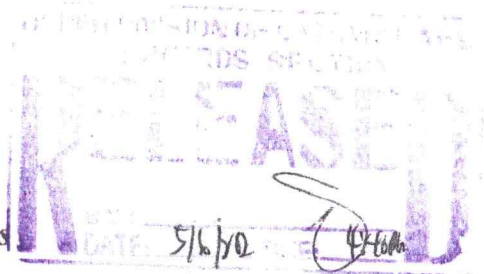




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



Addendum to DM 170 s. 2022
Division Workshop on Scriptwriting and Broadcasting, Photography Directing, and
Video Editing for Video Lessons
6 May 2022

Relative to the Division Workshop on Scriptwriting and Broadcasting, Photography Directing and Video Editing for Video Lessons please be informed of the following:

1. Attachments:
 - a. Enclosure 1 - Training Matrix
 - b. Enclosure 2- Updated List of Participants
 - c. Enclosure 3-Management Team and Working Committees
2. Participants are expected to register onsite at 2 PM of Day 0 (May 10 for Batch 1 and May 12 for Batch 2) and attend the opening program and other preliminary activities.
3. They are advised to check in before dinner which is the first meal to be served. The last meal will be afternoon snacks of Day 2 (March 12 for Bath 1 and March 14 for Batch 2) before the closing program.
4. Slots of those participants who cannot attend shall immediately be given to others who are interested to attend.
5. No participants are allowed to leave the venue during the two -day live -n workshop.
6. Their room check out will be at 12 noon of Day 2 but they are still required to attend afternoon sessions and closing program.
7. The following materials are needed during the workshop:
 - a. For Scriptwriters and Broadcasters:
 - 1) Copy of MELC
 - 2) Learning Resources suited for conversion to video lessons
 - 3) Laptop, extension wire and portable wifi device
 - 4) Personal make -up kit
 - 5) Green screen, lightings and tripod (by learning area)
 - 6) Lapel
 - 7) Clappers (to be provided by LRMSD)
 - b. For Photograph Directing



1) Good camera, preferably DSLR

c. For Video Editing

- 1) Earphones/Headset
- 2) Mouse
- 3) Extension cord
- 4) External HDD
- 5) Heavy duty laptop, if available
 - minimum of 8GB RAM
 - generation 8 or higher
 - i5 or i7 or its equivalent
 - at least 2GB video card

8. Expenses for accommodation will be charged against downloaded LR funds; travel expenses of facilitators, trainers and training managers shall be charged to Division Funds while transportation and incidental expenses of the teacher-participants are chargeable to School MOOE/local funds, all subject to accounting and auditing rules and regulations.

9. Participants whose schedule falls on Saturday and Sunday shall be granted Service Credits for teachers and Compensatory Overtime Credits for non-teaching personnel.

10. All attendees to the activity are also advised to observed existing health protocols.

11. For information, guidance and compliance of all concerned.


SUSAN S. COLLANO
Schools Division Superintendent

