
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>	Name of Office: <b>SDO Angeles City</b>	

NOV 15 2019  
 By \_\_\_\_\_  
 DepEd Angeles City  
 Division of City Schools

November 15, 2019

**DIVISION MEMORANDUM**  
 No. 453 s. 2019

**DIVISION TRAINING-WORKSHOP ON VIDEOGRAPHY AND  
 DEVELOPMENT OF DOCUMENTARY VIDEOS**

**TO:** Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, School Governance Operations Division  
 All Heads of Public Elementary and Secondary Schools

1. Please be informed that there will be a Division Training-Workshop on Videography and Development of Documentary Videos on November 28-29, 2019 at the Library Hub and Learning and Development Room, DepEd Angeles City, Pulungbulu, Angeles City.
2. The training-workshop aims to:
  - a. equip participants with the technical know-how and skills in digital Multimedia Learning Resource;
  - b. train/capacitate the Learning Resource content developers on the use of other technology equipment such as DSLR, Digital Camcorders and creative software/s for production editing;
  - c. encourage schools/participants to develop digital Multimedia Learning Resources; and
  - d. produce VIDEO EXEMPLAR output for in line with Project: ProVidE (Production of Video Exemplar) and Learning Resource additions.
3. The training will be attended by members of the:
  - Division Creative Team;
  - Teacher Models selected by the Education Program Supervisors; and
  - Education Program Supervisors

**\*\* Please see enclosed list of participants.**
4. Attached to this memo are:
  - Enclosure 1 Training Matrix
  - Enclosure 2 List of Participants and Training Committee
5. Attendees are advised to bring their laptops and extension cords for the workshop. They may also bring printers and wifi routers for the teacher models; lighting, audio and video capturing devices for the creative team.

CR 2019-386



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
Jesus Street, Pulungbulu, Angeles City  
**DIVISION MEMORANDUM**



Document Code: SDO-QF-OSDS-SDS-003

Revision: 00

Effectivity date: 10/31/2018

Name of Office: **SDO Angeles City**

6. In line with the preparation of the said activity, the Technical Working Committee shall have a meeting on November 20, 2019, 3:00 pm; and the Teacher Models shall be having their pre-orientation meeting on November 21, 2019, 3:00 pm both at the Library Hub.
7. To ensure compliance with the DepEd Policy on no disruption of classes as stated in DepEd Order No. 9 s2015, School Heads are advised that the classes of the teachers should be taken care of during the conduct of the said activities.
8. Immediate dissemination of this memorandum is desired.

**MA. IRELYN P. TAMAYO, PhD, CESE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

nsr/pdoii/cid-lrm

Control Number: \_\_\_\_\_

**TRAINING MATRIX**

<b>DAY 1 – November 28, 2019</b>				
<b>TIME</b>	<b>GROUP 1 EPS/TMs</b>	<b>INCHARGE</b>	<b>GROUP 2 TECHNICAL GROUP</b>	<b>INCHARGE</b>
<b>8:00 – 8:30</b>	<b>OPENING PROGRAM</b> (L&D Room) National Anthem Opening Prayer Roll Call Welcome Remarks Message Statement of Purpose			Ma. Clara Palisuc and Lithos Sto. Domingo  Ramil Dacanay, EPSvr I-AP Rochella David, EPSvr I-Fil SDS Emcees
<b>8:30 – 11:00</b>	<b>PROGRAM OVERVIEW</b> L&D Room			Noel S. Reganit
<b>11:00 – 12:00</b>	<b>LECTURE 1</b> <b>PROCESS FLOW – VIDEO PRODUCTION</b> L&D Room			Hervee Faustino
<b>12:00 – 1:00</b>	<b>LUNCH</b>			
<b>1:00 – 3:00</b>	<b>LECTURE 2A</b> Crafting of Learning Resource Production and Technical Planning	Noel S. Reganit	<b>LECTURE 2B</b> Basic Overview of Video Production	Hervee Faustino
<b>3:00 – 3:30</b>	<b>BREAK</b>			
<b>3:30 – 5:00</b>	<b>Workshop 1a</b> Crafting of Learning Resource Production and Technical Planning	Noel S. Reganit	<b>Workshop 1b</b> Editing technics Technical applications Shooting an interview Dealing with Audio Lighting Outdoor Shooting	Hervee Faustino

\*\*\* for Plenary Session, Webinar method shall be utilized since the venue can't hold all participants in one place.

## TRAINING MATRIX

DAY 2 - November 29, 2019				
TIME	GROUP 1 EPS/TMs	INCHARGE	GROUP 2 TECHNICAL GROUP	INCHARGE
8:00 – 8:30	<b>Management of Learning</b> Video Presentation of Day 1 Activities			Ma.Remalyne G. Cruz Anthony Taruc
8:30 – 9:00	<b>LECTURE 3</b> Use of Project Management App			Noel S. Reganit
9:00 – 10:00	CONTINUATION OF WORKSHOP	EPSvr	Continuation of Technical Workshop	Hervee Faustino Creative Team
10:00 – 10:30	BREAK			
10:30 – 12:00	CONTINUATION OF WORKSHOP	EPSvr	Continuation of Technical Workshop	Hervee Faustino Creative Team
12:00 – 1:00	LUNCH			
1:00 – 3:00	PRESENTATION OF OUTPUTS	EPSvr	LECTURE 3B Broadcasting Videos in Online Platforms	Hervee Faustino
3:00 – 3:30	BREAK			
3:30 – 4:30	MEETING OF GROUPS DISCUSSION OF SHOOTING AND STORY CONFERENCE			
4:30 – 5:00	Closing Program			

Group A expected output are;

- Title and description of the Best Practice to be documented
- Metadata
- Proposal for the Project
- Strategic Plan
- Script or Storyboard
- Assignment of rights
- Sample Lesson Plans if needed

Group B expected output are;

- Official Intro template
- Sample lower thirds
- Interview template
- Standard Technical Guides
- End credits template

## Enclosure 2 List of Training Committee and Participants

**TRAINING WORKING COMMITTEE**

<b>POC</b>	<b>RESPONSIBILITY</b>	<b>TASKS</b>
<b>NOEL S. REGANIT</b>	Over-All Chairperson	
<b>EMILY F. SARMIENTO</b>	Program Manager	Oversees the entire program and coordinates all efforts
<b>NOEL C. MANARANG</b> <b>LITHOS F. STO DOMINGO</b>	Logistics Committee	Plans and secure logistics to support the training such as sourcing infrastructure to implement webinar to connect 2 training rooms, Venues and training materials
<b>MIA SORIANO</b>	Food Committee	Sees that food and refreshments are on time and serve well.
<b>ARCELY GARCIA</b>	Training Manager	Focuses on the actual training to ensure that the program is implemented as planned
<b>MA. REMALYNE G. CRUZ</b> <b>MA. CLARA PALISUC</b>	Documentations Committee	Records the proceedings of the training; prepares and submit narratives and pictorial reports of the training
<b>ANTHONY TARUC</b>	Output Documenter	Collects all outputs of the participants to be cataloged as work in progress.
<b>PRECY T. MANARANG</b> <b>KRISLENE IDA N. MERCADO</b>	Attendance and Certificates Committee	Collects and verify the veracity of participants attendance and manage the distribution of certificate of attendance, participation and recognitions.

**LIST OF PARTICIPANTS  
EPS AND CREATIVE TEAM**

<b>ROLE</b>	<b>NAME</b>	<b>SCHOOL/DEPARTMENT</b>
EPSvr	GEMIMA A. ESTRABILLO	SCIENCE
EPSvr	MA. ESPERANSA MALANG	MATH
EPSvr	RITA BUNDALIAN	ENGLISH
EPSvr	ROCHELLA DAVID	FILIPINO
EPSvr	EDGARDO NUNAG	ESP
EPSvr	EMERITO NICDAO	MAPEH
EPSvr	JOSEPHINE FIGUEROA	TLE
EPSvr	RAMIL DACANAY	ARALING PANLIPUNAN
EPSvr	REYNALDO CABRERA	KINDERGARTEN
EPSvr	EMILY SARMIENTO	LRMDS
PROJECT LEAD/PDO	NOEL S. REGANIT	SDO ANGELES CITY
ITO/ CO-PROJECT LEAD	AVENEIR V. MENDOZA	SDO ANGELES CITY
EDITOR/TECHNICAL LEAD	MA REMALYNE G. CRUZ	NORTHVILLE 15 INTEGRATED SCHOOL
EDITOR/TECHNICAL LEAD	NOEL MANARANG	RAFAEL L. LAZATIN MEMORIAL HIGH SCHOOL
EDITOR/TECHNICAL LEAD	LITHOS SANTO DOMINGO	SAPANG BATO NATIONAL HIGH SCHOOL
EDITOR/TECHNICAL LEAD	ANTHONY TARUC	BONIFACIO V. ROMERO HIGH SCHOOL
EDITOR/TECHNICAL LEAD	MARICON RIVERA	NORTHVILLE 15 INTEGRATED SCHOOL
EDITOR/TECHNICAL LEAD	JUN TIBAY	CLARO M. RECTO ICT HIGH SCHOOL
EDITOR/TECHNICAL LEAD	JODIL JAMES ESTEBAN	CLARO M. RECTO ICT HIGH SCHOOL
EDITOR/TECHNICAL LEAD	LON RELORCASA	SAPANG BATO NATIONAL HIGH SCHOOL
EDITOR/TECHNICAL LEAD	MICHAEL MANABAT	BONIFACIO V. ROMERO HIGH SCHOOL
EDITOR/TECHNICAL LEAD	WINSTON MENDOZA	EDILBERTO M. GANZON ELEMENTARY SCHOOL
EDITOR/TECHNICAL LEAD	EUSTACE ADRIAN MICLAT	NORTHVILLE 15 INTEGRATED SCHOOL
EDITOR/TECHNICAL LEAD	GIO B. SISON	ANGELES CITY NATIONAL HIGH SCHOOL
EDITOR/TECHNICAL LEAD	SHAIRA KATE P. BANAG	EDILBERTO M. GANZON ELEMENTARY SCHOOL
ASST EDITOR	PRECY MANARANG	RAFAEL L. LAZATIN MEMORIAL HIGH SCHOOL
ASST EDITOR	ADRIAN TAMAYO	ANGELES CITY NATIONAL HIGH SCHOOL
ASST EDITOR	MIA SORIANO	CLARO M. RECTO ICT HIGH SCHOOL
ASST EDITOR	NOEL TRIDENT P. REMOLLO	ALS
ASST EDITOR	ARNOLD ARCEO	ANGELES CITY NATIONAL HIGH SCHOOL
ASST EDITOR	ENER MARIANO	SDO ANGELES CITY
ASST EDITOR	KARLEEN DELA CRUZ	STO. ROSARIO ELEMENTARY SCHOOL

## PARTICIPANTS/ Teacher Models

Subject Matter	Name	School/Department
ENGLISH	CORAZON TANHUECO	SALAPUNGAN ES
ENGLISH	HILDA S. COCHON	AES
ENGLISH	ESTRELITA A. MANALANG	ACNTS
ENGLISH	FRITZIE S. LUGTU	ACNTS
ENGLISH	CLARA PALISUC	NV15IS
MATH	KRISLENE IDA N. MERCADO	BVRHS
MATH	ARCELI SABANDAL	LNWES
MATH	MARICAL NICDAO	AES
MATH	MYLENE BALAGTAS	ACSCIEHS
MATH	CRISTIAN DAVID	ACSCIHS SEN
ARALING PANLIPUNAN	RINALYN TOLENTINO	AES
ARALING PANLIPUNAN	ROSEWYN F. CORPUZ	SBNHS
ARALING PANLIPUNAN	ALJEAN MAE A. UNTAO	ACNTS
ARALING PANLIPUNAN	GLENDA NAGUIT	ACNHS (SHS)
ARALING PANLIPUNAN	OLIVIA MANANSALA	FGNMHS
FILIPINO	LENIE CONCENGCO	STA. TERESITA ES
FILIPINO	JOCELYN AGUSTIN	SALAPUNGAN
FILIPINO	BENJAMIN TAMAYO	FGNMHS
FILIPINO	LESLEY ANGELES	ACSCI
FILIPINO	NESTOR DE GUZMAN	ACSCI
MAPEH	NELSON SESE	AES
MAPEH	MATH C. PANGILINAN	ACNTS
MAPEH	HENRY P. CHANECO	FGNMHS
MAPEH	LEIZEL C. SAMBIL	RLLMHS
TLE/EPP	RUTH F. DELA CRUZ	ACNTS
TLE/EPP	JENNIFER TAYAG	ACSHS
TLE/EPP	JINGLE ESTACIO	BVRHS
TLE/EPP	ELWIN S. MERCADO	STO. DOMINGO IS
TLE/EPP	ALLAN NAGUIT	CLEMENDES
EDUKASYON SA PAGPAPAKATAO	REGINA MIGNON BOGNOT	ACSCIHS
EDUKASYON SA PAGPAPAKATAO	JOCELYN NOGOY	FGNMHS
EDUKASYON SA PAGPAPAKATAO	RHEA MAY PARAS	ACNHS
EDUKASYON SA PAGPAPAKATAO	JAYSON EVARISTO	STA TERESITA ES
EDUKASYON SA PAGPAPAKATAO	RIA YAMZON	M. NEPO ES
KINDER	CESSNA M. CURIO	ENRICA SANDICO ES
KINDER	ROOZAN DC. DUGUE	STA. MARIA ES
KINDER	IVY JOY D. CANLAS	LNWES
KINDER	CHERRYLYN L. PEÑARANDA	NV15IS
SCIENCE	JASMIN HERNANDEZ	AES
SCIENCE	HELEN DEL MUNDO	MALABANIAS IS

Subject Matter	Name	School/Department
SCIENCE	SHERILYN REYES	FGNMHS
SCIENCE	AUREA DUNGCA	ACNHS SHS
SCIENCE	RAYMOND MANGILIT	ACNTS
ALS	JOLINA ANN A. MENESES	
ALS	JONNIE M. ANTALAN	
MTB-MLE	CARINA TAYAG	
MTB-MLE	MARY GRACE SAMBO	
MTB-MLE	RHIO VALERIO	