



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1149

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Manila
SDO Pasig City

FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **PARTICIPANTS TO WORKSHOP ON READING RESOURCES**

DATE : October 14, 2024

1. This is in reference to the attached Memorandum BLR-2024-10-2097 from Atty. Ariz Delzon Acay D. Cawilan, Director IV, Bureau of Learning Resources, on the conduct of the above-stated activity on October 14-18, 2024 at NEAP Region II.
2. Relative to this, the participation of the field personnel stated in the list of participants is requested.
3. Particular attention is invited to paragraph 3 of the Memorandum re: terms of reference of the participants
4. Immediate dissemination of this Memorandum is desired.



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Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director
BLR-2024-10- 2097

October 8, 2024

JOCELYN DR. ANDAYA

Regional Director
DepEd NCR
Misamis St., Bago Bantay, Quezon City

Dear **RD Andaya**:

The Bureau of Learning Resources (BLR) will conduct a Workshop on Reading Resources from October 14 to 18, 2024 at NEAP Region 2, Carig, Tuguegarao City.

Relative to this, we would like to request for the participation of the following participants from your Region:

	Name	Division
1	Edna Camarao	Pasig City
2	John Aldrich Ladan	Manila City

The identified personnel were recommended based on their extensive background in activities related to reading and literacy, and their functional skill on online processing of data related to the activity.

The following are the terms of reference of the identified participants:

1. Attend the onsite activity and contribute in the realization of the workshop objectives;
2. Interface with the personnel from the Central Office and represent the field by actively engaging in discussions related to children's literature, reading, and literacy;
3. Work in group to identify titles for the specific purposes of reading programs; and
4. Treat with confidentiality all data processed during the conduct of the workshop.

Expenses relative to the travel of the identified personnel were downloaded to their respective regions, under the activity *Orientation and Capacity Building Workshop for the National Technical Working Group on Microlearning Resources (MMLR) Prototype Development*. Board and lodging will be charged against BLR Funds subject to the usual accounting and auditing rules and regulations. Moreover, it is requested that



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the identified personnel be given compensatory time-off or leave credit, whichever is applicable, for their attendance on weekends and holidays.

For advance coordination and further information, please contact the Learning Resource Production Division (attention: **Jejomar Alda**) through email address blr.lrpd@deped.gov.ph, copy furnished jejomar.alda@deped.gov.ph, or call at telephone number (02) 8634-0901.

Thank you very much.

Very truly yours,


ARIZ DELSON ACAY D. CAWILAN
Director IV 

INDICATIVE PROGRAM OF ACTIVITIES

	October 14, 2024 Monday	October 15, 2024 Tuesday	October 16, 2024 Wednesday	October 17, 2024 Thursday	October 18, 2024 Friday
AM	<i>Travel time</i> <i>Registration</i>	<i>Individual work</i>	<i>Individual work</i>	<i>Individual work</i>	<i>Finalization of work and endorsement to the secretariat</i>
PM	<i>Opening Program</i> <i>Team meetings</i> <i>Endorsement of reading resource titles</i>	<i>Individual work</i>	<i>Team deliberations</i>	<i>Validation of results</i>	<i>Closing Program</i> <i>Egress</i>

NOTE: Individual work refers to the actual reading of the titles endorsed to the participants.

First meal: October 14, 2024 breakfast
Last meal: October 18, 2024 p.m. snacks