**Republic of the Philippines**

# Department of Education

## REGION VIII - EASTERN VISAYAS

August 4, 2022

**REGIONAL MEMORANDUM**

No.  **8 6 4**  **. 2022**

### FINALIZATION OF GRADE 1 INTERACTIVE ELECTRONIC BOOKS (EBOOKS) IN SINUGBUANONG BINISAYA

To:     Schools Division Superintendents
        All Others Concerned

1.      This Office, through the Curriculum and Learning Management Division (CLMD) and in coordination with the Learning Resource Management Section (LRMS), shall conduct the Finalization of Grade 1 Interactive Electronic Book (e-books) in Sinugbuanong Binisaya on August 16-19, 2022 at the Pongos Hotel, Ormoc City.

2.      The activity aims to:
        a. integrate the animation, voice-over, illustration, and text in interactive electronic book (ebook) using Kotobee;
        b. present the developed ebook for final validation and review; and
        c. finalize the validated and reviewed ebook for utilization in the region.

3.      The nine (9) Schools Division Offices shall recommend eight (8) members of the development team who are directly involved in the preparation of the Grade 1 Ebooks in Sinugbuanong Binisaya.

4.      Enclosed are the List of Facilitators and the Matrix of Activities for the guidance of the participants.

5.      The Schools Division Superintendents shall ensure the 100% participation of the identified participants and the completion of assigned letters for the ebooks.

6.      DepEd personnel who travel or render services on days that fall on summer days/holidays/weekends as part of their participation in an official activity can avail of service credits or CTO equivalent to eight (8) hours of service per day, whichever is applicable, as allowed under DepEd Order No. 67, s. 1988 and CSC Memo Circular No. 9, s. 1988.

7.    Expenses for board and lodging shall be charged against **HRD-PSF downloaded to Ormoc City Division** while traveling expenses to **Region/Division/School Local Funds**, subject to the usual auditing and accounting rules and procedures.

8.    The provision of meals and accommodation are as follows: the first meal is dinner on Day 0 of August 16, 2022, and the last meal is PM snacks of Day 3 August 19, 2022.

9.    Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**
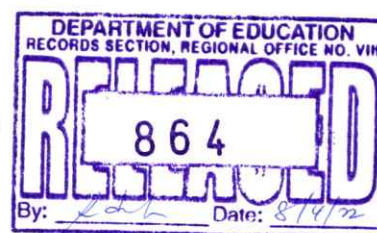Regional Director

Enclosure:    As stated
Reference:    Supplemental AIP
To be indicated in the Perpetual Index under the following subjects:

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
8 6 4
By: _____ Date: 8/4/22

EBOOK        LEARNING RESOURCES        MTB-MLE

CLMD-LRMS-JBB

## List of Facilitators

1. Harvie D. Villamor – Chief, CLMD
2. Joy B. Bihag, EPS, LRMS
3. Gertrudes C. Mabutin, EPS, CLMD
4. Lemuel P. Valle, Tacloban City - Kotobee Expert
5. Crisanto L. Lopera, Tacloban City - Kotobee Expert
6. Jose Mari Baculi, Catbalogan City - Kotobee Expert

## MATRIX OF ACTIVITIES

| Day and Time | Activities | Responsible Persons |
|---|---|---|
| **Day 0 – Aug. 16, 2022** | Travel and Arrival of Participants | Participants and Host Division |
| | **6:00PM – 7:00PM - Opening Program**<br>**Note:** All participants are required to be at the venue on Day 0 – August 16, 2022) | **Host Division – Ormoc City** |
| **Day 1 – Aug. 17, 2022**<br>6:30AM – 7:30AM | **Breakfast** | **Hotel** |
| 7:30 AM – 8:00 AM | Preliminaries | CLMD Personnel |
| 8:00 AM – 8:30 AM | Review of Parts of the Ebook | CLMD Personnel |
| 8:30 AM – 12:00 PM | Integration of the animation, voice-over, illustration, and text in an interactive electronic book (ebook) using Kotobee | Participants |
| **12:00PM – 1:00PM** | **LUNCH** | **Hotel and Host Division** |
| 1:00 PM – 5:30 PM | Presentation of the Developed Assigned Letters for ebook:<br>**Group A** — Baybay, Biliran, Calbayog City, Leyte, Ormoc<br>**Group B** — Maasin, Samar, N. Samar, So. Leyte | CLMD Personnel |
| 5:30 PM – 6:30 PM | Dinner | |

| Day and Time | Activities | Responsible Persons |
|---|---|---|
| **Day 2 – Aug. 18, 2022**<br>6:30AM – 7:30AM | **Breakfast** | |
| 7:30 AM – 8:00 AM | Preliminaries | CLMD Personnel |
| 8:00 AM – 12:00 PM | Finalization and Integration of the Ebook | Development Team per SDO / Facilitators |
| 12:00 PM – 1:00 PM | **Lunch Break** | |
| 1:00 PM – 5:30 PM | Finalization and Integration of the Ebook | Development Team per SDO / Facilitators |
| 5:30 PM – 6:30 PM | Dinner | |
| **Day 3 – Aug. 19, 2022**<br>6:30AM – 7:30AM | **Breakfast** | |
| 7:30 AM – 8:00 AM | Preliminaries | CLMD Personnel |
| 8:00 AM – 12:00 PM | Exporting the Ebook to EPub | Development Team per SDO / Facilitators |
| 12:00 PM – 1:00 PM | **Lunch Break** | |
| 1:00PM – 2:00PM | Submission of Outputs | Facilitators |
| 2:00pm – 3:00pm | Wrap up, Ways forward, and **Closing Program** | Facilitators |
| 3:00pm | Travel Back Home | |