



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
Dagupan Centro, Tabuk City



DIVISION MEMORANDUM

No. 151 s. 2020



To: District Supervisors  
Elementary and Secondary School Heads

From: **IRENE S. ANGWAY, PhD., CESO VI**  
OIC, Schools Division Superintendent

Subject: CONTINUATION OF THE DIVISION TRAINING ON RADIO BROADCASTING AND  
SCRIPT WRITING; RADIO-BASED INSTRUCTION scheduled last July 30-31, 2020

Venue: Las Vegas Hotel and Restaurant / Davidson Hotel and Restaurant

Date: August 13, 2020

1. This is to inform the participants that the continuation of the Division Training-Workshop on Radio Broadcasting and Script writing which was suspended last July 30-31, 2020 is definitely scheduled on August 17-19, 2020.
2. The training-workshop aims to:
  - a. Convert modules into broadcast script in all subject area to be delivered on air
  - b. Apply basic tips in radio broadcasting in delivering the lesson
3. Meals (lunch) and snacks for the duration of the training shall be charged to the Division Fund.
4. Participants are required to bring their laptops and extension cord to be used during the training. **We also reiterate the wearing of facemask and observe physical distancing in order to comply with the DOH protocol on COVID 19.**
5. Travel expenses of participants during the training shall be charge to local/school funds subject to the usual accounting and auditing rules and regulation.
6. Immediate dissemination and strict compliance to this memorandum is desired.