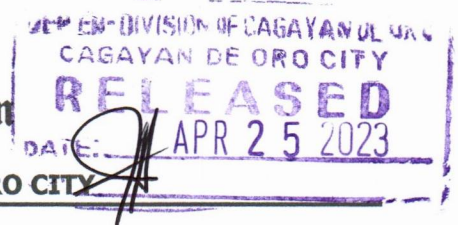




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 April 2023

DIVISION MEMORANDUM

No. 171 s.2023

**TRANSLATION AND RECORDING OF BASIC COURSES FOR INCLUSIVE
EDUCATION**

TO:

All Concerned Public Elementary and Secondary School Heads
All Concerned Elementary and Secondary Teachers
This Division

1. In consonance with the letter request of Ms. Maria Victoria B. Trinidad, Vocational School Administrator III, Cagayan de Oro City Technical Vocational Institute, the field is hereby informed about the translation and recording of basic courses for inclusive education.
2. This initiative is spearheaded by the Cagayan de Oro Technical Vocational Institute (CDOTVI) of the LGU Cagayan de Oro in partnership with the Department of Information and Communications Technology Region 10.
3. Enclosed herewith are the identified translators/recorders and the schedule of activities. For queries, please coordinate with Mr. Joel D. Potane, Senior EPS/LR Coordinator.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
5. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

COURSES

CURRICULUM

TRANSLATIONS

JDP /DM-translation and recording of courses
April 24, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1

NAME OF DEPED CDO COURSE TRANSLATORS AND RECORDERS

Focal Person: **Joel D. Potane, PhD (DepEd CDO Division Office)**

Teacher-Translators and Recorders**

Team 1 Google (Week 1-3)

1. Hannah Lyn Jean Flores
2. Therese Mae Maandig
3. Hasima N. Salic
4. Farrah Alvie Ablanque**
5. Jocelyn Pamisa

Team 1 Google (Week 4-6)

1. Kristine Eblacas
2. Jurey Ann Benalayo
3. Cristen Bala
4. Eden C. Acaylar
5. Beverly Ann Nicolasora**

Team 2 Microsoft

1. Blessel La Victoria Perez
2. Winnie Christie Manatad
3. Ryan Z. Roa**

Team 3 Canva

1. Jolly Cabingas
2. Ilene Grace Viaje
3. Hermie Amper**



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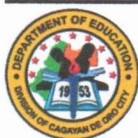
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Enclosure 2

Milestones

Date	Activity/ Outputs
April 22, 2023	Training Orientation
April 28, 2023	LDB Completion (Bisaya scripts)
May 24, 2023	Submission of Voice Recordings
June 2023	Launching



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REPUBLIC OF THE PHILIPPINES
CITY OF CAGAYAN DE ORO

CAGAYAN DE ORO CITY TECHNICAL VOCATIONAL INSTITUTE

cagayan
de Oro
city of golden friendship

April 18, 2023

DR. ROY ANGELO E. GAZO, CESO VI

Schools Division Superintendent

Department of Education Division of Cagayan de Oro

Fr. Masterson Avenue, Upper Balulang, 9000 Cagayan de Oro City

Sir:

Greetings for the day!

We are pleased to share about **Project Coursebank**. The Cagayan de Oro Technical Vocational Institute (CDOTVI) of the LGU of Cagayan de Oro, in partnership with the Department of Information and Communications Technology Region 10, is taking the initiative of expanding the accessibility of these courses by translating the following courses and its modules to Bisaya:

- 1) *Basic Computer Literacy*
- 2) *Google Workspace* (https://coursebank.ph/courses/course-v1:DICT+DICT-DLS002+2022_Q1/about)
- 3) *Microsoft Productivity Tools* (https://coursebank.ph/courses/course-v1:DICT+DICT-DLS003+2022_Q1/about)
- 4) *Canva for Graphic Design* (https://coursebank.ph/courses/course-v1:DICT+DICT-GD002+2022_Q1/about)
- 5) *Search Engine Optimization Basics and Optimization* (https://coursebank.ph/courses/course-v1:Coursebank+DM006+2023_Q1/about)

This will allow lifelong learners, young and old, to learn concepts and skills in the current digital landscape and progress to potential future jobs in a language they can understand. These materials will be launched on **June 2023** during the DICT Month Celebration.

With this, we have asked the assistance of **Dr. Alice Anghay**, CDO LSB Executive Director, to help us assemble a group of **DepED CDO Teachers** who will **compose the teams** to carry out the translation and recording of the Bisaya Version. Their tasks will begin with a training on **April 22, 2023** (Saturday) in the DICT Misamis Oriental Provincial Office, Chavez Street, Cagayan de Oro City. The trainers will be led by **Mr. Allan De Venecia**, a consultant of the Coursebank Platform, of the Department of Information and Technology ([link: https://coursebank.ph/](https://coursebank.ph/)) which provides online upskilling courses.

These DepEd CDO Teachers will be expected to carry out the translation and dubbing activities during their free time, will be remotely supervised and advised by Mr. De Venecia's team, they have full access to the course materials, and a suitable venue for the audio recording. Moreover, they will be paid with a decent honorarium and certificates of recognition from the LGU of Cagayan de Oro and DICT Region 10.

We humbly request for your support for these teachers. We believe that this initiative will be a valuable experience for these teachers and it will ultimately benefit our CDO students. Rest assured, their participation will not have a negative impact on their duties and necessary arrangements are made to this effect. Please feel free to contact me thru 0923-697-5445 or email vsa.cdotti@gmail.com for more information on Project Coursebank.

With thanks,

(Sgd)

MARIA VICTORIA B. TRINIDAD, MAED
Vocational School Administrator III



CDOTVI is an LGU-run technical vocational institution established in 2018 by virtue of City Ordinance No. 13473-2018 authored by Councilor Suzette Magrayan Daba.



Zone-2 Brgy Agusan, Cagayan de Oro
vsa.cdotti@gmail.com
+63-923-697-5445



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NAME OF DEPED CDO COURSE TRANSLATORS AND RECORDERS

Focal Person: Joel D. Potane, PhD (DepEd CDO Division Office)

Teachers:

- 1) Blessel L. Perez
- 2) Winnie Christie V. Manatad
- 3) Eden C. Acaylar
- 4) Farrah Alvie F. Ablanque
- 5) Hannah Lyn Jean Flores
- 6) Therese Mae Maandig
- 7) Hasima N. Salic, PhD
- 8) Kristine Eblacas
- 9) Hermie Lumantas
- 10) Ryan Z. Roa
- 11) Jolly Cabingas
- 12) Ilene Grace Viaje
- 13) Jurey Ann Benalayo
- 14) Marites Gavia
- 15) Amy Marie Radoc
- 16) Cristen Bala
- 17) Beverly Ann Nicolasora
- 18) Jocelyn C. Pamisa
- 19) Tess Magno



CDOC-TVI is an LGU-run technical vocational institution established in 2018 by virtue of City Ordinance No. 13473-2018 authored by Councilor Socette Magtalon Daba.



Zone-2 Brgy Agusan, Cagayan de Oro
vsa.cdovti@gmail.com
+63-923-697-5445