



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

28 October 2021

**DIVISION MEMORANDUM**  
DM No. 824, s. 2021

**CAPACITY BUILDING FOR THE CORE GROUP OF DIGITAL ARTISTS IN THE  
DIGITIZATION OF LEARNING RESOURCES**

**To:** OIC-Assistant Schools Division Superintendent  
Chief (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District and School LR Coordinators  
All Concerned

1. DepEd Quezon thru Curriculum Implementation Division – Learning Resource Management Section will conduct 4-day Live-In Capacity Building for the Core Group of Digital Artists in the Digitization of Learning Resources on November 22-25, 2021 at M.I. Sevilla's Resort, Lucena City.
2. This activity aims to:
  - a. orient the participants on the plan of the CID-LRM to digitize the available learning resources;
  - b. equip the core group with the knowledge and skills in the development of digitized learning resources;
  - c. develop sample digitized learning resources as basis for additional development in the future;
  - d. re-orient critical topics in the development of learning resources like copyright, intellectual property right, fair use, technical and social guidelines;
  - e. build camaraderie among the core group; and
  - f. discuss related issues and concerns, if any.



DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph





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3. Participants relative to this activity are thirty-two (32) digital artists who will serve as the division's core group. They must have the following knowledge, skills and attitude as follows:
  - a. Graphics and Illustration
  - b. Layout and Design
  - c. Video Editing
  - d. Audio Editing
  - e. Positive mindset and attitude
  - f. Willing to learn
  
4. All interested participants can apply thru this link [tinyurl.com/quezonlrdigiteamapplication](https://tinyurl.com/quezonlrdigiteamapplication) until November 12, 2021. Qualified applicants who will attend the said training will be informed via email, call or text one week prior to the said event.
  
5. Expenses relative to this activity such as foods and accommodation shall be charged against HRTD Funds while travelling expenses shall be charged to school MOOE subject to usual accounting and auditing procedure.
  
6. To ensure the implementation of Health and safety protocol amidst this Covid 19 pandemic, the conduct of this activity shall comply with existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
  
7. For your concern, queries you may contact Learning Resource Management Section thru EPS Jee Ann O. Borines or PDO Joe Angelo L. Basco at 042-784-0366 loc. 175 or visit DepEd SDO Quezon at Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.
  
8. Immediate and widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

cidlrm10/28/2021

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