



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



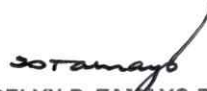

April 13, 2021

DIVISION MEMORANDUM
No. 088 S. 2021

Division Webinar Workshop on Audio and Video Based (Multi-Media Learning Format) Development of Online Tutorial Sessions

To : OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers

1. This is to announce the conduct of the five-day capacity building entitled **Division Webinar Workshop on Audio and Video Based (Multi Media Learning Format) Development of Online Tutorial Sessions** to be held on April 26-30, 2021 through Micosoft Teams.
2. This activity aims to train the Learning Area Management Team to:
 - a. apply the principles and strategies of multimedia learning format;
 - b. produce engaging multimedia learning resources /sessions; and
 - c. train teachers to conduct online sessions.
3. Target participants to this webinar workshop have been selected by each Education Program Supervisor and will make up the Technical Management Team who will take charge of the video lesson development/online sessions in each learning area.
4. Presentation of each team's output shall be done on the last day of the training. Teacher-participant who shall serve as demonstration teacher will be given certificate of Recognition.
5. Attached are Enclosure 1-*Participants /Training Management Team per learning area*, Enclosure 2: *Training Matrix*, Enclosure 3: *List of Resource Persons/Facilitators/Technical Support/Moderators* and Enclosure 4: *Terms of Reference*.
6. Relative to this, all resource persons/facilitators shall have a brief online meeting on April 16 , 2021, at 3:00 pm through this link: meet.google.com/hnm-dkfx-fdn.
7. For proper guidance and strict compliance.


MARIA IRELYN P. TAMAYO Ph.D., CESE 
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

CN 2021 - 0661



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101

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Enclosure 1: Participants /Training Management Team per Learning Area

ROLES	ENGLISH	FILIPINO	SCIENCE
Supervising Producer	RITA P. BUNDALIAN	ROCHELLA C. DAVID	GEMIMA ESTRABILLO
Executive Producers	Adrian Tamayo	Benjamin M. Tamayo Jeffrey Sanchez	Ray Jason Sanguyu
Segment Producer	Hilda S. Cochon	Ralph Gegante	Reggie Tuazon
Tutors	Marcela E. Jingco	Dr. Nestor C. De Guzman	Ceferino Antonio Sta, Maria
	Estelita A. Manalang	Ronaldo Martin	Agnes Punzalan
	Princess T. Sangalang		Jasmin Hernandez
	Eliza M. Roque		Sedrick Paras
Graphic Artist/ Illustrators	Arnold A. Arceo		Arnie Guevarra
		Ira Joy Silvestre	Mark Albert Pineda
Technical Team	Art David T. Quiambao	Pamela Gamboa	Limuel licup
			Leigh Ann Alvarado
Quality Assurance Specialist	Shirley Pineda	Patrick M. Balagtas	Norween T. Malonzo
Set Director	Regidor Bonifacio	Rostum M. Carbungco	
Schedule Keeper		Estepilyn P. Garcia	



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MATH	AP	MAPEH	TLE
MA. ESPERANZA MALANG	RAMIL D. DACANAY	EMERITO C. NICDAO	JOSEPHINE G. FIGUEROA
Arceli Sabandal	Venessa N. Pagaduan		Dr. Remalyn Cruz
Kenneth Villanueva	Lloyd C. Marcelo	Arvin Paras / Jonnelle M/Celso Bautista	Mervin Sula
Maricar Nicdao	December D. Regala	Emmanuel Musni	Ruth F. Dela Cruz
Aileen Narciso	Jerome C. Yap	Norydhin F. Smith	Noel Manarang
Rafael Diaz	Gerard Maria D. Lacanlale	Michelle Q. Dela Cruz	Maricon R. Hipolito
Benmar Mariano	Emmanuel M. Mangune Jr.	Runor E. Dayao	Gio Sison
Kris Ida Mercado		Madonna D. Manansala	
Jayson Lucas	Michelle C. Gozum	Faye Lising Flores M	
Josel Dizon	Danica Dimaculangan	Emmanuel Musni / Arvin Paras / Runor E. Dayao	Jun Tibay
Mylene Balagtas		Michelle Dela Cruz / Runor E. Dayao / Jonnelle B. Celso / Giget M. Arceo / Maria Lucia D. Nuqui	Dr. Victoria M. Tan
Trimmie Lacsina	Luisa Ocampo	Arvin Paras	Juliet Bangayan Amurao
Normita Pineda	Melania De la Cruz	Norydhin F. Smith	Catalino M. Galang



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ESP	kindergarten	ALS
EDGARDO S. NUNAG	REYNALDO G. CABRERA	ENER G. MARIANO
	Jelyn D. Sarmiento	Aimee Berana
Daisy T. Bernardo-Elem/Richard N. Laxamana-HS	Warlie Miranda	Jonnie M. Antalan
Jefferson S. Gomez -Grade 1-3	Hannah Alyssa P. Urcia	Bernabeth M. Lingat
Jessie C. Pagdilao - Grade 4-6	Maria Aiza Crisostomo	Jeanifer B. Jenkins
AlgenT. Cortez - Grade 7-10	Reyna S. Tuazon	Teresa San Diego
Gerard Maria D. Lacanlale - Grade 11-12	Jergen S. Tinio	Jolina Ann a. Meneses
Mary Jane P. Cafe - Elem	Veronica D. Alimurong	Derek Juguilon
Jose Raphael P. Morales - Secondary	Lady Dianne Bonifacio Deborah Ann C. Mercado	Ephraim T. Panlilio
Jefferson S. Gomez, Algen T. Cortez	May Ann I. Perlino	Mark V. Macapagal Markie Guevarra
	Rjay C. Calaguas	Noel Trident Remollo
April Joyce R. Baltazar, Daisy T. Bernardo Rheamay T. Paras, Gerald Maria D. Lacanlale	Cessna M. Cuario Rjay C. Calaguas Robel Yvet S. Alameda	Ashley Joy M. Mora Jameela Sicat
Richard N. laxamana	Warlie Miranda	Irish Rochelle T. Santos
Jessie C. Pagdilao	Maricel M. Pineda	Jeanine Cruz



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Enclosure 2: **Training Matrix**

TIME	Activity/Topic	Person Responsible
Day 1:		
8:00 - 8:30	Opening Program/Preliminaries Opening Remarks/Overview Message	Training Team
8:30 – 10:00	Leveling Off/ Walkthrough on the topics & setting up of gadgets/software installation Lecture- Theoretical foundations of Video production (Pre-production, Production, Post- production)	Training Team and Facilitators Art Quiambao
10:00-10:15	HEALTH BREAK	
10:15-12:00	Scriptwriting Fundamentals: Creating, Engaging and Compelling Stories Thru Video Lessons	Princess t. Sangalang Florence De Vera
12:00-1:00	LUNCH BREAK	
1:00-3:00	Video production lecture-demonstration: Technical preparation (software and hardware) (photoshop, Filmora, PowerPoint, Word) Camera angle and framing techniques Filming (cuts)	Michael Manabat
3:00-3:15	HEALTH BREAK	
3:15-5:00	Preparation, Delivery and Consideration in Online Video Tutorial Episodes	Mark Anthony Jamisal EdTech Specialist DepEd TV – Teacher Broadcaster

Day 2:		
8:00 - 8:15	Recapitulation of the first day activity	
8:15-12:00	How to Prepare Engaging and Compelling Interactive Presentations (Canva and PPT) –	Ida Krislene Mercado



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12:00-1:00	LUNCH BREAK	
1:00-5:00	Personality Development - How to Prepare for Video Tutorial Episodes WORKSHOP	Maria Monica S. Francisco DepEd TV Teacher Broadcaster
Day 3:		
8:00-12:00	Streamyard Training and Productivity App How to Set Up an Online Tutorial Workplace (Software and Hardwares)	Noel S. Reganit Neil Arvin Bautista EdTech Specialist-CO
12:00-1:00	LUNCH BREAK	
1:00-5:00	Multimedia Introduction: Lay-out and photography Overview of the Strategic Implementation of the Program (TOR, Management Team Composition, Schedule and Time Lines)	Lithos Sto. Domingo Training Team/Facilitators
Day 4		
8:00-12:00	WORKSHOP	EPSvr Training Team/Facilitators
12:00-1:00	LUNCH BREAK	
1:00-5:00	WORKSHOP	
Day 5		
8:00 - 8:15	Opening Program and preliminaries	EPSvr Training Team/Facilitators
8:15-10:00	Continuation of Workshop	
10:00-10:30	Health Break	
10:30-12:00	Continuation of Workshop	
12:00-1:00	LUNCH BREAK	
1:00-4:00	Presentation of Output	Learning Area presenters, Management Team



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4:00-5:00	Closing	Management Team
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Enclosure 3: **List of Resource Persons/Facilitators/Technical Support/Moderators**

	Resource Persons/Facilitators/Technical Support/Moderators	Learning Area/Programs	Position / Station
1	Emily F. Sarmiento, PhD	Project Manager	EPSvr - LR
2.	Ma. Esperanza Malang	Co-Project Manager	EPSvr - Math
3.	Rochella C. David	Co-Project Manager	EPSvr - Filipino
4.	Rita P. Bundalian	Co-Project Manager	EPSvr - English
5	Gemima A. Estrabillo, EdD	Co-Project Manager	EPSvr - Science
6	Josephine A. Figuerroa, PhD	Co-Project Manager	EPSvr - EPP/TLE/TVL
7	Edgardo Nunag	Co-Project Manager	EPSvr - EsP
8	Reynaldo G. Cabrera	Co-Project Manager	EPSvr - Kinder/ALS
9	Ramil D. Dacanay	Co-Project Manager	EPSvr - Araling Panlipunan
10	Emerito C. Nicdao, EdD	Co-Project Manager	EPSvr - MAPEH
11	Arcely Garcia	HRD	Senior Education Program Specialist
12	Glen Sarmiento	SM&E	Senior Education Program Specialist
13	Mark Anthony Jamisal	Resource Speaker	EdTech Unit - DepEd CO
14	Maria Monica Francisco	Resource Speaker	DepEd TV – Teacher CO
15	Neil Arvin Bautista	Resource Speaker	EdTech Specialist-CO
16	Art Quiambao	Facilitator	Teacher III, SRES
17	Florence De Vera	Facilitator	Teacher III ,ACSci SHS
18	Princess T. Sangalang	Facilitator	Teacher III ,ACSci SHS
19	Noel S. Reganit	Facilitator/Technical Support (Remote)	Project Development Officer II
20	Avenair Mendoza	Facilitator/Technical Support	IT Officer II
21	Lithos Sto. Domingo	Facilitator/Technical Support (Remote)	Teacher 3, SBNHS(SHS)
22	Krislene Ida Mercado	Facilitator/Tech Support	Teacher III (BVRHS)
22	Michael Manabat	Facilitator/Tech Support	Teacher I (BVRHS)



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23	Ana Merla Magtoto	Monitoring/secretariat	Cluster 1 PSDS
24	Cezar Hernandez	Monitoring/Secretariat	Cluster 2 PSDS
25	Leonida K. Quinto	Monitoring/Secretariat	Cluster 3 PSDS
26	Anastacia Nimfa Aquino	Monitoring/Secretariat	Cluster 4 PSDS
27	Agnes Manabat	Monitoring/Secretariat	Cluster 6 PSDS
28	Orlene Santos	Monitoring /Secretariat	Cluster 7 PSDS
29	Wilvenilo Calma	Monitoring/Secretariat	Cluster 8 PSDS
30	Amando C. Yutuc	Monitoring/Secretariat	Cluster 9 PSDS
31.	Walter Estabillo	Monitoring/Secretariat	Cluster 10 PSDS
32	Dennis M. Bautista	Documenter/Archiver	Librarian II
33	Aimee Berana	Documenter/Secretariat	EP Specialist (ALS)



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Enclosure 4: **TERMS OF REFERENCE**

ROLE	Term of Reference
Supervising Producer EPS Incharge/Learning Area	The Supervising Producer shall: <ol style="list-style-type: none">1. act as the over-all manager of the project team;2. scout and select members of the team during the structuring process;3. delegate tasks to appropriate member;4. make sure of the adherence of the topics and competencies to be discussed according to its timeline;5. be responsible in the timeliness of the delivery of the lessons.6. approve the schedule of streaming according to the planned delivery and see to it that there is no overlapping grade level from other subject matters;7. approve necessary adjustments in case of unforeseen instances;8. scout a common location to set up a virtual studio where the team can work together. Making sure that the minimum health protocol is complied;9. call briefing and debriefing meetings if necessary;10. approve the materials and mode of delivery to be used that is planned by the tutor. (ex. Pure discussion, role playing, laboratory);11. assign social media and technical manager among the team;and12. allocate or source from available budget relative to the activity.
Executive Producer Assistant to the SP	The Executive Producer shall assist the Supervising Producer to; <ol style="list-style-type: none">1. scout and select members of the team during the structuring process;2. delegate tasks to appropriate member;3. make sure of the adherence of the topics and competencies to be discussed according to its timeline;4. be responsible in the timeliness of the delivery of the lessons;5. approve the schedule of streaming according to the planned delivery and see to it that there is no overlapping grade level from other subject matters;6. approve necessary adjustments in case of unforeseen instances;7. scout a common location to set up a virtual studio where the team can work together. Making sure that the minimum health protocol is complied;8. call and facilitate briefing and debriefing meetings if necessary;9. approve the materials and mode of delivery to be used that is planned by the tutor. (ex. Pure discussion, role playing, laboratory);10. assign a social media and technical manager among the team;11. allocate or source from available budget relative to the activity;



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	<ol style="list-style-type: none">12. make sure the presentations to be used are engaging and compelling, adherent to copyright limitations and compliant to standards set by the over-all project head;13. device a communication operando, file sharing process and storage site for the team;14. report and communicate with the over-all program head about the accomplishments and SWOTs of the teams; and15. monitor project management app the team will be utilizing for productivity.
Segment Producer Streaming Director Grade 1-3 Grade 4-6 Grade 7-10 Grade 11-12	The Streaming Director shall/may: <ol style="list-style-type: none">8. operate the streaming app with the tutor;9. make sure the assets are shared properly for public viewing;10. shall create broadcast schedule in its streaming destination with appropriate details and descriptions;11. facilitate rehearsal prior to streaming to make sure audio and camera is working properly;12. set the studio equipment properly when applicable;13. assist tutor in monitoring comments and viewers interaction; and14. create and post teasers and promotional contents for social media and other destinations.
Tutors Selected Tutors per Level	The Tutor shall: <ol style="list-style-type: none">1. act as online tutor to discuss and help students, parents, teachers, and other stakeholders understand the lessons in the localized learning activity sheets of the division;2. plan the online learning episodes to be implemented in the scheduled segment in congruent with the weekly learning plan;3. prepare and organize presentations as learning material to be used in the online tutorial sessions;4. work with graphic artist/illustrators, Segment producers and executive producer in the development of the presentations and other learning materials such as but not limited to videos, images, audio recordings and interactive applications;5. work with segment producer in planning special episodes such as laboratory experiments and the likes for sourcing materials to be used;6. attend all pre-production meeting, briefing and debriefing, quality assurance and evaluation sessions;7. responsible in research and securing approval for using third party learning material and artists release forms in case one is needed;8. make him/herself presentable; wearing uniform and appropriate make up in each tutorial sessions;



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	<ol style="list-style-type: none"> 9. familiarize him/herself with available apps and productivity tools the team will be using in communication and archiving of learning materials and assets; 10. adhere to the schedule set by the scheduler and discuss contingency should unexpected instances arise; and 11. submit to Quality Assurance Specialist his/her materials prior to airing.
Graphic Artists / Illustrators 1 per Segment Unit	The Graphic Artists/Illustrators shall: <ol style="list-style-type: none"> 1. create Graphics as requested by tutors; 2. make sure of copyright compliance; 3. make sure that the graphics used in the tutor presentations compliment with the LAS and the presentation standards; and 4. create folder of finished outputs for dumping and archiving.
Technical Team 1 per subject shall work as a pool but represents the team.	The Technical Team shall: <ol style="list-style-type: none"> 1. assist the Segment producer in the technical tasks such as lights, audio and video devices, software and hardware tools; 2. safe keep the properties and assets; 3. report to Segment producer technical issues as it arises or predicted; 4. help graphic artist for technical issues; and 5. act as technical support of the team.
Quality Assurance Specialist To be selected	The QA Specialist shall: <ol style="list-style-type: none"> 1. ensure that the final output adheres to the LR standards and that it is free from any language and content error; 2. check for any violation on copyright/IPR; 3. make sure that the output does not violate the Social Content Guidelines; 4. certify that the output is approved for use by learners; and 5. certify the readiness of the team in the conduct of the online session as far as the approved script and other materials needed are concerned.
Schedule Keeper To be selected or can be taken from Tutor Team member Can work remotely	The Schedule Keeper shall: <ol style="list-style-type: none"> 1. create schedule of streaming; 2. communicate to the Supervising Producer and Executive producer the online class-program; 3. communicate with other schedule keeper to organize over all schedule and make sure nothing overlaps;. 4. communicate with graphic artist and segment producer to create streaming posters.; 5. make sure of schedule adherence and report problems to SP and EP for appropriate action and remedy; and 6. Keep time adherence and alert the team SP and EP when nearly exceeding for contingency and decision making.



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