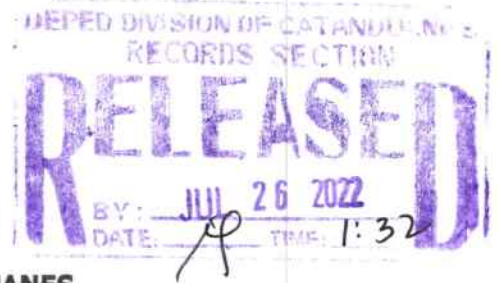




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



26 JULY 22

DIVISION MEMORANDUM

No. 361 s, 2022

**REORIENTATION/TRAINING CUM VIDEO LESSONS PREPARATION AND
QUALITY ASSURANCE FOR EPP AND TLE ELEMENTARY LEVEL SY 2022-2023**

To : Public Schools District Supervisor
Secondary and Elementary School heads and
Teachers concerned

1. This is to inform the field that there will be reorientation/training cum video lesson preparation for EPP, TLE elementary level on July 29, August 1-5, and 8-11 2022 at Rahj Inn Virac, Catanduanes.
2. This is partially live-in and live out training workshop to provide the participants opportunity to produce a quality output for our learners. To successfully carry out this activity participants are requested to bring editing laptop (Generation 8 at least 16gb RAM), DSLR Camera (1080p), Studio light (at least 3 light set up), Chroma cloth, Tripod, Make-up kit, LAPEL, wifi, extension wire, other paraphernalia for video recording, references, external saving device etc.
3. Each team is expected to produce quality assured video lesson for the use of schools next school year.
4. Since this activity falls within the vacation period a ten (10) days service credits shall be requested for both the participants and lead trainer.
5. The list of participants and activity is found in the matrix below.
6. Travel expenses of participants from their station to the venue shall be charged to their respective school MOOE subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.


SUSAN S. COLLANO
Schools Division Superintendent



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LIST OF PARTICIPANTS AND TRAINING TEAM

Role	Name of Participant (Team 1)	Name of Participant (Team 2)
Master Editor	Maricon Romero	John Alrey Tidon
2 nd Editor	Jhon Aldin Alam	Gladyslen Molina
On Cam Script Writer	Romelda Lizaso	Maidy Ann Arcilla
Director	Charmaine Kaye Abrasaldo	Elizabeth Villarey
DOP	Shane Dominic Araojo	Rodel Cerico
Make up artist	Ciara Ashley Brosula	Lina Publico
Source of lesson	Module 2-3 EPP ICT 4	Module 4-5 EPP ICT 4
Lead trainors	Hazel Vargas/ Emmanuel Barameda	CNHS
	Donald Karl Sorral	CNHS
	Jessie James Tanael	SAVS
	Febie Soriao	Bato East/San Roque ES
	Dennis Tulalian	Viga CES
Area Supervisor	Edgar Rima	SDO-CID

TRAINING/WORKSHOP MATRIX

Date	Activities	Responsible Person/Speaker	Expected output
July 29, 2022	Short opening program	Lead trainors/participants	Account and inspire the participants
	Presentation of script and critiquing	Romelda Lizaso Edgar Rima and all lead trainors	Refined or corrected script
	Incorporating team suggestions to the script	Romelda Lizaso	Script ready for video making
	Presentation of second script	Maidy Ann Arcilla Edgar Rima and lead trainors	Refined or corrected script
	Incorporating team suggestions	Maidy Ann Arcilla	Script ready for video making
	Tips on video making	Lead trainors	Participants provided with inputs on video making

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August 1, 2022	Short opening program	Team 1	Account, inspire the participants and provide clear direction
	Workshop on video making	Lead trainers	Partial video taking of the script
August 2	Continuation of the workshop	-do-	-do-
August 3	-do-	-do-	-do-
August 4	Partial curing of the video prepared	Lead trainers	Improved video lessons
August 5	Presentation of prepared video lesson for critiquing, editing, curing if needed	Participants and lead trainers	-do-
Aug. 8	Short Opening program	Team 2	Account, inspire and redirected participants
	Curing and editing of the video lessons	Lead trainers and participants	Improved video lessons
Aug. 9-10	-do-	-do-	-do-
Aug. 11	Presentation of edited video lessons in EPP	Participants, lead trainer, Supervisor and invited QA team from the LR	Quality assured video lesson ready for use by the schools