned to the needs of the Kindergarten to Grade 3 learners.
3. Participants to this activity are the select Teacher-Writers, Division illustrators/Layout Artist, and LRMS Personnel.
4. Participants are requested to bring their laptop, drawing materials, WIFI/internet dongle, and extension cord.



5. Expenses relative to this activity includes venue, food, supplies and materials will come from the Project GALING of the Curriculum Implementation Division from the HRTD fund of the Division subject to the usual accounting and auditing rules and regulations.
6. To ensure the smooth conduct of this activity, the following are enclose to this Memorandum:
  - a. Enclosure 1 – Working Committee
  - b. Enclosure 2 – List of Participants
  - c. Enclosure 3 – Training Matrix
7. Dissemination of this Memorandum to all concerned is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
City Schools Division Superintendent





Enclosure No. 1 to Division Memorandum No. 86, s. 2018

### STORYBOOK WRITING WORKSHOP

#### EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista**, CESO V  
Schools Division Superintendent

Co-Chairpersons: **Dr. Gloria C. Roque**  
OIC, Office of the Asst. SDS

Lito A. Palomar  
OIC-Chief, CID

Members: **Priscilla V. Salo**, EPSVR I – LRMS  
**Rosanito S. Paras**, PDO II - LRMS  
**Bernadette B. Patag**, Librarian II  
**Arlene Tayona**, SEPS-HRTD

#### TECHNICAL WORKING COMMITTEE

COMMITTEE	IN- CHARGE	TERMS OF REFERENCE
Registration	Bernadette B. Patag Member: Armand Eric Caasi	<ul style="list-style-type: none"><li>• In-charge of attendance</li><li>• Ensures that participants are registered</li><li>• Prepares accomplished registration/ attendance sheet and submits to the Committee on Documentation</li><li>• Prepares and submit meal attendance sheet</li></ul>
Documentation		<ul style="list-style-type: none"><li>• Document events of the session and submits narrative and pictorial report in hard and soft copies</li></ul>
Program Invitation/Certificates Technical/ Physical Arrangement and Accommodation	Rosanito S. Paras	<ul style="list-style-type: none"><li>• Prepares/distributes program</li><li>• Confirm attendance</li><li>• In charge of video/ppt presentations</li><li>• Check the sound system, laptop and ICT equipment to be used</li><li>• Prepares backdrop, tarpaulin, flag stand and other decoration to be used during the opening and closing program</li></ul>
Monitoring & Evaluation	Dr. Isabel M. Gonzales	<ul style="list-style-type: none"><li>• Monitors the conduct of the program</li><li>• Administers and retrieves M&amp;E Tool</li><li>• Submits the results of the evaluation to the Program-in-Charge</li></ul>





Enclosure No. 3 to Division Memorandum No. 86, s. 2018

**STORYBOOK WRITING WORKSHOP**

November 26 – 29, 2018

Time	Day 1	Day 2	Day 3	Day 4
7:30 – 8:30	Registration	MOL	MOL	MOL
8:30 – 9:00	Opening Program	Session 5: Advocacy Writing Guidelines	Session 9: Illustration of Children's Story Books	Continuation of workshop
9:00 – 10:00	Session 1 : Who is a Child?	Session 6: Elements of Children Story	Session 10: Layout/Format/Book Pagnation	
10:00 – 10:30	BREAK			
10:30 – 11:30	Session 2: Writing Stories for Children	Session 7: Children's Big Book Preparation, Usage, and Guidelines	Workshop 3: Manuscript Preparation/	Publishing/Printing of storybook
11:30 – 12:30	LUNCH BREAK			
12:30 – 2:00	Session 3: Valuing Children in Developing Stories	Session 8: Perks of Writing Children Literature		
2:00 – 3:00	Session 4: Children's Literature	Workshop 2: "Ang Aking Kabataan"	Presentation of Manuscript	Presentation of Output
3:00 – 3:30	BREAK			
3:30 – 4:30	Workshop 1: What If...?		Workshop 4: Team development: Illustration layout/design layout	CLOSING PROGRAM
4:30 – 5:00	Presentation of Output	Presentation of Output	Continuation of workshop	
OUTPUT			Printed manuscript	





Enclosure No. 2 to the Division Memorandum No. 80, s. 2018

LIST OF PARTICIPANTS

No	Name	School	No	School	No of Participant
1	Alvin G. Alejandro	San Ysiro ES	31	Sta. Cruz ES	1
2	Analen F. Bautista	Penafrancia ES	32	Bagong Nayon I ES	1
3	Anicia O. Marco	Marcelino Santos NHS	33	Bagong Nayon II ES	1
4	Beth Sheren Casiple	Dela Paz ES	34	Bagong Nayon IV ES	1
5	Clenzy L. Aumentado	Mayamot ES	35	San Isidro ES	1
6	Dominador B. Padang Jr	Mambugan NHS	36	Muntindilaw ES	1
7	Donnabel B. Bihasa	Teofila Z. Rovero Memorial ES	37	San Antonio Village ES	1
8	Ermelita T. Engracio	Jesus S. Cabarrus ES	38	Juan Sumulong ES	1
9	Erwin Bryan M. Garcia	Marcelino Santos NHS	39	Lores ES	1
10	Gwendolyn G. Paras	Knights of Columbus ES	40	Nazarene Ville ES	1
11	Hazel R. Datuin	Mambugan II ES	41	Dalig ES	1
12	Helen Grace A. Jollos	Teofila Z. Rovero Memorial ES	42	Kaila ES	1
13	Jessabel B. Florentino	Dela Paz ES	43	Cupang ES	1
14	John Albert Rico	San Isidro NHS	44	Cupang ES Annex	1
15	Julie S. Marciano	Knights of Columbus ES	45	Penafrancia Annex	1
16	Ma. Elaine L. Manuel	Dela Paz ES	46	Peace Village ES	1
17	Mary Ann L. Dullas	Penafrancia ES	47	Inuman ES	1
18	Mary Ann M. Bias	Teofila Z. Rovero Memorial ES	48	Sapinit ES	1
19	Melanie DR. Carillo	Jesus S. Cabarrus ES	49	Old Bosoboso ES	1
20	Mercedita T. San Gabriel	Jesus S. Cabarrus ES	50	Cabading ES	1
21	Richard Christian R. Reyes	Mambugan II ES	51	Rizza ES	1
22	Robinson Alegre	Cupang NHS	52	Calawis ES	1
23	Sheena D. Emberador	Bagong Nayon II NHS	53	San Joseph ES	1
24	Sheila Marie Donsal	Bagong Nayon II NHS	54	Binayoyo ES	1
25	Shiela Cerilla	Dela Paz ES	55	Apia ES	1
26	Priscilla V. Salo	Facilitator	56	Canumay ES	1
27	Reynaldo Andrade Jr.	Facilitator	57	Kaysakat ES	1
28	Rosanito Paras	Facilitator	58	Libis ES	1
29	Resource Speaker		59	San Joseph ES	1
30	Resource speaker		60	San Luis ES	1