




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM
MLA-2021- 459

TO : **ALL CONCERNED PERSONNEL**
(Thru the PSDS/SH/Respective & Section Heads)

Ms. Syrene Joy Renacia - Siapo ES San Jose District
Ms. Kristin Ann Cabalida - Sibulan NHS (Night) Sibulan District 1
Mr. Farell D. Garcia - Tambo NHS, Ayungon 2
Mr. Enrey Alam-Alam - Santiago DMHS, Zamboanguita
Mr. Vincent Anthony Zosa - Tubigon HS, Sibulan 2

FROM: 
SENEN PRISCILLO P. PAULIN, CESO V
School Division Superintendent

SUBJECT: **HANDS-ON TRAINING OF POTENTIAL ILLUSTRATORS AND LAYOUT ARTISTS FOR REGIONAL POOL**

DATE: **October 4, 2021**

1. Per Regional Memorandum No. 0872, s. 2021, the Regional Office through the Curriculum and Learning Management Division-Learning Resources Management Section will conduct a **Hands-on Training of Potential Illustrators and Layout Artists for Regional Pool** on **October 11-15, 2021** via **MS Teams**.
2. Participants are the five (5) select potential illustrators/layout artists (to be selected by the Division LR Supervisors), Division LR Supervisors, Resource Speakers and LRMS personnel. Participants are requested to install Adobe InDesign and Photoshop on their laptop or desktop before the workshop. Stable internet is required during the duration of the training. Please refer to Annex 1 for System Requirements and 2 for Program Matrix.
3. All participants are required to register on the link below not later than October 6, 2021, <https://tinyurl.com/illusTraining1>.
4. For immediate dissemination and compliance is desired.

SPP/MKP-JMA-NLR/CID-LRMS/ra
October 4, 2021

9 OCT 2021



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