



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 16, 2022

DIVISION MEMORANDUM
No. 406 s. 2022

**PREPARATION OF VIDEO LESSON FOR EPP ICT GRADE 4, LESSON 6 TO 10
AND QUALITY ASSURANCE 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 preparation of video lesson in EPP ICT grade 4 covering lessons 6 to 10 on September 10-11 and 17-18 2022 at a venue to be announced later.
2. This is a live-in activity to ensure that the team complete the video lesson within the given time frame. Each team is advised to contact their video equipment provider to be ready during the video taking.
3. Since this activity falls within Saturday and Sunday a 4 days service credits or COC shall be granted to participants, trainor and supervisor.
 - a. The list of participants and trainor/master videographer is found in the matrix below.
 - b. Travel expenses of participants and all concerned in this activity shall be charged to their respective MOOE.
 - c. 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 Vargas	Elizabeth Villarey
DOP	Shane Dominic Araojo	Rodel Cerico
Make up artist	Laarni Lara	Lina Publico
Source of lesson	Module 6-7 EPP ICT 4	Module 8-10 EPP ICT 4
Lead trainers	Hazel Vargas and Emmanuel Barameda	CNHS
	Donald Karl Sorral	CNHS
	Jessie James Tanael	SAVS
	Febie Soriao	Bato East/San Roque ES
	Nathalie Turado (Guest Trainer)	Calatagan ES
Area Supervisor	Edgar Rima	SDO-CID

TRAINING/WORKSHOP MATRIX

Date	Activities	Responsible Person/Speaker	Expected output
Sept 10 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

