



Republic of the Philippines
Department of Education
Region XIII Caraga
J.P. Rosales Ave., Butuan City



August 7, 2018

REGIONAL MEMORANDUM
NO. 411 s. 2018

**REGIONAL WORKSHOP ON SCHOOL PAPER PAGE LAY-OUT AND DESIGN
AND CONTENT MANAGEMENT FOR SCHOOL PAPER ADVISERS**

To : **Schools Division Superintendents**
This Region

1. There shall be a Regional Workshop on School Paper Page Lay-out and Design and Content Management for School Paper Advisers on August 16-18, 2018 in Butuan City. The venue is to be announced through an advisory.
2. The training aims to:
 - a. capacitate School Paper Adviser in content management, school paper page lay-out and design;
 - b. Familiarize with different technical applications and programs in crafting a school, paper; and
 - c. craft a newsletter.
3. The participants to this training are Division Journalism Coordinators and School Paper Advisers in Elementary and Secondary. See attached enclosure for reference.
4. The participants to this activity are required to bring their laptop (Wi-Fi ready or with broadband modem), **Travel Authority**, USB, extension wires, different articles such as news, editorials, features, science and technology and sports articles, pictures editorial cartoons, and other related materials in soft copies prepared by the editorial staff from June 2018 to present. The articles and other related materials are used for crafting a newsletter. Each division is also required to bring printer/s.
5. This is a live-in training. Travel expenses of participants shall be charged against the School/Division/School Campus Journalism Funds, subject to the usual accounting and auditing rules and regulations.

6. First meal shall be breakfast on August 16, 2018 and the last meal shall be dinner on August 18, 2018.
7. Attached hereto is the Matrix of activities.
8. Immediate dissemination of the Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director 

Enclosure: As stated

Reference : none

To be indicated in the Perpetual index under the following subjects:

SCHOOL PAPER TEACHERS TRAINING



Republic of the Philippines
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**REGIONAL WORKSHOP ON SCHOOL PAPER PAGE LAY-OUT AND DESIGN
AND CONTENT MANAGEMENT FOR SCHOOL PAPER ADVISERS**

**Venue : TBA
August 16-18, 2018**

TRAINING MATRIX

Time	DAY 1 (August 14)
6:00 AM – 7:30 AM	Arrival/Breakfast
8:00 AM – 8:30 AM	Opening Program
8:30 AM – 9:00 AM	Campus Paper Management Marvin Enderez
9:00 AM – 12:00 PM	News page lay-outing (Lecture and Workshop) Marvin Enderez
12:00 nn – 1:00 PM	Lunch break
1:00 PM – 5:00 PM	EDITORIAL PAGE LAY-OUTING (Lecture and Workshop) Marvin Enderez
6:00 PM	DINNER
6:00 PM – 8:00 PM	Lecture and Workshop on Microsoft Publisher Dorothy Joy Jalalon
	DAY 2 (August 15)
7:45 AM – 8:00 AM	MOL
8:00 AM – 12:00 PM	FEATURE PAGE LAY-OUTING (Lecture and Workshop) Marvin Enderez
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 5:00 PM	SCIENCE AND TECHNOLOGY PAGE LAY-OUTING (Lecture and Workshop) Marvin Enderez
6:00 pm	Dinner
6:00 PM – 8:00 PM	Lecture and Workshop on ADOBE and Indesign Dorothy Joy Jalalon and Roel Echavez
	DAY 3 (August 16)
7:45 AM – 8:00 AM	MOL
8:00 AM – 12:00 PM	SPORTS PAGE LAY-OUTING (Lecture and Workshop) Marvin Enderez
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 3:00 PM	Critiquing of outputs in News, Editorials, Feature, Science and Tech Page and Sports Page Marvin Enderes
3:00 PM – 4:00 PM	Finalization of newsletter
4:00 PM – 5:00 PM	Closing Program
6:00 PM – 7:00 PM	Dinner
7:00 PM	Clearing House

Enclosure No. 1 to Regional Memorandum no. _____s. 2018

**REGIONAL WORKSHOP ON SCHOOL PAPER PAGE LAY-OUT AND DESIGN
AND CONTENT MANAGEMENT FOR SCHOOL PAPER ADVISERS**

Venue: TBA

August 14-16, 2018

No.	Division	Division Journalism Coordinator in English or Filipino	School Paper Advisers either English/ Filipino		Total
			Elementary	Secondary	
1.	Agusan del Norte	1	4	4	9
2.	Agusan del Sur	1	8	9	18
3.	Bayugan City	1	3	3	7
4.	Bislig City	1	6	5	12
5.	Butuan City	1	4	4	9
6.	Cabadbaran City	1	3	3	7
7.	Dinagat Islands	1	3	3	7
8.	Siargao	1	3	4	8
9.	Surigao City	1	3	3	7
10.	Surigao del Norte	1	3	3	7
11.	Surigao del Sur	1	5	5	11
12.	Tandag City	1	3	3	7
Total					110

Regional Management Team

Name	Designation	Division
Dr. Isidro M. Biol, Jr.	Chief	RO- CLMD
Dr. Gladys S. Asis	EPS	CLMD
Dr. Jesus Nono	EPS	QAD
Ms. Rhea J. Yparraguirre	EPS	CLMD
Ms. Dorothy Joy Jalalon	Resource Speaker /School Paper Adviser	Agusan del Sur
Ms. Ma. Belinda Tolang	School Paper Adviser Facilitator	