



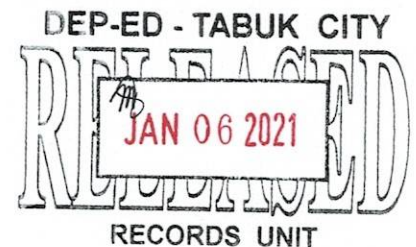
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
Purok 2, Bulanao Norte, Tabuk City



DIVISION MEMORANDUM

No. 2 s. 2021

To: **Public Schools District Supervisors
Elementary and Secondary School Heads
All other concerned**



1. The continuation of workshop on the Conversion of modules into Broadcast Script for Radio Base Instruction will be conducted on the following dates and venues:

Second Quarter : January 7-9, 2021 – Golden Berries Hotel and Restaurant
Third Quarter: January 13-14, 2021- MHotel
Fourth Quarter; January 19-21, 2021- Bulanao Central School
2. The Workshop aims to:
 - a. Convert modules into broadcast script in all subject area to be broadcasted through radio
 - b. Apply basic tips in radio broadcasting in the delivery of lessons
3. Meals (lunch) and snacks for the duration of the workshop shall be charged to the City LGU Support Fund for DepEd programs.
4. As per CSC and DBM Joint circular No. 2,s. 2015, teaching and non-Teaching participants will be given one (1) day service and COC or CTO respectively in lieu of January 9, 2021 that falls on a Saturday.
5. Participants are required to bring 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/standard on COVID 19.
6. Travel expenses of participants during the workshop shall be charged to local/ school funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and strict compliance to this memorandum is desired.


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