



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



October 13, 2021

DIVISION MEMORANDUM
No. 314 s. 2021

DIVISION WEBINAR ON UPSKILLING ASATIDZ ON HOW TO PREPARE DIGITAL INSTRUCTIONAL MATERIALS FOR THE ALIVE CLASSES

- To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
OIC Chief, Curriculum, and Implementation Division
Public Schools District Supervisors
School Heads Public Elementary
1. Relative to DepEd Order No. 41, s 2017 titled *Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program* and DepEd Order No. 25, s. 2021 titled *Revised Implementing Guidelines on the Utilization of Fund for Madrasah Education Program*, the Division ALIVE Coordinator (DAC) will conduct the "Division Webinar on Upskilling Asatidz on How To Prepare Digital Instructional Materials For the ALIVE Classes," on October 18 - 22, 2021 from 8:00 am to 5:00 p.m, via google meet. The meeting link is <https://meet.google.com/pju-brkt-gyj>.
 2. The objectives of the activity are:
 - a. to understand the principles and strategies of multimedia learning format;
 - b. to learn how to prepare and use digital instructional materials; and
 - c. to produce engaging multimedia instructional materials.
 3. Participants to this training are the Division ALIVE Coordinator, select teachers, School ALIVE Coordinators and Asatidz in nine (9) implementing Madrasah Education Program.
 4. Enclosures are the training matrix, list of participants and Technical Working Group.
 5. Food and other expenses shall be charged against Madrasah Education Program Support Fund subject to the usual COA auditing and accounting rules and regulations.



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6. Immediate and wide dissemination of this memorandum is desired.

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure 1: LIST OF PARTICIPANTS

| School | School ALIVE Coordinators | MUSLIM ALIVE TEACHER (PERMANENT/COS) | Select Teachers |
|---------------------------------|--------------------------------------|---|--|
| Sta. Maria ES | Inosencia G. Rosa | Norhamida P. Abdulcarim | Hannah V. Castillo Melvin O. Mesina |
| Sta. Teresita ES | Wendy D. Alimurung | Fatima Palo Casim | July Ann P. Yumul Amy P. Manalang |
| Pampang ES | Almairah A. Sarip | Norhaida L. Sarip | May M. Manio Sonny T. Lansang Rodney L. Paguinto |
| M. Nepo ES | Cindy D. Marimla | Amanodin H. Hadjiacob Rohanie I. Usman | Aleda A. Sotto Diana D. Del Rosario |
| Lourdes Northwest ES | Saidah G. Bamra | Amerhamza Usman | Alma R. De Guzman Ria Racelly I. Evaristo |
| Sto. Rosario ES | Alice A. Cordero Leonora P. Tadeo | Ansano M. Solaiman Mohammad Ali T. Salic Rocaya M. Grande | Hannah Rose V. Cawile Jeffrey Laudit |
| Marisol Bliss ES | Jeffrey S. Baquing | Abdulwahid M. Abdulmajeed | Phaula S. Tayag Lovewin G. Morante |
| Pulung Cacutud ES | Annalyn H. Paz | | Debora C Mercado Ralph Mathew L. Mercado |
| Jose P. Dizon ES | Agatha Christie G. Sampang | Norhaya L. Datucali Sitti Nor M. Sultan | Arnagerlie G Nunag Socel P. Castro |
| Cutcut ES | | Norsahanah A. Soliaman | |
| CID /Division ALIVE Coordinator | | Anastacia Nimfa P. Aquino | |



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Enclosure 2: TRAINING MATRIX

| Date | Time | Topics | Resource Person/ Learning Facilitator |
|---|-------------------|---|--|
| Day 1 Oct 18, 2021 | 8:00-9:00 a.m. | Opening Program/Preliminaries | Division ALIVE Coordinator |
| | 9:00 – 10:30 a.m | Opening Remarks/Overview Message Theoretical foundations of Video production (Pre-production, Production, Post- production) | Art David L. Quiambao Teacher III Sto.Rosario E.S Dep.Ed Creative Team |
| | 1:00-3:30 p.m | Scriptwriting Fundamentals: Creating, Engaging and Compelling Stories Thru Video Lessons | Florence C De Vera Teacher III Angeles City Science High School Creative Team/Moderator |
| Day 2 A.M Oct 19, 2021 | 9:00 – 11:30 a. m | How to Prepare Engaging and Compelling Interactive Presentations (Canva and PPT) – | Krislene Ida N. Mercado T-III Bonifacio Romero HS DepEd TV Illustrator/Creative Team- CANVAS/National Pool of Illustrator |
| Day 2 PM | 2:00 – 3:20 p.m | Basic Camera Settings | Lithos F. Sto. Domingo |



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|--|----------------------|---|---|
| | | | Teacher II DepEd TV Master Editor/Creative Team-Multimedia |
| Day 3 AM Oct 20, 2021 | 8:00 – 10:00 am | Basic Video Editing | Norween T. Malonzo Teacher III Marisol Bliss ES Creative Team- Multimedia |
| | 10:00-11:30 am | Quality Assurance | Richard U. Ayson Principal II Sta Maria ES NEAP Accredited Facilitator, Division LR Quality Assurance Evaluator |
| Day 3 p.m. Oct 21, 2021 | 1:00- 5:00 p.m | Video Production Lecture Demonstration *Technical Preparation *Camera Angle and Framing Techniques | Elmer T. Hiva Teacher III Sta. Maria Elem. Sch. DepEd TV Master Editor Creative Team- Multimedia |
| Day 4 A.M PM | 8:00 a.m-12:00 noon | WORKSHOP OF THE PARTICIPANTS | Participants and resource speakers |
| | 1:00 – 5:00 p.m | | |
| Day 5 A.M PM | 8:00 a.m -12:00 noon | *Presentation of video lessons on Arabic Language Islamic Values and Education: Closing Program | Resource speakers, and DAC Participants. |
| | 1:00 – 5:00 p.m | | |



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Enclosure 3: Technical Working Committee

1. Anastacia Nimfa A. Aquino, EdD-PSDS/DAC
2. Amanodin H. Hadjiacob-Teacher 1 -MNepo Elem. School
3. May M. Manio-Teacher 3- Pampang Elem. School
4. Inosencia G. Rosa – Teacher 3 Sta Maria Elem. Sch
4. Annalyn H. Paz-Teacher 1- Cutcut Elem. School
5. Rodney L. Taguinto -Teacher 1- Pampang Elem. School



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