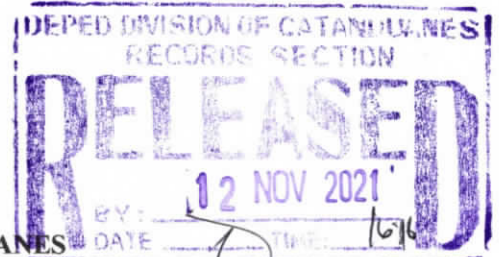




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ADDENDUM for the Division Memorandum No. 502 s. 2021

(Division Training -Workshop on Multi-Media Production for Television and Video-Based Instruction)
November 9, 2021

TO: Chiefs, CID, SGOD
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads

In relation to the Division -Workshop on Multi-Media Production for Television and Video-Based Production for Batch 1 and 2 on November 29-December 3, 2021 and December 6 -10, 2021 respectively, at the venue to be announced later, the participants are advised of the following:

1. Check in of the participants will be at Day 0 in the afternoon at 3 PM of November 28, 2021 for Batch 1 and Of December 5, 2021 for Batch 2 for assignment of rooms, preliminary and orientation activities. Dinner shall be the first meal to be served on Day and afternoon snacks shall be the last meal to be served on Day 5.
2. The workshop will be strictly live-in/lock-in activity No participant will be allowed to leave the venue until last day of the workshop. Wearing of face mask, distancing and other and other required health protocols will be observed and closely monitored.
3. Identified participants are requested to register online prior to the training-workshop. Registration link will be provided later. Upon check-in, they will be required to present a negative result of COVID test done not earlier 24 hours before arrival at the venue. In case an identified participant will have a positive result in the rapid test an alternate one shall be sent by the PSDSs or In-charge of the district.
4. Aside from the laptop which will be used for editing, other laptops may be brought for encoding scripts, and other workshop activities.
5. Grade levels, learning areas and competencies will be assigned per team for writing scripts and production of tv -video-based lessons. Lesson assignment will be coming from Learning Area Supervisors whom the teams will consult with, taking note of needed materials to be brought





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such as textbooks, SLMs, references, etc with the supervision of PSDSs or In -Charge of the Districts. Learning Area assignments are as follows:

Municipality /District	Learning Area Assignment	Municipality /District	Learning Area Assignment
San Andres	Media and Information Literacy	San Miguel	Health
Virac North	Music or Arts	Bato	Math
Virac South	English	Baras	Filipino
Viga	Science	Gigmoto	Esp
Panganiban	PE	Caramoran	AP
Bagamanoc	EPP , TLE or TVL	Pandan	DRRM

- To prepare for the activity a live -in /lock in Division Staff Orientation Workshop shall be conducted to be attended by the training team on November 22-23, 2021 at the venue to be announced later. Check- in shall be on November 21 with dinner as the first meal and afternoon snacks as last meal on the second day.
- Expenses for the rapid test, purchase of expendable supplies, food and accommodation and other related expenses for the team's participation, travel expenses of training team members and other related expenses shall be charged against funds for the provision of learning resources downloaded to the division while travel and other incidental expenses of trainees shall be charged against School MOOE/local funds subject to usual accounting and auditing rules and regulations.
- For guidance, information and compliance of all concerned.

SUSAN S. COLLANO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

