



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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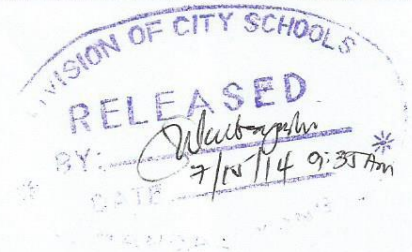


MEMORANDUM

TO: Asst. Schools Division Superintendent
Education Program Supervisors
Principals, Secondary Schools

Subject: **RIGHT TO WRITE: A CREATIVE WRITING AND ART WORKSHOP
FOR HIGH SCHOOL STUDENTS**

Date: July 14, 2014



1. The **DAVIS PROJECTS FOR PEACE**, will sponsor a creative writing seminar entitled "**Right to Write: A Creative Writing and Art Workshop for High School Students**" for the month of August 2014 at the Ayala Museum, Makati Avenue, City of Makati.
2. The Seminar will run for five (5) weekend sessions: **August 3, 10, 16, 17 & 23, 2014** (9:00 AM – 12:00 noon). The program seeks to enhance the creative writing and art skills of public secondary school students. The program is open to Secondary School Students with interest and/or previous experience in campus journalism, fiction, writing and art.
3. Applicants are asked to submit the following as requirements for screening:
 - a. Application Form
 - b. Endorsement from the School Head or School Paper Adviser or Language/Art Teacher
 - c. Samples of Previous Works
4. The application period for the said seminar will run from 30 June – 20 July 2014. Among the applicants, fifteen (15) students will be chosen for the writing workshop and fifteen (15) for the art program. Applicants will be notified of the result of their application and will be advised via email or telephone by July 25. Selected applicants will be provided meals and given transportation allowances.
5. Outputs of the said seminar-workshop will then be compiled and published for the appreciation of selected school libraries and individual readers.
6. Enclosed are the Project Brief, Objectives and the Application Form.
7. Interested applicants may contact DAVIS PROJECT FOR PEACE through its local project lead **Ms. Samantha Mae Coyiuto** via the email address righttowritedavis@gmail.com or through the mobile number 0917-823-7424.
4. Immediate and wide dissemination of this **Memorandum** is desired..


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent lpe

Enclosure to Memorandum No. ____ s. 2014

Projects for Peace

THE VISION OF KATHRYN W. DAVIS

Right to Write: A Creative Writing and Art Workshop for High School Students

3, 10, 16, 17, 23 August 2014/Ayala Museum, Makati

Project Brief:

A creative writing workshop and a art workshop will be offered for two classes of fifteen high school students each selected from different schools in Metro Manila. Selection will be based on the student's academic performance, teacher's recommendation and student's previous works.

The classes will take place on weekend mornings in August (August 3, 10, 16, 17 and 23) in the function rooms located in the Ayala Museum. Each student will be given a school kit of materials and a supply of books needed for the workshop.

An experienced creative writing teacher (Mina Esguerra) will handle the three-hour creative writing lesson and an art teacher (Eileen Escueta) will handle the three-hour art workshop. At the end, each child will have completed a portfolio that contains all output throughout the workshops. These works will be screened, edited and compiled in a book that will be printed. Copies of the book will be distributed to public school and Gawad Kalinga libraries.

Objectives:

- a. Give young Filipino authors a chance to pursue their dream of writing and having their stories shared; and
- b. Offer personalized mentorship for high school students that will encourage pursuit of higher education.

Contact Person:

Ms. Samantha Mae Coyiuto

Email address: righttowritedavis@gmail.com

Mobile Number: **0917 823 7424**

Enclosure to Memorandum No. ___ s. 2014

Projects for Peace



RIGHT TO WRITE! A Creative Writing and Art Workshop for High School Students

WORKSHOP REGISTRATION FORM

PARTICIPANT'S INFORMATION		
<i>(Please write in print above the line)</i> <input type="checkbox"/> ART <input type="checkbox"/> WRITING		
Last Name	First Name	MI
High School and School Address		
Age	Mobile Number	
E-mail Address		
Contact Person in Case of Emergency		
Telephone Number	Mobile Number	
AGREEMENT		
I, the undersigned, have read the general terms and conditions of the Ayala Museum and agree with them.		
Participant Signature over Printed Name	Date	
_____ Guardian / Teacher Signature over printed name		
Attachments: <input type="checkbox"/> Endorsement Letter from School Head or Language/Art Teacher <input type="checkbox"/> Photocopy of School ID <input type="checkbox"/> Copies/Photos of Previous Works (Minimum of 2, Maximum of 4)		

Projects for Peace



WORKSHOP REGISTRATION FORM

August 3, 10, 16, 17 & 23 2014 | 9am-12nn

GENERAL TERMS AND CONDITIONS

PRE-REGISTRATION AND PAYMENT

- Pre-registration is required for all workshops from 30 June- 20 July 2014
- Results will be emailed and sent through SMS.
- Pre-registrations are accepted on a first-come, first-serve basis (max of 60 participants per workshop) through the following:
 - o Museum desk registration
Ayala Museum, Makati Ave. Cor Dela Rosa St., Makati
 - o E-mailed registration
righttowritedavis@gmail

WAITLIST

- Your name is kept on file in the order it was received for each specific workshop and if there is a cancellation we will contact the next person on the wait list.
- In case that the no. of waitlist participants is enough to open another class, they will be informed for a possible schedule.
- To learn when new workshops are scheduled and open for registration please visit our website often and watch for future newsletters.

GENERAL TERMS AND CONDITION

- Outline of each course is provided however, the manner of presentation, content and skills may depend on the facilitator.
- Please check materials list. Participants are encouraged to bring any personal materials provided that it complies to the building rules.
- Ayala Museum will not be held liable for any loss of materials/properties of students/participants if these are left within the premises after the activity.
- Ayala Museum is not liable for any physical, mental injury or death.

ATTENDANCE

- Participants must attend all sessions; avoid coming late or leaving before the prescribed time. There will be no make-up classes for participants who miss their schedule.
- In inclement weather conditions, participants are advised to call the museum to confirm if activity will be postponed.
- In any other reason that the workshop schedule is changed caused by the facilitator and other situation, participants will be advised for the new set of schedule. Schedule will depend on the majority's availability and for the others, online critique will be provided.



Projects for Peace

THE VISION OF KATHRYN W. DAVIS

RIGHT TO WRITE!

A Creative Writing and Art Workshop for High School Students

August 3, 10, 16, 17 & 23 2014 / 9am-12nn

CANCELLATION

- Ayala Museum reserves the right to dissolve the workshop if there are less than the required number of enrollees. Full refund will be given to paid registrants.
- Participants who will cancel their slot after payment will not be entitled to any refund.
- Ayala Museum reserves the rights to dismiss or refuse participants that are not in compliance with the terms or conduct rules in the studio without refund

COPY RIGHT POLICY

- Ayala Museum has the right to use any visual and audio material produced during the workshop for any documentation and marketing purposes.

ACKNOWLEDGEMENT RECEIPT

Name: _____
Date: _____

- Endorsement Letter from School Head or Language/Art Teacher
- Photocopy of School ID
- Copies/Photos of Previous Works (Minimum of 2, Maximum of 4)