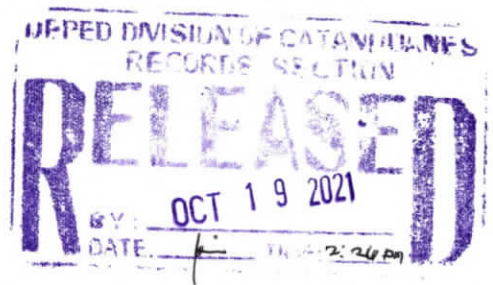




Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



October 18, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 409 s. 2021

**COMPOSITION OF TEAMS FOR DIGITIZATION OF
SELF-LEARNING MODULES(SLMs)**

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
All others concerned

1. In preparation for the production of **Interactive Digitized Materials**, DepEd SDO Catanduanes thru the ICT unit in collaboration with the CID shall start scouting skilled teachers to compose teams in developing interactive digitized materials. Teams shall be composed of Lecturers, Content Editors, Illustrators and Video Editors. Priority shall be given to teachers and school ICT Coordinators who were able to attend previous trainings/webinars workshops conducted by the SDO Catanduanes-ICTU.

2. In relation to this, interested teachers are advised to accomplish this link: <https://tinyurl.com/TeamsSLMs> guided with the criteria for the selection of Teams for digitization of SLMs (Enclosure 1) on or before **October 29, 2021**.

3. For queries, Technical Assistance and additional information, please contact the ICT Unit thru (CP#09291383262) or email at ictunit.ctd@deped.gov.ph.

4. For information, guidance and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent
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Enclosure 1

CRITERIA FOR SELECTION OF TEAMS FOR DIGITIZATION OF SLMs

1. Lecturers
 - a. Must be confident, physically and mentally fit
 - b. Must be computer and smartphone literate
 - c. Must have a camera phone
 - d. Must be eloquent/articulate in speaking English and Filipino languages
 - e. Preferably with experience in video or social media content creation
 - f. Preferably with experience in public speaking
 - g. Can commit to attending webinars and trainings
 - h. Can work with the technical support team who will be helping in the recording and editing of video and audio episodes
 - i. Must have and ACTIVE accounts provided by DepEd (GMail and MS 365)
2. Content Editor
 - a. Must be a content specialist in an identified subject area
 - b. Must have substantial experience in proofreading, content layout and production
 - c. Must possess exceptional communication skills both in written and verbal form
 - d. Must have exceptional skills in Office applications, specifically MS Word, MS Excel & other tools/apps available in their accounts (GMail and MS 365) provided by DepEd
 - e. Must display great analytical skills and perform sensitivity and fairness on reviews in all contents
 - f. Must have and ACTIVE accounts provided by DepEd (GMail and MS 365)
3. Illustrator
 - a. Must be creative and have a broad range of arts skills
 - b. Must have excellent drawing and IT skills
 - c. Must be creative and imaginative
 - d. Must enjoy creative work
 - e. Must have and ACTIVE accounts provided by DepEd (GMail and MS 365)
4. Video Editor
 - a. Can edit raw footage and add effects/elements to enhance motion graphics
 - b. Can assist in designing and creating storyboards
 - c. Can oversee the quality and progress of audio and video editing
 - d. Can fine-tune the content to ensure the logical sequencing of the video
 - e. Must have and ACTIVE accounts provided by DepEd (GMail and MS 365)



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