



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



November 10, 2020

**REGIONAL MEMORANDUM**

No. 482, s. 2020

To: ALL SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**CAPACITY BUILDING ON BASIC VIDEO PRODUCTION FOR EVENTS MANAGERS,  
DIVISION COORDINATORS AND PROGRAM OWNERS**

1. The Education Support Services Division (ESSD) shall conduct a Capacity Building on Basic Video Production for Events Managers, Division Coordinators and Program Owners on November 12-14, 2020 through blended modality (online and on-site).
2. The objective of the activity is to equip RO and SDO program owners and events managers /coordinators with the basic knowledge and skills on video production since the new normal in conducting events demands the use of virtual platform.
3. The participants of the activity are as follows:

| Office/SDO      | Position/Designation                                                                                                                                                                                                                                                                                                                                                                | # of participants per SDO |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Regional Office | <ul style="list-style-type: none"><li>• ESSD OIC-Chief</li><li>• Regional Events Manager/Youth Formation Coordinator</li><li>• ITO</li><li>• Computer Programmer</li><li>• Computer Technician</li><li>• Information Officer/PDO II</li></ul>                                                                                                                                       | 6                         |
| SDOs            | <p>Division Events Coordinator/partnership Focal Person</p> <ul style="list-style-type: none"><li>• Agusan del Sur (2)</li><li>• Agusan del Norte (1)</li><li>• Bayugan City (1)</li><li>• Bislig City (1)</li><li>• Butuan City (1)</li><li>• Cabadbaran City (1)</li><li>• Dinagat (2)</li><li>• Siargao (1)</li><li>• Surigao City (2)</li><li>• Surigao del Norte (2)</li></ul> | 18                        |



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|      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|      | <ul style="list-style-type: none"> <li>• Surigao del Sur (2)</li> <li>• Tandag City (1)</li> </ul>                                                                                                                                                                                                                                                                                                                                   |    |
| SDOs | Division Youth Formation Coordinator<br><ul style="list-style-type: none"> <li>• Agusan del Sur (2)</li> <li>• Agusan del Norte (1)</li> <li>• Bayugan City (1)</li> <li>• Bislig City (2)</li> <li>• Butuan City (2)</li> <li>• Cabadbaran City (1)</li> <li>• Dinagat (2)</li> <li>• Siargao (2)</li> <li>• Surigao City (2)</li> <li>• Surigao del Norte (1)</li> <li>• Surigao del Sur (2)</li> <li>• Tandag City (1)</li> </ul> | 19 |
| SDOs | IT officers (1 per SDO)                                                                                                                                                                                                                                                                                                                                                                                                              | 12 |
|      | TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                | 55 |

4. The RO personnel shall have a face to face training -workshop at RNEAP while the Division personnel shall use the virtual format using the link: [meet.google.com/trf-jogy.anp](https://meet.google.com/trf-jogy.anp)
5. Enclosed herewith is the activity matrix for your guidance.
6. The participants are also requested to pre-register and answer the training needs assessment provided by the resource speaker with the link provided below: <https://forms.gle/obr13CJtHQsSukcaA>
7. The confirmed participants shall be provided with an internet connectivity expense of 200 pesos per day provided they have preregistered on time.
8. For immediate and wide dissemination.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
 Regional Director

Encls.: As stated

Reference: NONE

To be indicated in the Perpetual Index

under the following subjects:

CAPABILITY BUILDING    TRAINING-WORKSHOP    VIDEO PRODUCTION

ESS/ajc

11/10/2020



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(Enclosure No. 1 to Regional Memorandum No. 482, s. 2020)

**Activity Matrix**  
**November 12-14, 2020**

| Day /time   | Activity                                                                                                                                           | Resource Speakers                                                                  |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Day 1       | Nov. 12, 2020                                                                                                                                      |                                                                                    |
| 9:00-9:30   | Levelling Off                                                                                                                                      | Winston Eben<br>Computer Technician<br>DepEd Caraga Regional Office                |
| 9:30 -12:00 | Basic Facility<br>-Computer<br>-Video Capturing Device<br>-Audio capturing and recording devices<br>-Cinematography overview<br>-Software Overview | Joey Arle Vergara<br>Director of Publications<br>Caraga State University           |
| 12:00-1:30  | Lunch Break                                                                                                                                        |                                                                                    |
| 1:30 – 4:00 | Pre-production<br>-Preparation of Materials<br>-Preparation of the shoot and recording                                                             | Joey Arle Vergara<br>Director of Publications<br>Caraga State University           |
| Day 2       | November 13, 2020                                                                                                                                  |                                                                                    |
| 9:00 -12:00 | Production Stage<br>-Practical Tips for effective video production<br>- Self Directing                                                             | Joey Arle Vergara<br>Director of Publications<br>Caraga State University           |
| 12:00-1:30  | Lunch Break                                                                                                                                        | Program Management Team                                                            |
| 1:30- 2:00  | Sharing of insights and experiences relative to video production                                                                                   | Rose-Jean O. Suarez<br>Events Management Coordinator<br>Surigao del Norte Division |
| 2:00-4:00   | Workshop 1                                                                                                                                         | By cluster/SDO                                                                     |
| 4:00-5:00   | Submission of Outputs and Critiquing and open forum                                                                                                | Joey Arle Vergara<br>Director of Publications<br>Caraga State University           |
| Day 3       | November 14, 2020                                                                                                                                  |                                                                                    |
| 9:00- 12:00 | Post Production Stage<br>-Organizing<br>-Audio/Music Score<br>-Visual Effects/Video Editing<br>-Rendering and Exporting                            | Joey Arle Vergara<br>Director of Publications<br>Caraga State University           |
| 12:00-1:30  | Lunch Break                                                                                                                                        | Program Management Team                                                            |



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|           |                                                                  |                                                                                       |
|-----------|------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1:30-2:00 | Sharing of insights and experiences relative to video production | Alex Mistula<br>Division Events Management<br>Coordinator<br>Surigao del Sur Division |
| 2:00-4:00 | Workshop 2                                                       |                                                                                       |
| 4:00-5:00 | Submission of Workshop 2 Output and critiquing and open forum    | Joey Arle Vergara<br>Director of Publications<br>Caraga State University              |