



Republic of the Philippines  
Department of Education  
Region X  
**LANAO DEL NORTE DIVISION**  
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## DIVISION MEMORANDUM

No. 135 s. 2018

To: Public Schools District Supervisors  
School Principals Concerned  
School Paper Advisers

From: ROY ANGELO E. GAZO  
Schools Division Superintendent

Date: April 2, 2018

Subject: TRAINING ON SCHOOL PAPER MANAGEMENT AND LAYOUTING

1. In compliance with the provisions of RA 7079 and in view of DepEd's thrust to develop journalistic capability among learners, this Office in partnership with the Provincial Government of Lanao del Norte, will conduct the Training on School Paper Management and Layouting at the Mindanao Civic Center Function Hall from April 9-14, 2018.

2. Participants to this training are as follow:

Dates and Topics	Participants	Trainers, Facilitators & Documenter	Officers of the Day
April 9-10, 2018  Planning for School Paper Production and Content Generation	10 PSDSs 22 District Lead Principals for Journalism (22 pax) 1 School Principal or 1 Master Teacher or Head Teacher per Secondary School (42 pax)  2 staff from the Provincial Information Office  Total No. of Pax-76	<b>Trainer:</b> Antonio Igalinos  <b>Facilitators:</b> Rosita Entia Marites Cabigas  <b>Documenters:</b> Alvin Perez Ryan Manon-og	Maria Eva S. Edon Monisa P. Maba  Consultants: ASDS Mary Ann M. Allera  Chief Myrna Lyn M. Marohom,

April 11, 2018  Literature and Photojournalism	1 School Paper Adviser for English and 1 School Paper Adviser for Filipino per district (62 pax) and per secondary school (84 pax)  Total pax-146	<b>Trainers:</b> Writing Literary Texts for the Paper –Prof. Aurelio S. Agcaoili Photojournalism- Jacinto A. Alingasa Jr. <b>Facilitators:</b> Lorna M. Dalidig Zenaída Senefrota <b>Documenters:</b> Sherry Mae Flores Marilyn M. Taladua	Maria Eva S. Edon Rocel Parcutilo  Consultants: ASDS Mary Ann M. Allera  Chief Myrna Lyn M. Marohom,
April 12-14, 2018  School Paper Management and Layouting	1 School Paper Adviser for English and 1 School Paper Adviser for Filipino per district (62 pax) and per secondary school (84 pax)  Total pax-146	<b>Trainers:</b> Earl M. Tolero- NDesign for Secondary Maria Eva S. Edon Publisher for Elementary Earl Tolero- Photo shop <b>Facilitators:</b> Mark Paguidopon Dennis Dozano <b>Documenters:</b> Sweet Honey Mae Edol Lolita Buta	Maria Eva S. Edon  Consultants: ASDS Mary Ann M. Allera  Chief Myrna Lyn M. Marohom,

- Participants for the sessions on photojournalism and for layouting shall bring a camera, a laptop, extension wire, and, hard and soft copies of school paper. Adobe N-Design, publisher and photoshop shall have already been installed prior to the training proper.
- Only participants who are able to submit the final publication output shall receive a certificate of participation.
- A one-day service credit shall be given to participants of the school paper management.
- Please find Enclosure 1 for the matrix of activities Enclosure 2 for list of committees.
- For compliance.

Enclosure 2

**COMMITTEES**  
**TRAINING ON SCHOOL PAPER MANAGEMENT AND LAYOUTING**  
**Mindanao Civic Center Function Hall, Sagadan, Tubod, Lanao del Norte**

Program and Invitation	- Francisca S. Larin and Elmer Parojinog
Tarpaulin	-Marilyn T. Marcelo
Certificates	-Marilyn T. Marcelo and Lorna M. Dalidig
Program Proper	-Wilma B. Obatay and Wilfredo Quisel
Registration/Attendance	-Zenaida L. Senefrota and Eva Fe Yap
Accommodation	- Vellma Lou B. Alimanza and Ryan Manon-og
Documentation/Report	-Teresita Lanzaderas and Grace Gancena

MATRIX OF ACTIVITIES

April 9-10 and April 11-14, 2018  
Mindanao Civic Center Function Hall, Sagadan, Tubod, Lanao del Norte

April 9, 2018	April 10, 2018	April 11, 2018	April 12, 2018	April 13, 2018	April 14, 2018
8:00AM-9:00AM Registration & Preliminaries 9:00AM 6:00PM	8:00am-5:00PM	8:00AM-5:00PM	8:00am-8:30am Preliminaries	8:00am-8:30am Preliminaries	8:00am-8:30am Preliminaries
Theme A. (Re)Branding the Paper Theme B. Strategic Content Development Session 1. Developing the News Page Session 2. Developing the OPed Page Session 3. Developing the Features Page Session 4. Developing the SciTech Page Theme B. Pre-production Planning Workshop (for Day 4 to 6) Mr. Antonio Igcailinos		Group 1  Theme A. Journalism, Literature and Writing Session 1. Key Concepts and Differences in Literary and Journalistic Writing Session 2. Retelling the Stories from the Margins Dr. Aurelio S. Agcaolli  Group 2 Photojournalism Mr. Jacinto Alingasa Jr.	Paper Layouting Session and Workshop  Group 1: N-Design Earl Tolero  Group 2 Publisher Maria Eva S. Edon and Dennis Dozano	Paper Layouting Session and Workshop  (Photoshop) Earl Tolero	Presentation of Group Outputs (1 publication per group)
					Planning for School- Based Journalism Activities
					CLOSING PROGRAM