



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 26, 2026

**DIVISION MEMORANDUM**  
NO. 75 s. 2026

**DIVISION ORIENTATION ON THE UTILIZATION OF DIGITAL MEDIA IN  
PUBLICATION MATERIALS PRODUCTION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District MAPEH Coordinators  
Teaching and Non-Teaching Personnel  
Others concerned

1. This office through the Curriculum Implementation Division announces the conduct of the **Division Orientation on the Utilization of Digital Media in Publication Materials Production** originally scheduled for February 17-18, 2026 is hereby re scheduled to **February 18-19, 2026** at the Bulwagan ng Karunungan, SDO Sorsogon Province, Balogo, Sorsogon City.
2. Expected participants are school social media managers or publication materials (tarpaulins, social media announcements, school invitation programs, etc.) layout artists with no professional trainings on graphic designing.
3. Each district is required to send 1 (one) elementary school teacher and 1 (one) secondary school teacher that fit the participants description.
4. Participants are required to pre-register through this link [https://docs.google.com/forms/d/e/1FAIpQLScR9WPNdjembot8q3AjIuG8hjtdEbNR\\_8TuitnB9Zz7RHmLhg/viewform?usp=sharing&oid=100882660231849405267](https://docs.google.com/forms/d/e/1FAIpQLScR9WPNdjembot8q3AjIuG8hjtdEbNR_8TuitnB9Zz7RHmLhg/viewform?usp=sharing&oid=100882660231849405267)
5. Participants are required to bring laptops, extension wires, internet source, and flash drive.
6. Selected members of the DepEd Association of Visual Artists of Sorsogon (D.A.V.A.S.) and the identified TWG will be in-charge of the conduct of the event. List is attached to this memorandum.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



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7. a.m. snacks and p.m. snacks will be served but lunch, travel, and other expenses will be charged against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. For information and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent  




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**Division Orientation on the Utilization of Digital Media in Publication  
 Materials Production Orientation Matrix**

Materials Production Orientation Matrix		
Time	Activity	Facilitator
Day 1		
8:00-8:30 a.m.	Registration	TWG
8:30-8:45 a.m.	Preliminaries	TWG
8:45-9:00 a.m.	Orientation	Shealtiel M. Lista
9:00-9:30 a.m.	Health Break	
9:30-12:00 nn.	<b>Topic I:</b> Introduction to Digital Media in Publication Materials <b>Topic II:</b> Principles of Effective Publication Design	Erwin Jim O. Seludo
12:00-1:00 p.m.	Lunch Break	
1:00 – 2:00 p.m.	<b>Topic III:</b> Copyright and Ethical Use of Media	
2:00-3:00 p.m.	<b>Topic IV:</b> Canva User Interface	
3:00-5:00 p.m.	<b>Topic V:</b> Content Planning and Storyboarding	
Day 2		
8:00 – 12:00 nn	<b>Workshop 1:</b> Designing Print Publication Materials	Erwin Jim O. Seludo
12:00 – 1:00 p.m.	Lunch Break	
1:00 – 4:00 p.m.	<b>Workshop II:</b> Designing Social Media Publication Materials	
4:00 – 5:00 p.m.	Closing Program	TWG

**Selected DepEd Association of Visual Artists of Sorsogon Members and  
 Technical Working Group Members to facilitate the Orientation.**

Name	School/Office
SHEALTIEL M. LISTA	SDO-CID
AIREENE MAE V. ELLI	SDO-CID
JENNEVIN C. JEBULAN	SDO-CID
JOHN CARLO D. GICARO	Valentina B. Boncan NHS
NIKKIE M. DELA CRUZ	Pilar National Comprehensive High School
NORBERT G. LUNA	Bacolod Elementary School
ROXANNE GRACE M. FUEDAN	Buhang National High School
FAITH M. CARILLO	Pilar National Comprehensive High School
JEREMY GALE SARZA	Pilar National Comprehensive High School
CYRUS M. MABINI	Pilar National Comprehensive High School
JAN ERIC T. BAUSA	Pilar I Central School



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SHEEN T. LLAMIDO	San Antonio Elementary School
CHRYSLER S. BALMES	Cawayan Elementary School
LEMUEL F. DE RAMON	Bulusan High School
SIR LORDMAN DEL VALLE	Quezon National High School
ZYRA L. ORPIADA	Calao National High School



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