



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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October 15, 2019

DIVISION MEMORANDUM

No. 486 s 2019

TRAINING-WORKSHOP ON ADOBE PHOTOSHOP

To: All Public Elementary School Principals
All Public Secondary School Principals
All Public Elementary and Secondary School Science Teachers

1. In order that Strategic Intervention Materials (SIM) can be implemented in all school levels, the Science Department of Tagbilaran City Schools Division conducts a Training-Workshop on Adobe Photoshop on November 25 and 26 for the Elementary and November 27-28, 2019 for the Secondary at Reyna's Haven and Gardens, Upper Calceta St., Tagbilaran City.
2. Participants to this training are all Public schools Science Teachers of both Elementary and Secondary Schools.
3. Expenses for meals and snacks shall be charged to HRTD Funds subject to usual accounting and auditing rules and procedures.
4. Immediate dissemination and compliance of this memorandum is desired.

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



Republic of the Philippines
Department of Education
Region VII, Central Visayas
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TRAINING-WORKSHOP ON ADOBE PHOTOSHOP

Project Title : TRAINING –WORKSHOP ON ADOBE PHOTOSHOP

Background:

The Science Department of Tagbilaran City Division , envisions a globally competitive teachers especially in the field of Science and Technology. Thus, the division wants to capacitate its teachers on enhancing photos and provide interventions to learners especially suited to their needs .to improve performance .

Objectives:

1. Capacitate science teachers on Adobe Photoshop.
2. Enhance their teaching skills
3. Prepare them for the next school year.

Venue: Reyna's the Haven and Gardens, Upper Calceta St., Tagbilaran City

Date: November 25-28, 2019

Participants:

- 58 Public Elementary School Science Teachers
- 60 Public Secondary S/SHS) School Science Teachers
- 2 Facilitators
- 1 IT Officer/or his representative
- 2 Elementary School Principal
- 2 Secondary School Head (Mrs Ma Teresa Laroda)
- 3 Education Program Supervisor
- 1 Public School District Supervisor (PSDS)
- 1 EPS –HR
- 1 SEP- HR

131 Participants

Methodology:

1. Lecture/Workshop method done in 2 batches

Program of Activities: It is a 2-day Activity. (Refer to Training Matrix)


Budgetary Requirements:

Summary of Expenditures	Division HRTD Fund			MOOE/School Fund			GRAND TOTAL
	NO. OF UNITS	PER UNIT COST	TOTAL COST	NO. OF UNITS	PER UNIT COST	TOTAL COST	
Accommodation							
Live-in							
Live-out							
Food	118	350.00 x2	82,600.00				82,600.00
(meals and snacks)	18	350.00 x 4	25,200.00				25,200.00
Honorarium							
Equipment Rental							
Streamer/Banner							
Workbooks, handouts & transparencies (Reproduction)							
Supplies and Materials	1 tube computer ink	4,000.00	4,000.00				4,000.00
Bond Paper Long	1rm long	350.00	350.00				350.00
Linen Paper for certificates	7pcks	50.00	350.00				350.00
TOTAL							112,500.00

Funds Available:


MICHELLE T. SAGARAL
 Division Accountant

Prepared by:


VIDA A ENCARQUEZ, PhD
 EPS 1- SCIENCE

Recommending Approval:


ELISEA G. DE LA TORRE, PhD
 Chief -Curriculum Division

Approved:


NERI C. OJASTRO EdD, CESE
 Schools Division Superintendent

TRAINING MATRIX

Day 1			
Time	Activity	Output	Persons Involved
7:30-8:30	Registration		Mrs Marife Rallos
8:30-9:00	Opening Program		Program Committee Team c/o Felomina C Tanggaan
9:00-9:30	Rationale		Vida A. Encarquez, PhD
9:30-10:30	Localization & Contextualization		Vida A Encarquez, PhD
10:30-11:00	Snacks		
11:00-12:00	Localization & Contextualization Workshop		Facilitators (Elem & Sec)
12:00-1:30	Lunch Break		
1:30-3:00	Localization & Contextualization Workshop		Facilitators (Elem & Sec)
3:00-3:30	Snacks		
3:30-5:00	Presentation of Outputs		
Day 2			
8:00-8:30	MOL		C/O F Tanggaan & Company
8:30-10:00	Presentation of Outputs & Critiquing		Dr Cherry Michelle Collyer
10:00-10:30	Snacks		
10:30-12:00	Continuation/Critiquing		Dr Cherry Michelle Collyer
12:00-1:30	Lunch Break		
1:30-4:30	Continuation/Critiquing		Dr Cherry Michelle Collyer
4:30-5:00	Closing Program/Distribution of Certificates		SDS/or her Representative

TRAINING MATRIX:

TIME	ELEMENTARY TEACHERS(November 25-26, 2019)		SECONDARY TEACHERS(November 27-28, 2019)	
	DAY 1 ADOBE PHOTOSHOP	DAY 2 ADOBE INDESIGN	DAY 1 ADOBE PHOTOSHOP	DAY 2 ADOBE INDESIGN
7:30 - 8:00 AM	Arrival & Registration	Arrival & Attendance	Arrival & Registration	Arrival & Attendance
8:01 - 8:30	<i>Opening Program</i>	Preliminaries	<i>Opening Program</i>	Preliminaries
8:31 - 9:00	SESSION 1: Setting Up the Computer (Installation and Configuration)	SESSION 6: Adobe InDesign CS6 Environment, Setting Up New Documents	SESSION 1: Setting Up the Computer (Installation and Configuration)	SESSION 6: Adobe InDesign CS6 Environment, Setting Up New Documents
9:01 - 10:00	SESSION 2: Adobe Photoshop CS6 Panels & Workspaces, Different Tools	SESSION 7: Working with Shapes, Frames and Placeholders	SESSION 2: Adobe Photoshop CS6 Panels & Workspaces, Different Tools	SESSION 7: Working with Shapes, Frames and Placeholders
10:01 - 10:10	<i>MORNING BREAK</i>			
10:11 - 11:00	SESSION 3: Principles of Raster Image, Its Size, Dimension, Resolution & File Types	SESSION 8: Working with Textual Content, Formatting Text, Working with Styles	SESSION 3: Principles of Raster Image, Its Size, Dimension, Resolution & File Types	SESSION 8: Working with Textual Content, Formatting Text, Working with Styles
11:01 - 12:00 NN	WORKSHOP 1: Photo Editing	WORKSHOP 3: First Publication / SIM Material	WORKSHOP 1: Photo Editing	WORKSHOP 3: First Publication / SIM Material
12:01 - 1:00	<i>LUNCH BREAK</i>			
1:01 - 2:00 PM	SESSION 4: Layers, Making Selections, Transform Tools	SESSION 12A: Placing Images, Using Layers, Working with Colors	SESSION 4: Layers, Making Selections, Transform Tools	SESSION 12A: Placing Images, Using Layers, Working with Colors
2:01 - 3:00	SESSION 5: Using Brushes, Working with Type, Colors Manipulation	SESSION 13A: Creating Special Effects, Working with Tables , Creating PDF & Printing	SESSION 5: Using Brushes, Working with Type, Colors Manipulation	SESSION 13A: Creating Special Effects, Working with Tables , Creating PDF & Printing
3:00 - 3:10	<i>AFTERNOON BREAK</i>			
3:01 - 4:00	WORKSHOP 2: Preparation of SIM Image Materials	PRESENTATION OF OUTPUTS	WORKSHOP 2: Preparation of SIM Image Materials	PRESENTATION OF OUTPUTS
4:01 - 5:00		<i>Awarding of Best Outputs and Closing Program</i>		<i>Awarding of Best Outputs and Closing Program</i>
5:00 PM	HOME SWEET HOME			

LEARNING OUTCOMES

A. Adobe Photoshop

In this topic/course, the teacher participants will gain know-how on utilizing the Adobe Photoshop application for the preparation of the materials for creating the Simulated Intervention Material (SIM) such as:

1. the editing of photos/images;
2. the creation of images needed for the SIM; and
3. the enhancement of images.

The purpose of this training is for Science Teachers to gain skill in manipulating images necessary for the material to prepare as intervention for students who are challenged academically.

Expected Outputs:

- Edited photos/images for the SIM
- Created images for the SIM
- Enhanced images for the SIM

B. Adobe InDesign

In this topic/course, the teacher participants will acquire knowledge and skills on how to layout and publish Simulated Intervention Materials (SIMs). Here science teachers will be able to do hands-on activities on how to design their SIM. Expected skills such as:

1. Designing the SIM using the InDesign application;
2. Lay-outting the images and articles;
3. Presenting the contents of the SIM
4. Printing or publishing online.

Expected Outputs:

- Cover Design
- Layout texts and images
- Published SIM
- Printed SIM