



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 JULY 2021

DIVISION MEMORANDUM

No. 320 s. 2021

**TRAINING-WORKSHOP ON THE DEVELOPMENT OF VIDEO LESSON:  
 BATCH 1 AND 2**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. SDO Tayabas City prioritizes educational continuity amid the Covid-19 crisis as reflected in the Division Basic Education Learning Continuity Plan (BE-LCP). Thus, SDO Tayabas City, through Curriculum Implementation Division, will conduct a ***Division Training-Workshop on the Development of Video Lesson: Batch 1 and 2*** on August 2-4, 2021, and August 9-11, 2021, respectively, at the 4<sup>th</sup> floor of SDO Tayabas City Training Hall.
2. This training-workshop aims to enhance teachers' competencies on video lesson scriptwriting and video lesson production. This training attempts to develop adequate, and quality-assured supplementary instructional materials using video lesson to address least learned and hard to teach competencies/lessons; and engage schools to develop and quality assure the contents of the video lesson. This further ensures schools' readiness in the incoming school year.
3. Participants to this activity are the EPSs, TWG, select teachers, and school heads of both elementary and secondary schools due to the prevailing situation and adherence to IATF and health protocol guidelines. On the other hand, the rest of the teachers are encouraged to participate via Facebook Live at SDO Tayabas official Facebook page. Moreover, onsite participants are expected to submit quarter one quality-assured video lesson output previously assigned to them on the last week of August 2021 to LRMDs. It is also expected that onsite participants shall serve as speakers/facilitators during the conduct of School LAC on video lesson and lead on the development of such. Attached is the list of participants for reference.
4. Participants are requested to bring their own laptop with installed video editor preferably Adobe video editor, camera sets, extension cords, and wi-fi broadband.
5. Participants are expected to identify and list the least learned and hard to teach competencies on the learning area assigned to his/her school in the first quarter of SY 2020-2021. Both onsite and online participants are enjoined to come on time and strictly observe IATF health protocol guidelines.



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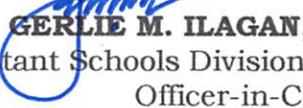




quarter of SY 2020-2021. Both onsite and online participants are enjoined to come on time and strictly observe IATF health protocol guidelines.

*Disclaimer:* The said training-workshop has no intention to promote any commercial APPs or software. The APPs/ software mentioned above will be used for the purpose of workshop demonstration on the development of video lesson only.

6. Teaching personnel and speakers shall be granted 3 days service credits for the services rendered during the training, subject to existing DepEd Order No. 53, s. 2003 and CSC No. 2, s. 2004, other Rules-b. and regulations and CSC-DBM Joint Circular No. 2, s. 2004,5.5.1.
7. A certificate of attendance shall be given to participants after completion of the activity and submission of video lesson script. While certificate of participation shall be awarded after the submission of Division Level quality-assured video lesson by the LRMDs. Video lessons quality-assured in the division level are considered innovation and intervention. As such, the developers and collaborators will be awarded certificate of recognition.
8. The division medical team will be onsite to ensure proper implementation of IATF health protocol and monitor appropriate health condition of the participants and recommend appropriate action for those in need of medical attention.
9. Transportation and other incidental expenses of the participants shall be charged against School MOOE and other local funds while participants' meals, training supplies and miscellaneous expenses during the training shall be charged to INSET funds, HRTD, Division MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this Memorandum is highly desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: as stated

Reference:

To be included in the Perpetual Index under the following Subjects :  
CURRICULUM INSTRUCTION TRAINING

CJB/LCRFQ/CID TRAINING-WORKSHOP ON THE DEVELOPMENT OF VIDEO LESSON: BATCH 1 AND 2  
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**Enclosure 1**

**List of Onsite Participants**

<b>Batch 1 August 2-4, 2021</b>			<b>Batch 2 August 9-11, 2021</b>		
	<b>NAME</b>	<b>SCHOOL</b>		<b>NAME</b>	<b>SCHOOL</b>
1	Luisa C. Capistrano	Dapdap IS	1	John Menard R. Lavadia	Alsam ES
2	Abegail O. Zagala	East Palale ES	2	Novie Jenelee P. Zeta	Busal ES
3	George Vehnex P. Sabornido	Froilan E. Lopez ES	3	Honey Leyden R. Pilar	Katigan-Alupay ES
4	Katrina Paula E. Zaide	Gibanga ES	4	Shiela May M. Balamban	Pandakake ES
5	Daisy Marie R. Lavado	Ilasan ES	5	Ma. Magdalena L Nañez	Valencia ES
6	Evangelina M. Malundas	Ipilan-Alitao ES	6	Jaymark C. Pabelonia	Domoit ES
7	Francis M. Navela Ii	Kalumpang ES	7	Lorelie N. Racelis	Mate ES
8	Marinelle D. Abella	Lalo ES	8	Jocelle R. Obciana	Lakawan ES
9	Katrena M. Obis	Malao-A / Calantas ES	9	Kaye J. Ordillano	Masin ES
10	Sarah Jane C. Romero	North Palale ES	10	Jessamae M. Cabriga	Lawigue ES
11	Macleo V. Parro	Potol ES	11	Lyra R. Nanez	Eugenio Francia ES
12	Angelica L. Cabiles	South Palale ES	12	Joyce Renneth M. Cabañas	Tayabas East CS
13	Rainier Roie M. Rea	Tayabas West CS II	13	Jomari D Recto	CLC - Lawigue
14	Erika Jane M. Avilledo	Tayabas West CS III	14	Analyn Calabano	TECS
15	Jezelle L. Obis	Tayabas West CS IV	15	Ressette J. Cabriga	ILASAN ES
16	Melrose R. Dialola	Wakas ES	16	Anna Bota	RQMNHS
17	Erika Roshelle R. Ursolino	West Palale ES	17	Shierley Olar	BANHS
18	Hazel Frances M. Predilla	Tayabas WEST CS I	18	Jerwin Talisic	WPNHS
19	Ronald O. Hugo	Tayabas East CS	19	Sancho Calatrava	EPS
20	Richelle F. Quintero	EPS	20	Mildred Galleno	EPS
21	Georgia Talabong	EPS	21	Jerome Chavez	EPS
22	Sherwin Quesea	EPS	22	Joseph Jay Aureada	EPS
23	Generosa Zubietta	EPS	23	Teofila Ocumen	EPSA
24	Louie Fulleo	EPS			
	<b>TWG</b>			<b>TWG</b>	
25	Edna Eclavea	Librarian	24	Edna Eclavea	Librarian
26	Ermelo Ecobiñas	PDO	25	Ermelo Ecobiñas	PDO
27	Kendrick Cabriga	ICT	26	Kendrick Cabriga	ICT
28	Maria Corazon Borbon	SGOD	27	Maria Corazon Borbon	SGOD
29	Luzviminda Saludaes	EPS	28	Luzviminda Saludaes	EPS
30	Beatrice Salazar	ADA	29	Beatrice Salazar	ADA
31	Christian Bables	EPS	30	Christian Bables	EPS
32	Dr. Conie Sia	Div. Doctor	31	Dr. Conie Sia	Div. Doctor



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	<b>Speakers</b>	<b>School</b>		<b>Speakers</b>	<b>School</b>
32	Aileen Panganiban	LPIHS	31	Aileen Panganiban	LPIHS
33	Reymann Kristian Zubieta	LPIHS	32	Reymann Kristian Zubieta	LPIHS
34	Marlon Villa	LPIHS	33	Marlon Villa	LPIHS
35	Garry Villaverde	FELES	34	Garry Villaverde	FELES



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**Enclosure 2**

**Training-Workshop on the Development of Video Lesson: Batch 1 and 2**

**Batch 1: August 2-4, 2021, Batch 2: August 9-11, 2021**

**SDO Training Hall (4<sup>th</sup> Floor)**

<b>TIME</b>	<b>DAY1 August 2, 2021</b>	<b>DAY 2 August 3, 2021</b>	<b>DAY 3 August 4, 2021</b>
7:30-8:00	Arrival and onsite registration	Management of Learning (MOL)	Management of Learning (MOL)
8:00-9:00	Opening Program C/O CID	<b>Session 5</b> Introduction to Camera and Gears <b>Dr. Garry S Villaverde/ Marlon P Villa</b>	<b>Session 10</b> Introduction to Video Editing using Premiere Pro <b>Reymann Kristian F Zubieta</b>
9:00-10:00	<b>Session 1</b> <b>PHASES OF VIDEO PRODUCTION</b> • PRE-PRODUCTION PHASE • PRODUCTION PHASE • POST-PRODUCTION PHASE <b>ORGANIZING THE CONTENT</b> 1. Chunking the Content 2. Factors to Consider when Chunking the Content <b>Aileen B Panganiban</b>	<b>Session 6</b> Lighting / Camera Angles <b>Marlon P Villa</b>	<b>Session 11</b> Navigating the Premiere Pro Interface <b>Reymann Kristian F Zubieta</b>
10:00-10:30	<b>Healthy Snack</b>		
10:30-12:00	<b>Session 2</b> <b>VIDEO LESSON SCRIPTWRITING</b> 1. Kinds of Script 2. Structure of the Script <b>Aileen B Panganiban</b>	<b>Session 7</b> Audio Gears <b>Dr. Garry S Villaverde/ Marlon P Villa</b>	<b>Session 12</b> Editing Video Lesson using Adobe Premiere Pro <b>Reymann Kristian F Zubieta</b>
12:00 – 1:00	<b>LUNCH BREAK</b>		
1:00-3:00	<b>Session 3</b> Workshop <b>Aileen B Panganiban</b>	<b>Session 8</b> Workshop <b>Garry S Villaverde/ Marlon P Villa</b>	<b>Session 13</b> Workshop <b>Reymann Kristian F Zubieta</b>
3:00-3:20	<b>Healthy Snack</b>		
3:20-4:30	<b>Session 4</b> Presentation of Outputs and critiquing  Reactions/Questions?  <b>EPSs/ Aileen B Panganiban</b>	<b>Session 9</b> Presentation of Outputs and critiquing  Reactions/Questions?  <b>EPSs/ Aileen B Panganiban/ Dr. Garry S Villaverde/ Marlon P Villa</b>	<b>Session 14</b> Presentation of Outputs and critiquing  Reactions/Questions?  <b>EPSs/ All Speakers</b>  <b>4:30-5:00</b> <b>Closing</b>
4:30 – 5:00	Debriefing	Debriefing	Debriefing

**Enclosure 3**

**Training-Workshop on the Development of Video Lesson: Batch 1 and 2**  
**Batch 1: August 2-4, 2021, Batch 2: August 9-11, 2021**  
**SDO Training Hall (4<sup>th</sup> Floor)**

**TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE**

**Over all Chairperson:** Gerlie M. Ilagan, CESO V  
**Co- chairpersons:** Antonio P. Faustino Jr.  
Imelda C. Raymundo  
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Christian J Bables L.C. Richelle F. Quintero Mildred Z. Galleno Generosa F Zubieta Beatrice Salazar	<ul style="list-style-type: none"> <li>➤ Prepare Project Design Package.</li> <li>➤ Identify the facilitators and TWG.</li> <li>➤ Coordinate with Top Management.</li> <li>➤ Coordinate and transact to speakers and to speakers School Heads</li> <li>➤ Transact on the budget package and liquidation package</li> <li>➤ Lead/ collaborate on the accomplishment of all numeracy documents</li> </ul>
Onsite/Online Attendance, Meal Attendance,	Generosa F Zubieta Edna Eclavea	<ul style="list-style-type: none"> <li>➤ Prepare on the registration and consolidate onsite/online registration, daily attendance, and meal attendance.</li> <li>➤ Coordinate in the preparation of certificates.</li> <li>➤ Submit copy of registration/ attendance sheet/s to the person in charge</li> <li>➤ Assign JO to assist</li> </ul>
Technical	Kendrick C. Cabriga Ermelo Escobiñas	<ul style="list-style-type: none"> <li>➤ Prepare the platform for the Facebook live streaming</li> <li>➤ Take charge on the recoding of the seminar and submit to LRMDs</li> <li>➤ Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</li> <li>➤ Assist in the facilitation of the open forum if any</li> <li>➤ Assist in collecting questions of the participants at the Facebook chat.</li> <li>➤ Sit-up ICT and ensure completeness and functionality of equipment at the training hall</li> <li>➤ Manage internet connectivity</li> <li>➤ Assign JO to assist onsite ICT concern</li> </ul>
Documentation	Mildred Galleno Richelle F Quintero Beatrice Salazar	<ul style="list-style-type: none"> <li>➤ Document the activity from the opening until the closing program.</li> <li>➤ Consolidate narrative report and submit complete report.</li> <li>➤ Submit copy of documentation report to proponent and for liquidation.</li> <li>➤ Collaborate to SEPS on the accomplishment of Learning And Development (L&amp;D) Program Completion Report</li> <li>➤ Assign JO to assist</li> </ul>
Video Output	School Heads Onsite Participants	<ul style="list-style-type: none"> <li>➤ Lead the implementation of JEL</li> <li>➤ Served as Speaker/facilitator on SLAC</li> </ul>



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		<ul style="list-style-type: none"> <li>➤ Lead the development of Video Lesson</li> <li>➤ Quality assured and submit to LRMDs</li> </ul>
	LRMDs Coordinator LRMDs	<ul style="list-style-type: none"> <li>➤ Monitor school on the submission VL and provide TA for school no submission</li> <li>➤ Quality assured Video Lesson output</li> <li>➤ Received and consolidate quality assured VL and published to LRMDs portal</li> </ul>
JEL OUTPUT	ALL EPSs EPSA LRMDs	<ul style="list-style-type: none"> <li>➤ Monitor and provide TA</li> <li>➤ Quality assured output</li> <li>➤ Download to LRMDs Portal</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>➤ Prepare evaluation tool and conduct QATAME and gather feedback</li> <li>➤ Furnished copy of QUATAME and feedback result to proponent/s and CID</li> </ul>
Moderator	Mildred Galleno	<ul style="list-style-type: none"> <li>➤ Coordinates with the Program Proponent regarding the contents and flow of the webinar</li> <li>➤ Host the Opening Program/ Webinar Preliminaries to include the following: <ul style="list-style-type: none"> <li>• Present Agenda outline</li> <li>• Discuss relevant session protocol</li> <li>• Introduce the Resource Person/s</li> <li>• Track inquiries in chat windows</li> <li>• Moderate Q&amp;A sessions</li> <li>• Manage unexpected system glitches</li> <li>• Close out conference</li> </ul> </li> </ul>
Logistic, Attendance, Certificate and Physical and Food Distributor  Learning And Development (L&D) Program Completion Report	Luzviminda Saldares Jerome Javin JO	<ul style="list-style-type: none"> <li>➤ Ensure available functional training equipment (Speaker, cordless mic with new battery and 2 projectors with wide screen, curtain at the back of the wide screen window and 2vgreen curtain for video background)</li> <li>➤ Ensure food supplies based on PO</li> <li>➤ Monitor Actual onsite/offsite participants.</li> <li>➤ Prepare the on-line E-Certificate</li> <li>➤ Report actual list of participants per day.</li> <li>➤ Clean training venue, CR and ensure water supply</li> <li>➤ Dispose garbage</li> <li>➤ Address training needs that might arise</li> <li>➤ Accomplished Learning and Development (L&amp;D) Program Completion Report</li> <li>➤ Assign JO to assist</li> </ul>
Health safety and protocol	Dr. Conie Sia Nurse/s	<ul style="list-style-type: none"> <li>➤ Ensure food safety</li> <li>➤ Ensure IATF protocol</li> <li>➤ Check health status of participants</li> <li>➤ Attend to emergency health call</li> <li>➤ Assign Nurse to assist</li> </ul>
Class Manager	Christian J Bables Day 1: L.C. Richelle F. Quintero Day 2: Mildred Z. Galleno Day 3: Generosa Zubieta	<ul style="list-style-type: none"> <li>➤ Facilitate the training proper.</li> <li>➤ Provide Technical Assistance to participants</li> <li>➤ Ensure health protocol</li> </ul>