



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools
Division Superintendent**

MEMORANDUM

MLA-2021- **CID** - 140

TO : **John Ariel A. Lagura , PhD , Chief –CID
Principals of the Following Schools:
Manga Elementary School
Tagbilaran City Central Elem School
Booy South Elementary School
Tagbilaran City Central –SPED Center
Tagbilaran City Science High School**

ATTENTION :

Neolita S. Sarabia EdD - EPS LRMS
Simon Rios – PDO II - LRMS
Virgilio Tupos - Manga Elem. School
March Desiree D. Mar – Manga Elem. School
Maylene I. Jala – Tagbilaran City Central Elem Sch.
Oliver G. Arcillas – Booy South
Doreen O. Descartin – TCCES- SPED
Floridel C. Pelin – Tagbilaran City Science High School

FROM : **JOSEPH IRWIN A. LAGURA, PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **Hands On Training of Potential Illustrators and Lay-out Artists
for Regional Pool**

DATE : **October 6, 2021**

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1. This is in reference to the Regional Memorandum No. 872 s. 2021, dated September 29, 2021 on the conduct of Hands-on Training of Potential Illustrators and Layout Artists for Regional Pool on **October 11-15 via MS Teams**.
 2. In view thereof, the identified Division participants are required to register through this link <http://tinyurl.com/illusTraining1>. Please see enclosure for Regional Memorandum and the Recommended Systems Requirements.
 3. School Heads and teachers concern shall make necessary arrangement for continuous delivery of duties and functions.
 4. For information, guidance, and compliance.

JIAL/MKP/CID/JAAL /NSS



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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

SEP 29 2021

REGIONAL MEMORANDUM
No. **0872**, s. 2021

Hands-on Training of Potential Illustrators and Layout Artists for Regional Pool

To: Schools Division Superintendents

1. This Office, through the Curriculum and Learning Management Division-Learning Resources Management Section (CLMD-LRMS) will conduct a **Hands-on Training of Potential Illustrators and Layout Artists for Regional Pool** on October 11-15, 2021 via MS Teams.
2. The objectives of this activity are the following:
 - a. to capacitate the potential illustrators/layout artists on the basics of illustration, page designing, and layouting of varied learning resources;
 - b. to expand the Region's Pool of Illustrators/Layout Artists to work on varied learning resources; and
 - c. trainees to cascade the learnings with their respective schools division offices by conducting a division level workshop to capacitate other potential personnel.
3. Participants are the five (5) select potential illustrators/layout artists (to be selected by the Division LR Supervisors), Division LR Supervisors, invited Resource Speakers, and LRMS personnel. Participants are required to install Adobe InDesign and Photoshop (trial version will do) on their laptop or desktop before the workshop. Stable internet is required during the duration of the training. See Annex 1 for System Requirements and Annex 2 for Program Matrix.
4. All participants are required to register on the link below not later than October 6, 2021 <https://tinyurl.com/illusTraining1>.
5. Immediate dissemination of and compliance with this Memorandum is directed.

SALUSTIANO T. JIMENEZ, EdD, JD, CESO V
Director IV
Regional Director

STJ/CAE/CLMD/MJCD/mfp



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Annex 1

Recommended System Requirements

1. Windows

Processor	Multicore Intel processor (with 64-bit support) or AMD Athlon® 64 processor
Operating system	Windows 10 (64-bit) <i>Supported on Windows 10 versions 1607, 1809, 1903, 1909, 2004.</i>
RAM	Minimum 4 GB of RAM (16 GB recommended)
Hard disk space	<ul style="list-style-type: none">• 3.6 GB of available hard-disk space for installation• Additional free space required during installation (cannot install on removable flash storage devices)• SSD recommended
Monitor resolution	1024 x 768 display (1920 X 1080 recommended), HiDPI display support Note: To use the new InDesign Touch workspace, you must have a touch screen enabled tablet/monitor running Windows 10 or above (such as Microsoft Surface Pro 3) with the screen resolution set to 2160 x 1440 or more
Supported Video adapter	Video card - 32-bit video card
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services. †

2. For MacOS

Processor	<ul style="list-style-type: none">• Multicore Intel processor or Apple silicon/M1• SSE4.2 or higher SIMD engine
Operating system	macOS version 11 (Big Sur), macOS version 10.15 (Catalina), and macOS version 10.14 (Mojave)
RAM	Minimum 4 GB of RAM (16 GB recommended)
Hard disk space	<ul style="list-style-type: none">• 4.5 GB of available hard-disk space for installation• Additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
Monitor resolution	1024 x 768 display (1920 x 1080 recommended), Retina display support
Supported Video adapter	Video card - 32-bit video card
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.†
Metal GPU	<p>To use GPU Performance, your Mac should have a minimum of 1024 MB of VRAM (2 GB recommended), and your computer must support Metal or minimum OpenGL version 4.0 or greater.</p> <p>Metal GPU feature is supported on:</p> <ul style="list-style-type: none">• iMac 4K• iMac 5K• MacBook Pro Retina• Mac Pro connected to a HiDPI monitor• Mac mini connected to a HiDPI monitor <p>To check for VRAM value, choose Mac > About This Mac (Graphics information)</p> <p>To find out if your computer supports the required OpenGL version (4.0 or later), see this Apple Support document.</p>

Hands-on Training of Potential Illustrators and Layout Artists for Regional Pool
October 11-15, 2021

Activity Matrix

Time	Day 1 (Oct. 11, 2021)	Day 2 (Oct. 12, 2021)	Day 3 (Oct. 13, 2021)	Day 4 (Oct. 14, 2021)	Day 5 (Oct. 15, 2021)
8:00 – 8:30	Opening Activities			Management of Learning	
8:31 – 12:00	Session 1: Creative Drawing <ul style="list-style-type: none"> The Basics of Creative Drawing Improving drawing skills 	Session 2: Visual Arts Management <ul style="list-style-type: none"> Guidelines and Principles in Managing Visual Arts 	Session 3: Getting to Know InDesign <ul style="list-style-type: none"> Introduction Workspace Session 4: Create and layout documents <ul style="list-style-type: none"> Documents and Pages Grids Layout aids 	Session 5: Adding Content <ul style="list-style-type: none"> Text Typography Format Text Review Text Add references Styles Graphics Color and transparency 	Session 6: Sharing and Publishing <ul style="list-style-type: none"> Exporting Documents Sharing Files How to Use InDesign Templates Publishing
12:00-1:00	Lunch Break				
1:01 – 5:00	<ul style="list-style-type: none"> Workshop/ Hands-on Activities Submission/ Presentation/ Critiquing of Outputs 	<ul style="list-style-type: none"> Workshop/ Hands-on Activities Submission/ Presentation/ Critiquing of Outputs 	<ul style="list-style-type: none"> Workshop/ Hands-on Activities Submission/ Presentation/ Critiquing of Outputs 	<ul style="list-style-type: none"> Workshop/ Hands-on Activities Submission/ Presentation/ Critiquing of Outputs 	<ul style="list-style-type: none"> Workshop/ Hands-on Activities Submission/ Presentation/ Critiquing of Outputs Closing Activities