



July 15, 2019

DIVISION MEMORANDUM

No. 770, s. 2019

WORKSHOP ON COLLABORATIVE DESKTOP PUBLISHING

To: All Public & Private Elementary and Secondary School Heads
Education Program Supervisors/Division Coordinators

1. This Office announces the conduct of a workshop on Collaborative Desktop Publishing. This will be held in July and August by batch. Venue will be at Cristal E, Panglao, Bohol.
2. The workshop aims to:
 - a. orient the school paper-advisers and campus journalists of the techniques employed in collaborative desktop publishing;
 - b. simulate the workplace of an editorial department of a publishing house;
 - c. create a four-page newsletter for elementary and a four-page tabloid for secondary;
 - d. encourage teamwork especially in a joint work effort.
3. Participants to this workshop are seven (7) campus journalists – news writer, editorial writer, feature writer, sports writer, photojournalist, cartoonist, layout artist and one (1) School Paper Adviser. These seven (7) journalists are not participants in any of the individual categories.
4. Each team is required to bring one (1) digital/DSLR camera, one (1) card reader, one (1) blank flash drive and a maximum of four (4) laptops installed with either PAGEMAKER or IN DESIGN and Photoshop for the secondary level and Microsoft Publisher for the elementary level for the layout of the group's final output
5. There shall be a preregistration of P360.00/pax for 2 days -elementary and 180/pax for 1 day -secondary chargeable to School MOOE/other School Funds and HRTD Funds subject to the usual accounting and auditing rules and regulations. **Deadline** of the preregistration is **July 19, 2019** after which, schedules of batches will be announced through a memorandum. Please see **Ms. Margie Tejano** at the Cashier's Office for your payment.
6. Immediate dissemination and compliance with this Memorandum is directed.


NERI C. OJASTRO, Ed.D, CESE
Schools Division Superintendent

 