



Republic of the Philippines
Department of Education
CARAGA REGION



August 19, 2020

REGIONAL MEMORANDUM

No. 345, s. 2020

To: Schools Division Superintendents
Assistant Schools Division Superintendents
This Region

REGIONAL WEBINAR ON BASIC VIDEO PRODUCTION
FOR TELEVISION – BASED INSTRUCTION (TVI)

1. In preparation for the School Year 2020-2021, the Department of Education, through the Curriculum and Learning Management Division (CLMD) shall conduct a **Regional Webinar On Basic Video Production For Television Based-Instruction (TVI) on August 25, 26,28, 2020** via **Google meet**.
2. The webinar aims to:
 - a. provide information on the basic video production;
 - b. create a video production;
 - c. craft a division action plan, and,
 - d. enhance the knowledge, skills and attitude of participants in creating video lessons for television instruction.
3. The participants to this activity are Division and Regional Education Program Supervisors in all learning areas and 5 teachers from each division (who shall serve as scriptwriter content editor, illustrator, animator/motion graphics designer, and video editor). See attached enclosure for the breakdown of participants.
4. The confirmation sheet provided in Enclosure 3 shall be submitted (in word and pdf files) on August 20, 2020 through gladys.asis@deped.gov.ph.
5. Participants shall register at <http://bit.ly/ReglWebinarBasicRadioProductionforTVI> on or before August 24, 2020.
6. The onsite training participants shall use the office/school internet connection while the offsite participants shall be provided with the internet connectivity allowance of Two Hundred Pesos (200.00) per day for three days. The said allowance shall be deposited to the participants' bank accounts subject to the accounting rules and regulation.



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7. The identified participants shall serve as the core group trainers in television instruction in their respective Schools Division Offices, hence, SDOs shall conduct a division webinar on the same content to all learning areas and all grade levels in September 2020 to come up with video production for television instruction in preparation for the school year 2020-2021. A narrative report/ accomplishment report shall be submitted to the regional office five days after the conduct of the said activity.
8. There shall be a pre-work conference and dry run of the process flow of the activity for the Program Management Team on August 20, 2020 and August 24, 2020 respectively via google meet.
9. Attached is the Matrix of activities and List of Resource Speakers / Facilitators for your reference.
10. For more information, please email Dr. Isidro M. Biol, Jr., Chief, Curriculum and Learning Management Division (CLMD) at isidro.biol@deped.gov.ph or Gladys S. Asis, Education Program Supervisor at gladys.asis@deped.gov.ph.
11. Immediate dissemination of this memorandum is highly desired.

FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

For the Regional Director


ARSENIO T. CORNITES, JR., CESO V
OIC- Assistant Regional Director *mail*

Encls.: as stated

Reference: none

To be indicated in the Perpetual Index
under the following subjects:

SUPERVISORS TEACHERS TV-BASED LES

CLMD/gsa
08/19/2020



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure no. 1 to Regional Memorandum No. 345 s., 2020

REGIONAL WEBINAR ON BASIC VIDEO PRODUCTION FOR TELEVISION- BASED INSTRUCTION (TVI)

August 25, 26, 28, 2020
Via Google Meet

LIST OF RESOURCE SPEAKERS/FACILITATORS

	Name	Designation	Role	School	Division
1	Precious Nathalie A. Mantilla	Teacher III	Scriptwriter	Nasipit National Vocational School	Agusan del Norte
2	Tomas M. Ferrol III	Teacher III	Content Editor	Sta. Cruz NHS	Agusan del Sur
3	John Merick L. Cifra	Teacher I	Illustrator	Carrascal NHS	Surigao del Sur
4	Gil C. Dayot, Jr.	Teacher I	Animator/Motion Graphics Designer	Consuelo NHS	Butuan City Division
5	Ruth L. Muego	Master Teacher I	Video Editor	Tabon M. Estrella NHS	Bislig City

Enclosure no. 2 to Regional Memorandum No. 345 s., 2020

**REGIONAL WEBINAR ON BASIC VIDEO PRODUCTION
FOR TELEVISION –BASED INSTRUCTION (TVI)
August 25, 26, 28, 2020
Via Google Meet**

DAY	TOPIC	IN-CHARGE/RESOURCE SPEAKERS
August 20, 24, 2020	Pre-work Conference via google meet	Program Management Team
August 24, 2020	Registration of Participants 8:00AM-12:00PM	By division
August 25, 2020 9:00 AM-10:00 AM	Preliminaries	Program Management Team
10:00- 12:00	Session 1 Scriptwriting Fundamentals and Tips (Narrative and Production Scripts)	Precious Nathalie A. Mantilla Nasipit National Vocational School, Agusan del Norte Division
12:00 PM – 1:00 PM LUNCH Break		
1:00-2:30	Session 2 Guide in Developing the Content And Creating Inclusive Videos	Tomas M. Ferrol III Sta. Cruz National High School, Agusan del Sur Division
2:30-3:00	Open Forum	Moderator: Tomas M. Ferrol III
3:00-3:15	Break/ Back Stretching/ Zumba	
3:15-5:00	Workshop on Video Scriptwriting	Tomas M. Ferrol III
August 26, 2020 (8:15-10:00)	Story Conference/ Video Conference	
8:15-8:45	Production Script	Precious Nathalie A. Mantilla
8:45-9:15	Guidelines on Treatment of Social Content in Art/Illustrations of Learning Resources	John Merick L. Cifra Carrascal National High School, Surigao del Sur Division
9:15-9:45	Motion Graphics	Gil C. Dayot, Jr. Consuelo National High School, Butuan City Division

9:45-10:00	Break/ Zumba	
10:00-10:45	Story Conference Simulation	Resource Speakers
10:45-11:45	Break/ Zumba	
10:15-11:30	Video Fundamentals	Ruth L. Muego Tabon M. Estrella NHS Bislig City Division
12:00 PM – 1:00 PM LUNCH Break		
1:00- 3:00	Workshop on Video Production	c/o Resource Speakers
3:00-3:15	Break/ Back stretching/ Zumba	
3:15-5:00	Workshop on Video Production	
August 27,2020 8:00-5:00	Group preparation on video production (Division Core Group) Action Plan Preparation (Learning Area Supervisors by Division)	
August 28, 2020 9:00-12:00	Presentation of output and Video Critiquing and Evaluation c/o Resource Speakers	
12:00-1:30 Lunch break		
1:30-4:00	Presentation of output and Video Critiquing and Evaluation	/o Resource Speakers
4:00 PM- 5:00 PM	Wrapping Up and Closing Program	Gladys S. Asis Education Program Supervisor, CLMD

Enclosure no. 3 to Regional Memorandum No. 345 s., 2020

**LIST OF PARTICIPANTS TO THE REGIONAL WEBINAR ON BASIC VIDEO PRODUCTION FOR TELEVISION BASED INSTRUCTION
August 25,26,28, 2020 Via Google Meet**

Division:								
No.	Name	Role	Designation	School	Contact No.	Email Address	Indicate if the participant is on-site or offsite work arrangement on the date of the webinar	If offsite pls. give the bank account #
1.		Scriptwriter						
2.		Content Editor						
3.		Illustrator						
4.		Animator/Motion Graphics Designer						
5.		Video Editor						
Learning Area Supervisors								
	Name	Learning Area	Designation	Office	Contact No.	Email Address	Indicate if the participant is on-site or offsite work arrangement on the date of the webinar	If offsite, pls. give the bank account#
6.		English	EPS					
7		Mathematics	EPS					
8		Science	EPS					
9		Filipino	EPS					
10		Araling Panlipunan	EPS					
11		MAPEH	EPS					
12		ESP	EPS					
13		TLE	EPS					

Prepared by _____
Education Program Supervisor
Division Radio/ TV Instructions Focal Person

Approved: _____
Schools Division Superintendent