



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

October 9, 2025

**DIVISION MEMORANDUM**

No. 499, s. 2025

**LIVE-OUT WRITESHOP FOR THE GAWAD TEODORA AWARD (GTA)  
 STORYBOOK WRITING AND ILLUSTRATING**

**To:** Education Program Supervisors/District Adopters  
 Public Schools District Supervisors  
 School Heads/Principals/Head Teachers/TICs  
 All others Concerned

1. In consonance with the Bureau of Learning Resources Advisory, dated June 18, 2025, as attached, the Curriculum Implementation Division through the Learning Resource Management Section (CID-LRMS) will conduct a Live-out Writeshop for the Gawad Teodora Award (GTA) Storybook Writing and Illustrating on December 9-11, 2025, 8:00 am – 5:00 pm, at the venue to be announced later.
2. The participants of this writeshop are the Management Team, Quality Assurance Team, Illustrators/layout artists, writers and the LRMS Staff. See attached enclosure No. 1.
3. The objectives of this writeshop are the following:
  - a. discuss the styles and approaches in writing a storybook;
  - b. orient the illustrators on the techniques in illustrating storybooks;
  - c. submit finished storybooks with illustration per district; and
  - d. other GTA matters.
4. This Memorandum serves as Authority to Travel for all participants.
5. Immediate dissemination of and compliance with this Memorandum are highly desired.

**MARGARITO A. CADAYONA JR. PhD. CESO VI**

Schools Division Superintendent  
 DepEd SDO Calbayog City

For the Schools Division Superintendent:

**ATTY. RHEA P. AGUADO**  
 Legal Officer Designate  
 Office In - Charge  
 S.D. # 74 S. 2015



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
 Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)  
 Website: <https://calbayogcity.deped.gov.ph/>





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<b>PARTICIPANTS FOR THE LIVE-OUT WRITESHOP FOR THE GAWAD TEODORA AWARD (GTA) STORYBOOK WRITING AND ILLUSTRATING</b>	
Margarito A. Cadayona Jr. PhD, CESO VI	OIC, Schools Division Superintendent (Management Team Chair)
Jun-Nilou D. Dulfo PhD	OIC, Assistant Schools Division Superintendent (Management Team Co-Chair)
Renato S. Cagomoc EdD, DM	CID Chief (Management Team Co-Chair)
Noel E. Sagayap DHC, EPS LRMS Dr. Lourdes L. Matan, EPS Filipino Dr. Erwin L. Purcia, EPS English Joshua Sherwin T. Lim JD , EPS Math	(Members, Management Team & Head QA Team)
Lillibeth G. Ortiz	Technical Working Group (C1-6)
Beverly C. Longcop	Technical Working Group (O1-3 & T1-3)
24 Writers	2 writers (1 elem. & 1 Se.c) per district
12 layout Artists/Illustrators	1 layout Artist/Illustrator per district
6 Storybook Evaluators	6 School Principals



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## ACTIVITY CONTENT MATRIX

TITLE	LIVE-OUT WRITESHOP FOR THE GAWAD TEODORA AWARD (GTA) STORYBOOK WRITING AND ILLUSTRATING	
DATE	December 9-11, 2025	
VENUE	TBA	
TIME	8:00 am – 5:00 pm	Activities
<b>Day 1 (Tuesday) December 9, 2025</b>		
7:00 AM – 8:00 AM	Arrival, Registration, Attendance, Hotel Check-in and Opening Program	
8:01 AM – 9:00 AM	Opening Program	
9:01 AM – 10:30 AM	GTA Guidelines (Noel E. Sagayap, EPS I - LRMS)	
10:31AM – 12:00 NN	Styles and approaches in writing a storybook (Dr. Lourdes L. Matan)	
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:00 PM	Techniques in Illustrating Storybook (Noel E. Sagayap, EPS I - LRMS)	
2:01 PM – 3:00 PM	Writeshop on writing of storybook and storyboard making/illustrating	
3:01 PM – 3:15 PM	HEALTH BREAK	
3:16 PM – 4:16 PM	Continuations of Writeshop on writing of storybook and storyboard making/illustrating	
4:17 PM – 5:00 PM	Continuations of Writeshop on writing of storybook and storyboard making/illustrating	
<b>Day 2 (Wednesday) December 10, 2025</b>		
7:46 AM – 8:30 AM	MOL	
8:31 AM - 10:00 AM	Continuation of Workshop	
10:01 AM -10:15 AM	HEALTH BREAK	
10:16 AM -12:00 PM	Continuation of Workshop	
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 3:00 PM	Continuation of Workshop	
3:01 PM – 3:15 PM	HEALTH BREAK	
3:16 PM – 5:00 PM	Start of Presentation/QA of Storybook and storyboard/illustrations	
<b>Day 3 (Thursday) December 11, 2025</b>		
7:45 AM – 8:30 AM	MOL	
8:31 AM - 10:00 AM	Presentation/QA of Storybook and storyboard/illustrations	
10:01 AM -10:15 AM	HEALTH BREAK	
10:16 AM -12:00 PM	Presentation/QA of Storybook and storyboard/illustrations	
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 3:00 PM	Finalization of Storybook and storyboard/illustrations	
3:16 PM – 3:30 PM	HEALTH BREAK	
3:31 PM – 4:00 PM	Submission of final outputs	
4:01 PM – 5:00 PM	Closing Program	