



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

8 OCT 2021

DIVISION MEMORANDUM

No. 448 s. 2021

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

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

1. Pursuant to Division Memorandum No. 320, s. 2021 dated 27 July 2021, this Office through the Curriculum Implementation Division (CID), shall resume the conduct of the Training – Workshop on the Development of Video Lesson Batch 2 on 19-21 October 2021 at the 4<sup>th</sup> floor of SDO Tayabas City Training Hall.
2. Participants to this activity are 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, only few select participants will attend the limited face-to-face sessions. Enclosed is the list of participants, assigned learning area and matrix.
3. On-site participants are requested to bring their own laptop with installed video editor preferably Adobe video editor, camera sets, extension cords, and wi-fi broadband.
4. Teacher-participants are expected to identify and list the least learned and hard to teach competencies on the learning area assigned to his/her school during the second quarter of SY 2020-2021.
5. 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 certification of recognition.
6. 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.
7. Transportation and other incidental expenses of the participants shall be charged against School MOOE and other local funds while participants' meals, training supplies during the training shall be charged to INSET funds, HRTD, Division



Brgy. Poto, Tayabas City



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<https://depedtayabas.com/>



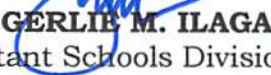
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No. 408 s. 2021

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MOOE, and other local funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate and widest 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 2  
06 October 2021



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**Enclosure 1**

**List of Onsite Participants**

SCHOOL	Grade Level/Learning Area Assignment				Lead Teacher
	MTB	FILIPINO	ENGLISH	MATH	*lead the SLAC
ALSAM ES	G1				John Menard R. Lavadia
LALO ES	Music 5				MARINELLE D. ABELLA
Katigan-Alupay ES	G3				Honey Leyden R. Pilar
Pandakake ES		G1			Shiela May M. Balamban
Valencia ES		G2			Ma. Magdalena L Nañez
Domoit ES		G3			JAYMARK C. PABELONIA
Mate ES			G1		LORELIE N. RACELIS
Lakawan ES			G2		JOCELLE R. OBCIANA
Masin Elementary School			G3		Kaye J. Ordillano
Lawigue ES				G1	JESSAMAE M. CABRIGA
Eugenio Francia Elementary School				G2	LYRA R. NANEZ
Tayabas East CS	For Key Stage 1: Reading Assessment or Writing				Joyce Renneth M. Cabañas
CLC -Lawigue	ALS				Vanessa De Guzman
TECS	Kinder				Analyn Calabano
ILASAN ES	SPED				Rich Ann D Reyes
RQMNHS					Anna Bofa
BANHS					Shierlye Olar
WPNHS					Jerwin Talisic

TWG	Designation
Generosa F Zubieta	EPS
Midred Galleno	EPS
Kendrick Cabriga	ICT
Maria Corazon Borbon	SGOD
Beatrice Salazar	ADA
Christian Bables	EPS
Richelle Quintero	EPS
Jerome Chavez	EPS
Dr. Conie Sia	Div. Doctor
Janine Zaracena	CID-JO
Lourdes Nadres	CID-JO
Speakers	School
Aileen Panganiban	LPIHS
Reymann Kristian Zubieta	LPIHS
Marlon Villa	LPIHS
Garry Villaverde	FELES

**Enclosure 2**

**Training-Workshop on the Development of Video Lesson Batch 2**  
**October 12, to 14, 2021**  
**SDO Training Hall (4<sup>th</sup> Floor)**

TIME	DAY1 Oct 12, 2021	DAY 2 Oct 13, 2021	DAY 3 Oct 14, 2021
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	