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 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.
MEMORANDUM

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

Subject: PARTICIPATION OF THE SPECIAL EDUCATION TEACHERS IN THE 5-DAY WORKSHOP (BATCH 3) 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 (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 to 12 assigned learning resources.

3. This Office advises the following SPED teachers to attend the said activity, to wit:

<table>
<thead>
<tr>
<th>OFFICE / DIVISION</th>
<th>NAME</th>
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<tbody>
<tr>
<td>Davao City</td>
<td>Daisy M. Corpuz – Daniel R. Agumaniso National High School</td>
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<td>Myrna Belano – Maguindao Elementary School</td>
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<tr>
<td>Davao del Norte</td>
<td>Irene M. Rewnętr – Manini Central Elementary School</td>
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<tr>
<td>Digos City</td>
<td>Doris Mae C. Tubanc – Digos City National High School</td>
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<tr>
<td>IGCOS</td>
<td>Lezlie dela Torre – Angel Villanueva Central Elementary School</td>
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<tr>
<td>Mati City</td>
<td>Cecille Vidov – Rabat Rosamora SPED Center</td>
</tr>
<tr>
<td>Tagum City</td>
<td>Glory Jean B. Lao – Tagum City National High School</td>
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</table>

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 auditin 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

3/13/17
MEMORANDUM

DM-CI-2017-00049

TO: REGIONAL DIRECTORS OF REGIONS NCR, IVA, IVB, V, VI, NCR, 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: 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 (LLRs) 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 Ecolux 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 recommended ones 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 traveling expenses shall be reimbursed after submission of complete travel documents.

For other queries and clarifications, you may call at telefax nos. (02) 631-4985 and (02) 634-3901 or email at pkgd@deped.gov.ph.

Attached for your reference is the indicative Program of Activities.

Thank you.
## Workshop (Batch 2) on the Braille Transcription of Text, Illustrations, Tables, Diagrams, Photos, Graphs and Proofreading of the K-12 Printed Learning Materials

**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

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</table>
| 8:00  | **Opening Program**  
- Philippine National Anthem  
- Prayer  
- Introduction of Participants | **Mtg. of Learning:**  
- Team  
- Prayer  
- Energizer  
- Recap of Day 1 | **Mtg. of Learning:**  
- Team  
- Prayer  
- Energizer  
- Recap of Day 2 | **Mtg. of Learning:**  
- Team  
- Prayer  
- Energizer  
- Recap of Day 3 | **Mtg. of Learning:**  
- Team  
- Prayer  
- Energizer  
- Recap of Day 4 | **Mtg. of Learning:**  
- Team  
- Prayer  
- Energizer  
- Recap of Day 5 |
| 8:15  | **Welcome Message**  
- Dr. AILETA IBAÑETA  
- DepED-RO7 Regional Director  
- Statement of Purpose | **Topic 5:**  
- Making Transcribed Generated Pages | **Topic 6:**  
- Transcription of Tables and Related Illustrations  
- Recap of Day 2 | **Presentation of corrected workshop 4 output** | **Presentation of corrected workshop 5 output** | **QRA Metacards** |
| 9:00  | **Terms of Reference**  
- **Introduction of BLR Team**  
- Photos Ops | **Topic 6:**  
- Transcription of Table of Contents | **Workshop 3** |              |              |              |
| 10:00 |              |              |              |              |              |              |
| 10:15 | **Energizer:** BLR Team  
- Presentation of Participants Expectations | **Workshop 1** | **Presentation of corrected workshop 3 output** | **Topic 9:**  
- Introduction to Illustrative Materials | **Topic 13:**  
- Review of Kenneth Code  
- Closing Program  
- Prayer  
- Impressions from Participants  
- Distribution of Certificates  
- Closing Message  
- Community Singing |              |              |
| 11:00 | **Energizer:** BLR Team  
- Presentation of House Rules and Mechanics | **Presentation of corrected workshop 3 output** |              |              |              |              |
| 12:00 | **Lunch** |              |              |              |              |              |
| 1:00  |              |              |              |              |              |              |
### Annex 1

#### Braille Transcription of Texts, Illustrations, Tables, Diagrams, Photos, Graphs and Proofreading of the 9-12 Printed Learning Materials

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

### Table: 9-12 Braille Transcription Workshop

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic 1:</th>
<th>Workshop 2:</th>
<th>Workshop 3:</th>
<th>Workshop 4:</th>
<th>Workshop 5NTM</th>
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<tbody>
<tr>
<td>Mar. 20</td>
<td>Day 1</td>
<td>Process of Transcribing LTRs</td>
<td>Presentation of corrected workshop 2 output</td>
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<td>Mar. 21</td>
<td>Day 2</td>
<td>Transcription of Headings, Paragraphs, Lists, and Computer Strings</td>
<td>Workshop 3</td>
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<td>Mar. 22</td>
<td>Day 3</td>
<td>Dealing with Textboxes and Pictures using MS Word</td>
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<td>Mar. 23</td>
<td>Day 4</td>
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<td>Day 5</td>
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</tbody>
</table>

### Notes:
- **Day 1:** Workshop 2: Presentation of corrected workshop 2 output
- **Day 3:** Workshop 3: Workshop 3
- **Day 5:** Workshop 5NTM: Workshop 5 NTM Code/Math Type/Task

### Participants' Outcomes:
- Transcribed and proofread print LTRs using the NEHED code, Math Type, properly prepared and proofread tactile materials in conformance with the VI user standard.
- Transcribed and proofread print LTRs using the NEHED code, Math Type, properly prepared and proofread tactile materials in conformance with the VI user standard.