Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan

July 4, 2018

DIVISION MEMORANDUM
No. 187, s. 2018

DIVISION WORKSHOP ON THE CONVERSION OF PRINTED STORYBOOKS TO TALKING BOOKS USING DIGITAL ACCESSIBLE INFORMATION SYSTEM (DAISY)

To: **Education Program Supervisors/Coordinators**
Public Schools District Supervisors/Principals In-Charge of the District/
Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to inform the field that there will be a **Division Workshop on the Conversion of Printed Storybooks To Talking Books using Digital Accessible Information System (Daisy)** on **July 26-28, 2018.** The specific venue will be announced later.

2. This activity aims to:
   a. enable the participants use and implement the DepEd-approved DAISY System in the conversion of printed learning materials into talking books, and
   b. learn and improve current teaching strategies for the differently-abled learners.

3. Participants for the said workshop will be **(1) District LR Coordinator, (1) District SPED Coordinator, (1) District ICT Coordinator**, and **(2) Elementary/High School Teachers (SPED Teacher preferably). "NO DISRUPTION OF CLASSES" POLICY SHALL BE STRICTLY OBSERVED.**

4. Each participant must bring the following:
   a. Laptop and extension cord;
   b. Digital camera (capable of recording videos – mobile phone is allowed);
   c. Curriculum guide of his/her learning area; and
   d. Internet connectivity device.

5. Training expenses of participants shall be charged against division INSET/HRTD funds. Travel expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.

6. The participants and facilitators will be given service credits/compensatory day off as per DepEd Order 53, s. 2003, Updated Guidelines on the Grant of Service Credits.

7. Immediate and widest dissemination of this Memorandum is desired.

Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

Enclosures: As stated
Reference:
Allotment: 1- (R.O. s. 12-94)
To be indicated in the Perpetual Index
under the following subjects:
TRAINING PROGRAM WORKSHOP TEACHING AIDS TEACHERS

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Enclosure No. 1 to Division Memorandum No. 187, s. 2018

DIVISION WORKSHOP ON THE CONVERSION OF PRINTED STORYBOOKS TO TALKING BOOKS USING DIGITAL ACCESSIBLE INFORMATION SYSTEM (DAISY)

TRAINING MATRIX

Date: July 26-28, 2018

DAY	TIME	ACTIVITY	PRESENTER
DAY 1	7:00 – 8:00	Registration	
	8:00 – 8:30	Opening Program 1. National Anthem 2. Prayer 3. Aklan Hymn	Multimedia Presentation
		4. Welcome Remarks	**Dr. Doble P. Parohinog** Chief Education Supervisor Curriculum and Implementation Division
		5. Overview of the Workshop Objectives	**Mr. Mahnnie Q. Tolentino** Proj. Development Officer II Division Focal Person - LRMDS
		6. Inspirational Message	**Dr. Salvador O. Ochavo, Jr., CESO VI** Schools Division Superintendent
	8:30 – 9:00	**Presentation:** Introducing the Hearing and Visually-impaired Learner	
	9:00 – 9:15	BREAK	
	9:15 – 10:30	**Presentation:** Introduction to the Digital Accessible Information System (DAISY)	
	10:30 – 12:00	**Workshop:** Installation of the DAISY System	
	12:00 – 1:00	LUNCH	
	1:00 – 3:00	**Presentation:** Conversion of the Printed Storybooks to Talking Books	
	3:00 – 5:00	**Workshop:** Conversion to Talking Books	
	3:00 – 4:00	OPEN FORUM	
	4:00 – 4:30	Closing Program and House Clearing	
DAY 2	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 5:00	**Workshop:** Conversion to Talking Books	
DAY 3	8:00 – 8:30	Management of Learning (MOL)	
	8:30 – 3:00	**Workshop:** Conversion to Talking Books	
	3:00 – 5:00	Closing Program	