



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



Advisory
15 December 2021
OSDS-CID- AD 240 s.2021

DM 502 s. 2021 RE: Division Training Workshop on Multimedia Production for Television and Video-Based Instruction

RESETTING OF THE DIVISION TRAINING- WORKSHOP FOR BATCH 1 AND 2

1. Please be informed that the Division Training Workshop on Multimedia Production for Television and Video -Based Instruction for **Batch 1 and 2** will be on **January 9-14, 2021** and **January 16-21, 2021** respectively at the venue to be announced later.
2. Participants are advised to finalize their registration online indicating their food restrictions if any, and other required data for hotel accommodation, using the following : Registration Form <https://tinyurl.com/MultimediaProd2022>.
3. Each district team are advised to bring the following for group workshop:
 - camera (DSLR)
 - Tripod
 - Ring light
 - Studio video light (if available)
 - Prompter (if available)
 - 1 editing laptop (at least Core i5, gen 6, 8 gb RAM, 2gb graphics card) for video editor and laptop for each of the other members
 - memory card
 - extension wires
 - portable wifi device (for back up in case of weak internet connectivity)
 - storage device (USB or hard drive)
 - chrome cloth (green)
 - personal make- up kit of broadcaster of the team
4. For concerned participants, the service provider for rapid testing is Immaculate Heart of Mary Hospital , Rawis, Virac, Catanduanes ..
5. It is reiterated that check -in of the participants shall start at 2 pm of Day 0 for room and role assignments, orientation and other preliminary activities. Dinner shall be the first meal to be served on Day 0.
6. Upon checking -in, concerned participants are advised to present negative results of Antigen Test undergone not earlier than 24 hours. The service provider for testing is Immaculate Heart of Mary Hospital, Rawis, Virac, Catanduanes.

7. Check -out of the participants from the rooms shall be at 12 noon of Day 5. However, activities shall continue up to 5pm. The last meal to be served is afternoon snack.
8. Expenses for the rapid test, purchase of expendable supplies, food and accommodation and other related expenses for the district teams' participation, travel expenses of training team members shall be charged against funds for the provision of learning resources downloaded to the division subject to usual accounting and auditing rules and regulations. ; while travel and other incidental expenses of trainees shall be charged against School MOOE/local funds subject also to usual accounting and auditing rules and regulations.
9. Participants are expected to observe minimum health standards and protocols pursuant to existing rules and guidelines prescribed by DepED and IATF.
10. For information and guidance of all concerned.

SUSAN S. COLLANO ✓

Assistant Schools Division Superintendent
Officer In-Charge
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