



October 1, 2014

DIVISION MEMORANDUM
No. 483, s. 2014

**TWO - DAY LIVE - IN CAMPUS JOURNALISM WORKSHOP
ON BASIC LAY-OUTING, EDITING AND SCIENCE WRITING**

To: **Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools**

1. This Office announces the conduct of a **Two-Day Live-In Campus Journalism Workshop on Lay-outing, Editing and Science Writing** at Golden Prince Hotel and Suites, Acacia Street Corner Archbishop Reyes Avenue, Cebu City on October 14-15, 2014.
2. This activity aims to:
 - a. equip participants with the essentials of science writing;
 - b. retool them on basic lay-outing and editing; and
 - c. provide them an avenue to discuss issues and concerns relative to the conduct of the Division Schools Press Conference.
3. Participants to this workshop are the elementary and secondary School Paper Advisers and student writers. Interested participants are requested to submit their names to the Promotional Section of this Office (Attention: Dr. Mary Ann P. Flores or Mrs. Evelyn F. Balang).
4. Participants are to bring the following to the venue:
 - a. school publication;
 - b. laptop; and
 - c. writing materials.
5. Traveling expenses and a registration fee of **Two Thousand Pesos (Php 2,000)**, inclusive of meals and snacks and hotel accommodation for two (2) days, shall be chargeable against local **school MOOE/SEF/PTA/Campus Journalism Funds**, while the honoraria of speakers and other incidental expenses shall be chargeable against **SPACePRO AI Funds**, subject to their usual accounting and auditing rules and regulations.
6. This Memorandum serves as participants' Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent