RELEASED
APR 12 2022

April 8, 2022

DIVISION MEMORANDUM
OSDS-CID-DM- __182__ S. 2022

DIVISION WORKSHOP ON THE CONVERSION OF LEARNING RESOURCES TO AUDIO FILES IN EDUKASYON SA PAGPAPAKATAO

To: Chief Education Supervisor, CID
        Public Schools District Supervisors
        Elementary and Secondary School Heads

1. Corollary with the recently conducted Division Training on the Conversion of LRs to Audio Files per Division Memorandum 109, s. 2022, this office is conducting **workshop** as an outcome of the said training. This workshop shall be done **year-round**, covering the competencies from **1st to 4th quarters** in **Edukasyon sa Pagpapakatao** from **Grades 1 to 10**.

2. This workshop aims to:
    a. come up with quality assured audio files which can be utilized in **Podcast-Based Lessons** in the blended learning modality of instruction; and
    b. develop the skills of teachers involved along script writing, audio recording and editing and quality assurance.

3. The List of Development Team, Terms of Reference, Work Flowchart and Tasks Schedule are found in the attached enclosures.

4. Since this workshop will be done during Saturdays and Sundays, **service credits** will be granted to teachers who will render services for the above-stated activities in accordance with DepEd Order 53, s. 2003 entitled Granting of Service Credits to Teachers.

5. Travel and other incidental expenses relative to this activity are chargeable to local funds/school MOOE subject to the usual accounting and auditing rules and regulations.

6. For your information, guidance and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

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Division Workshop on the Conversion of Learning Resources to Audio Files
in Edukasyon sa Pagpapakatao

LIST OF DEVELOPMENT TEAM

Teacher-Podcaster	Station	Role
Elementary		
1. Myrel Ogalesco	Sicmil IS	Teacher-Podcaster (K to 3) Language editor
2. Mia Villamartin	Sagrada ES	Teacher-Podcaster (K to 3) Cover page and script editor
3. Rowena T. Able	Viga Central ES	Teacher-Podcaster (Gr. 4) Content editor
4. Job Samudio	Bislig ES	Teacher-Podcaster (Gr. 5) Content editor
5. Nelvin Villamartin	Rizal ES	Teacher-Podcaster (Gr. 6) Audio editor
Secondary		
1. Cheryl M. Tupue	CNHS	Teacher-Podcaster (Gr. 7) Language editor
2. Florabel T. Boragay	VRDHS	Teacher-Podcaster (Gr. 8) Content editor
3. Jane T. Tolledo	CNHS	Teacher-Podcaster (Gr. 9) Content editor
4. Christopher V. Villamartin	VRDHS	Teacher-Podcaster (Gr. 10) Cover page and script editor
5. Aldrin Barba	CNHS	Teacher-Podcaster (Gr. 10) Audio editor

TERMS OF REFERENCE

Role	Functions
Content Editor	1. Checks on the Objectives and Activities whether: a. The PBL has learning objectives that are measurable and clearly stated. b. The PBL has objectives that are aligned with MELCs. c. The PBL includes a variety of activities that promote learning outcomes. 2. Checks also the Intellectual Property Rights Compliance such as: a. The PBL has no copyright violations. b. The copyright texts and visuals used in PBL are cited. c. The copyright materials used in the PBL are accurately cited. d. The references are properly cited in the bibliography of the PBL script.

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Role	Functions

Script Editor	1. Checks on the following:
	  a. The script is written in a conversational manner.
	  b. The script is easy to understand and is appropriate to the target audience/ learners.
	  c. The parts of the script is cohesive. Linking of the parts is evident.
	  d. The script is free from grammatical error.

Language Editor	1. Focuses on Delivery and Articulation whether:
	  a. The voice of the podcaster is well-modulated.
	  b. The voice of the podcaster is dynamic and appealing, thus, elicits learner's attention.
	  c. The pacing of the delivery is appropriate to the level of the learners.
	  d. Every word in the script is well-enunciated.
	  e. The podcaster establishes his/her own identity which is evident in the general intro and extro.

Audio Editor	1. Examines the Sounds and Editing if:
	  a. The audio is free from any unnecessary noise.
	  b. The background music is not overpowering.
	  c. The background music matches the mood or tone of the script.

WORK FLOW CHART

Script Development	QA of Script	Audio Development	QA of Audio	Finalization	Submission
Script writing	Script editing	Audio recording	Audio editing	Evaluation	Submission to LR
Cover designing	Cover design editing		REVISION	REVISION(if necessary)	Release to the field
	REVISION				

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TASK SCHEDULE

Task	In-Charge	Days	Dates*	MOVs
Script writing and cover designing	Podcaster	3	April 5-7	Script and cover design
Script and cover design editing	Script editor	2	April 8-9	Filled-up checklist and suggestions
Revision (script and cover design)	Podcaster	3	April 10-12	Revised Script and Cover Design
Audio recording	Podcaster	3	April 18-20	PBL in mp4 format
Audio editing	Audio editor	2	April 21-22	Filled-up checklist and suggestions
Revision (audio)	Podcaster	2	April 23-24	Revised PBL in mp4 format
Evaluation	EsP EPS	2	April 25-26	Filled-up evaluation form and suggestions
Revision (if necessary)	Podcaster	2	April 27-28	Final PBL in mp4 format
Submission to LR	EsP EPS	1	April 29	Transmittal letter
Release to the field	LR EPS	1	April 30	Inclusion to the division link
Total Number of Days		21		

Note: *- for the succeeding development of audio files, the dates will be adjusted to the number of days until the chosen competencies from 1st to 4th quarters were covered.

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