



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1228**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 1143,
S2024: VIRTUAL PRE-PLANNING CONSULTATIONS FOR THE PRODUCTION
OF VIDEO LESSONS IN ENGLISH, SCIENCE, AND MATH FOR
GRADES 1, 4, 7 FOR ALTERNATIVE DELIVERY
MODE (ADM) IN EDUCATION
IN EMERGENCIES (EIE)**

1. To ensure a coordinated approach and allow sufficient time for conducting *Virtual Pre-Planning Consultations for the Production of Video Lessons in English, Science, and Math for Grades 1, 4, and 7 for Alternative Delivery Mode (ADM) in Education in Emergencies (EIE)*, paragraph 2 of RM 1143, s. 2024 has been revised. The consultation is now scheduled for **November 20, 2024, from 1:30 p.m. to 5:00 p.m.**, via MS Teams Meeting Platform. Links to the meeting will be provided by the relevant program supervisors of the CLMD via official group chats.
2. Additional participants from the division level joining the activity will include **program supervisors** and **division coordinators** in three learning areas: **English, Science, and Mathematics**. The final list of participants is as follows:

RO- Participants		
Name	Position/Designation	Learning Area
Bernabe L. Linog	Chief, CLMD	NA
Leowenmar A. Corvera	Education Program Supervisor	ADM
Maripaz F. Magno	Education Program Supervisor	LR
Kevin Hope Z. Salvaña	Education Program Supervisor	Science
Gladys S. Asis	Education Program Supervisor	English
Rhea J. Yparraguirre	Education Program Supervisor	Math
Aikeeza Geralde	CLMD Staff	NA

Invited Resource Persons		
Name	Position/Designation	SDO
Joveth T. Templado	Assistant Principal	Butuan City
Rex Hussein D. Lamoste	Principal II	Cabadbaran City
Freddie E. Confessor	Assistant Principal	Surigao City Division
Delbert U. Dela Calzada	Division Coordinator	Bayugan City Division
Evelyn C. Bandoy	Principal IV	Tandag City Division
Marc Elyzer N. Campado	School Head	Agusan del Norte Division

SDO- Participants						
SDO	ADM Focal Person	EPS-LR	EPS-Science	EPS-Math	EPS-English	Total
Agusan del Sur	1	1	1	1	1	5
Agusan del Norte	1	1	1	1	1	5
Bayugan City	1	1	1	1	1	5
Bislig City	1	1	1	1	1	5
Butuan City	1	1	1	1	1	5
Cabadbaran City	1	1	1	1	1	5
Dinagat Islands	1	1	1	1	1	5
Surigao City	1	1	1	1	1	5
Surigao del Sur	1	1	1	1	1	5
Surigao del Norte	1	1	1	1	1	5
Siargao	1	1	1	1	1	5
Tandag City	1	1	1	1	1	5
Total						60

3. Enclosed is the program matrix of the said activity.
4. All other provisions stipulated in the previous Memorandum, RM No. 1143, s. 2024, remain in effect.
5. Immediate dissemination of this Memorandum is highly desired.

MARIA INES C. ASUNCION
 Director III
 Officer-in-Charge
 Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

[Signature]
PEDRO TENEBRO ESCOBARTE JR.
 Director III
 Assistant Regional Director

Encl.: As stated
 Reference: Regional Memorandum No. 1143, s. 2024
 DM-CT-2024-030
 To be indicated in the Perpetual Index
 under the following subjects:

LESSONS
 MEETINGS

CLMD/lac
 11/11/2024



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure to Regional Memorandum 122 s. 2024

**VIRTUAL PRE-PLANNING CONSULTATION FOR THE PRODUCTION OF VIDEO
LESSONS IN ENGLISH, SCIENCE, AND MATH FOR
GRADES 1, 4, & 7 FOR ALTERNATIVE DELIVERY
MODE (ADM) IN EDUCATION IN
EMERGENCIES (EIE)**

Program Matrix
November 20, 2024
1:00 PM- 5:00 PM
Via MS Teams

Time	Activity/Session	Person's Involved
1:15 pm – 1:30 pm	Preliminaries - Nationalistic Song - Prayer - Acknowledgement of participants	AIKEEZA GERALDE CLMD STAFF
1:31 pm- 1:40 pm	Welcome Message	BERNABE L. LINO Chief, CLMD
1:40 pm- 1:50 pm	Presentation of Road Map for the production of Video Lessons	LEOWENMAR A. CORVERA EPS- AP, CLMD ADM RO Focal Person
1:50 pm – 1:55 pm	Presentation of Mechanics of the Virtual Consultation	AIKEEZA GERALDE CLMD STAFF
1:55 pm- 2:30 pm	Virtual Consultation Proper	
	Insights and Inputs on the Development Process of Video Lessons	JOVETH T. TEMPLADO Assistant School Head Butuan City Division
	Insights and Inputs on the process during the refinement of video lessons	FREDDIE E. CONFESSOR Assistant School head Surigao City Division

	Insights and inputs on the process during the finalization of video lessons	MARC ELYSER CAMPADO Teacher-In-Charge Agusan del Norte
2:30 pm – 3:00 pm	Technical Specification of Video Lessons	MARIPAZ F. MAGNO EPS, LR-CLMD
3:00- 4:00 pm	FORUM PROPER	AIKEEZA GERALDE CLMD STAFF
4:00- 4:30 pm	Summary and Recap	LEOWENMAR A. CORVERA RO-ADM Focal Person
4:31 pm onward	End of virtual session	





Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **TOLENTINO A. AQUINO**
Regional Director, Region I

ATTY. ALBERTO T. ESCOBARTE
Regional Director, Region IVA

GILBERT T. SADSAD
Regional Director, Region V

RAMIR B. UYTICO
Regional Director, Region VI

SALUSTIANO T. JIMENEZ
Regional Director, Region VII

RUTH L. FUENTES
Regional Director, Region IX

ALLAN G. FARNAZO
Regional Director, Region XI

CARLITO D. ROCAFORT
Regional Director, Region XII

MARIA INES C. ASUNCION
OIC-Regional Director, CARAGA

FROM : **ANNALYN M. SEVILLA**
Undersecretary for Finance

GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **CLARIFICATORY GUIDELINES ON THE ALTERNATIVE DELIVERY MODE (ADM) PROGRAM SUPPORT FUNDS FOR THE PRODUCTION OF VIDEO LESSON FOR GRADES 1, 4, 7 FOR ADM IN EDUCATION IN EMERGENCY**

DATE : **OCTOBER 1, 2024**

Relative to DM-CT-2024-030, Guidelines on the Utilization and Reporting of the Program Support Funds for Fiscal Year 2024, the following are additional provisions and standards on the production of video lessons for Grades 1, 4, and 7. ¹

¹ DMCT-2024-030 - Utilization and Reporting of the Program Support Funds for the Alternative Delivery Mode for Fiscal Year, V. Procedure, Allocation and Use of Program Support Funds, 3. Current Funds, d.



Republic of the Philippines
Department of Education

The following is the list of Regional Offices that received the Program Support Fund:

- a. Region I
- b. Region IVA
- c. Region V
- d. Region VI
- e. Region VII
- f. Region IX
- g. Region XI
- h. Region XII
- i. CARAGA Region

The **one hundred fifty thousand pesos (Php 150, 000.00)** allocated to the identified regions should be exclusively utilized for the production of video lessons for Grades 1, 4, and 7, ensuring that all expenses directly contribute to these activities. This includes:

- a. Supplies and materials, adhering to standard costs;
- b. Meals for the production and quality assurance teams, in line with DepEd Order No. 2, s. 2028, which provides guideline on funding for official activities;
- c. Travel expenses incurred during the production and quality assurance teams of the video lessons for Grades 1, 4, and 7 by the production and quality assurance teams;
- d. Other expenses in support of the abovementioned activities initiated by the Central, Regional, and Schools Division Offices may also be charged against this fund, provided that the expenses are below the capitalization threshold for a semi-expendable property.

The use of fund herein shall be in accordance with existing budgeting, accounting, auditing, and procurement laws, rules and regulations.

The funds herein shall be valid in accordance with the applicable National Budget Circular for Fiscal Year. The obligation and disbursement of these funds must be in accordance with the Cash-based Budgeting System.

The Regional Office, through the Curriculum Learning and Management Division, shall establish the production and quality assurance teams, which shall consist of the trained specialists who have participated in the Workshop on Video Lesson Script Development and the Orientation on the Development of DepEd Teacher Video Lesson Episodes managed by the Bureau of Learning Delivery.

The production of video lessons for Grades 1, 4, and 7 shall adhere to the standards set by the Department as stipulated in Annex 1 of this memo.

Copies of the video scripts may be accessed through the link: bit.ly/Video_Lesson_Scripts

Reports on the utilization of the downloaded funds shall follow the provisions of DM-CT-2024-030 on the Monitoring and Evaluation and shall use the attached accomplishment report of the said memorandum.

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Republic of the Philippines
Department of Education

Annex 1.

Technical Specification of Video Lessons

Orientation:	Portrait
Size/resolution:	Minimum 1080p (1920x1080 pixels)
Aspect Ratio:	16:9 (standard widescreen format)
File size:	maximum of 100 MB per video
File type:	MP4
Audio	
Quality:	clear, studio-quality audio with no background noise
Bitrate:	Minimum of 128 kbps
Volume level:	consistent volume level throughout the video
Voiceover:	Professional and clear, with clear, with appropriate tone for the content
Background Music:	light, non-intrusive music, maybe serve as background Music
Type of video lesson:	microlearning videos <i>(Microlearning videos refer to the learning materials in video format that discuss basic concepts or specific topics that can be understood by learners and teachers in a short given time. This is used to ensure that learners have more time to understand and retain parts of the lesson. Research done by Dresden University of Technology showed that shorter content increases knowledge retention by over 20%.)</i>
Video length:	key stage 1: 1-2 minutes Key stage 2: 2-3 minutes Key stage 3: 3-4 minutes
Content Structure:	
Introduction:	Brief introduction (5-10 seconds) explaining the objective/s of the video.
Main Content:	Focused and concise delivery of key concepts, illustrated with visuals and examples
Conclusion:	Summary of key points
Visual Design:	
Typography:	Sans-serif fonts
Color scheme:	High contrast for text and visuals, with color scheme that is consistent with branding guidelines
Graphics:	High-quality graphics, infographics, and animation to illustrate complex concepts
Subtitles/	



Republic of the Philippines
Department of Education

Closed Captions:	Accurate subtitles. Use readable font size and contrasting color for accessibility
Accessibility:	
Subtitles/ Closed Captions:	Mandatory for all videos
Screen Reader Compatibility: Transcripts:	Ensure that video content is accessible to screen readers Provide text transcripts of video content for additional Accessibility
Delivery and Hosting:	
Platform Compatibility:	Compatible with major e-learning platforms (moodles, Blackboard, Canvas) and video hosting services (e.g., YouTube, Vimeo)
Mobile Optimization:	videos should be optimized for mobile devices, ensuring quick load times and responsive design
Download options:	Option to download videos in multiple formats for offline viewing
Quality Assurance:	
Review Process:	Each video should be reviewed for accuracy, clarity, and technical quality before the delivery.
Testing:	Videos should be tested on multiple devices (desktop, mobile, tablet)
Feedback Loop:	Incorporate feedback from pilot user or early viewers to refine content.
Security and Privacy:	
Data Protection:	Ensure that videos comply with data protection regulations, avoiding the inclusion of sensitive information.
Licensing and Permissions:	
Content Licensing:	Ensure that all visual and audio elements (images, music, etc.) are properly licensed for use in educational content.
Permissions:	Obtain necessary permissions for any third-party content included in the videos.



Republic of the Philippines
Department of Education

Annex 2

Evaluation Rating Sheet for Video Lesson

Title: _____ Scriptwriter: _____
Copyright Year: _____ Length (in minutes): _____
Learning Area: _____ Language Used: _____

Instructions: Examine the material carefully and rate it along each evaluation criterion. Encircle the number that corresponds to your answer: **exemplary** = 4, **competent** = 3, **needs work** = 2, and **unacceptable** = 1.

	Exemplary	Competent	Needs Work	Un-acceptable
Content				
1. Appropriateness of content to the learners' level of development	4	3	2	1
2. Achievement of learning objectives	4	3	2	1
3. Development of 21 st century skills (<i>any of the following</i>): a. Communication and collaboration skills; OR b. Information, media, and technology skills; OR c. Creativity, critical thinking, and problem-solving	4	3	2	1
4. Adequacy of warning or cautionary notes in topics and activities where safety and health are of concern.	4	3	2	1
5. Responsiveness to gender equality, disability, and social inclusion	4	3	2	1
Weighted Average:				
Format/Technical Design				
1. Audibility of sound volume	4	3	2	1



Republic of the Philippines
Department of Education

	Exemplary	Competent	Needs Work	Un-acceptable
2. Acceptability of sound quality	4	3	2	1
3. Appropriateness and effectiveness of audio components (i.e. narration, dialogue, music, and sound effects) for instructional purposes	4	3	2	1
4. Appropriateness and effectiveness of visual components (i.e. animations, images, and texts) for instructional purposes.	4	3	2	1
Weighted Average:				
Presentation and Organization				
1. Appeal and comprehensibility of the presentation	4	3	2	1
2. Smooth and logical flow of ideas	4	3	2	1
3. Appropriateness of the length of the material for the attention span of the learners	4	3	2	1
Weighted Average:				
Accuracy and Timeliness				
1. Free from factual errors and obsolete information including conceptual and computational errors	4	3	2	1
2. Free from grammatical and typographical errors	4	3	2	1



Republic of the Philippines
Department of Education

	Exemplary	Competent	Needs Work	Un-acceptable
3. Free from technical errors (e.g. inappropriate or unclear illustrations, missing labels, wrong captions, etc.).	4	3	2	1
Weighted Average:				

This interpretation guide shall be used to provide the appropriate recommendation on the distribution of the multimedia learning resources (MMLRs) based on their weighted average for the factors for evaluation: content; format/technical design; presentation and organization; and accuracy and timeliness.

The weighted average will be computed per factor and the following will be the recommendation for decision-making:

- The material is for revision as needed and subsequent distribution if the weighted average in all factors is at least 3.00.
- The material should NOT be recommended for use in public school if the weighted average in at least one factor is below 3.00.

Recommendation

(Please put a check mark (/) in the appropriate circle.)

- I / We recommend the approval of this multimedia learning resource for possible use in public schools provided that the corrections / revisions included in this report are made. (The development team must implement all recommended corrections before distributing the material.)
- I / We do not recommend the approval of this supplementary learning resource for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet, if necessary.)

Evaluated by:

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

Evaluators

Signatures

Date: _____