

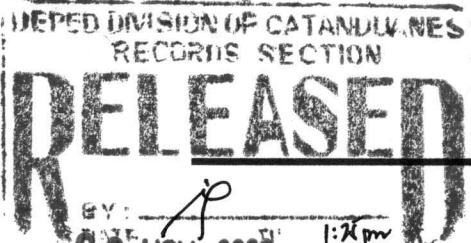


Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



23 NOV 2022

**DIVISION MEMORANDUM**  
**OSDS-CID-DM- 556 S. 2022**

**DIVISION WORKSHOP ON THE PRODUCTION OF VIDEO LESSONS IN MATHEMATICS**

TO: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All concerns

1. The Schools Division of Catanduanes through the Curriculum Implementation Division shall conduct a Division Workshop on the Production of Video Lessons in Mathematics on December 3, 5-13 at a venue to be announced later.
2. Specifically, the division workshop aims to enable the participants to:
  - a. Create new video episodes for JHS & SHS Mathematics and ABM (pre-production and production);
  - a. evaluate and edit submitted video lessons (post-production);
  - b. provide exposure to potential new members of the Production Team, and
  - c. provide model localized/contextualized video lessons for SDO-Catanduanes according to the set guidelines of DepEd-LRMDS.
3. The workshop is a series of activities composed of the quality assurance of the scripts, production, post-production, and quality assurance of video lessons. This shall be conducted in a limited face-to-face modality observing social distancing and health protocols to ensure the safety of participants and personnel amidst the Covid-19 pandemic.
4. Since December 7 & 8 are declared as holidays and December 10 & 11 fall on a Saturday & Sunday, 4 days of service credits and 4 days of Compensatory Overtime Credit (COC) shall be granted to the teacher participants, the school head, and supervisor respectively.
5. Enclosed herewith is the list of participants and Training Matrix for reference.





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6. Participants are expected to bring the following:
  - a. Laptop for each participant
  - b. USB Flash Drive
  - c. Headphone
  - d. Extension wire
  - e. Editing equipment
  
7. Snacks, meals, and other expenses relative to this activity shall be charged against Division FLO Fund and HRTD funds (Mathematics) while travel expenses of the participants are chargeable to school MOOE subject to the usual accounting and auditing rules and regulations.
  
8. For information, guidance, and compliance.

**SUSAN S. COLLANO**  
Schools Division Superintendent





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Enclosure No. 1 to Div. Memo No. \_\_\_\_\_ s. 2022

**DIVISION WORKSHOP ON THE PRODUCTION OF VIDEO LESSONS  
 IN MATHEMATICS**

**LIST OF PARTICIPANTS**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Mitsheline O. Surban	Writer/Broadcaster	Mayngaway ES
2	Janor Erwin Tablizo	Writer/Broadcaster	Palawig ES
3	Nestor Ubalde	Writer/Broadcaster	Magnesia ES
4	Shinette T. Oliveros	Writer/Broadcaster	Catanduanes NHS
5	Edwin Tomes	Illustrator	Dororian NHS
6	Luis Karlo Avila	Illustrator	Antipolo NHS
7	Princess Irish Araojo	Master Editor	Palta ES
8	Melanie Arcilla	Master Editor	
9	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
10	Christian Dominguez	Master Editor	PSAT
11	Christian Baldoza	Director of Photography	Cobo IS
12	Shekienah Joy E. Timola	Director of Photography	Bato RDHS
13	Orlando Alejandro	Director of Photography	Mayngaway NHS
14	Alvin Biñas	Make-up Artist	Tubli NHS
<b>Consultants/Quality Assurance (Technical)</b>			
15	Kristina T. Arcilla	Consultant (Illustrator)	Gigmoto Central ES
16	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
17	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
18	Emmanuel Barrameda	Consultant (Scriptwriting)	Catanduanes NHS
<b>Quality Assurance Team (Content)</b>			
19	Jezrahel T. Omadto	Content Editor/QA	SDO CID
20	Jonel Aznar	Content Editor	Bato RDHS
21	Carol Gil	Content Editor	Catanduanes NHS
<b>Support Staff</b>			
22	Jenelyn T. Laid		SDO-CID

Total Number of Participants: **22 Pax**





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Stages of Production, Number of Days, Number of Pax Involved

**A. Pre-Production (1 Day, 20 Pax) – DECEMBER 3, 2022**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Mitsheline O. Surban	Writer/Broadcaster	Maygnaway ES
2	Janor Erwin Tablizo	Writer/Broadcaster	Palawig ES
3	Nestor Ubalde	Writer/Broadcaster	Magnesia ES
4	Shinette T. Oliveros	Writer/Broadcaster	Catanduanes NHS
5	Edwin Tomes	Illustrator	Dororian NHS
6	Luis Karlo Avila	Illustrator	Antipolo NHS
7	Princess Irish Araojo	Master Editor	Palta ES
8	Melanie Arcilla	Master Editor	Calabnigan ES
9	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
10	Christian Dominguez	Master Editor	PSAT
11	Christian Baldoza	Director of Photography	Cobo IS
12	Shekienah Joy E. Timola	Director of Photography	Bato RDHS
13	Orlando Alejandro	Director of Photography	Mayngaway NHS
<b>Consultants</b>			
14	Kristina T.Arcilla	Consultant (Illustrator)	Gigmoto Central ES
15	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
16	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
17	Emmanuel Barrameda	Consultant (Scriptwriting)	Catanduanes NHS
<b>Quality Assurance Team/Content Editors</b>			
18	Jezrahel T. Omadto	Content Editor/QA	SDO CID
19	Jonel Aznar	Content Editor	Bato RDHS
20	Carol Gil	Content Editor	Catanduanes NHS

**B. Production (4 days, 18 pax) – December 5-8, 2022**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Mitsheline O. Surban	Writer/Broadcaster	Maygnaway ES
2	Janor Erwin Tablizo	Writer/Broadcaster	Palawig ES
3	Nestor Ubalde	Writer/Broadcaster	Magnesia ES
4	Shinette T. Oliveros	Writer/Broadcaster	Catanduanes NHS
5	Edwin Tomes	Illustrator	Dororian NHS
6	Luis Karlo Avila	Illustrator	Antipolo NHS
7	Princess Irish Araojo	Master Editor	Palta ES
8	Melanie Arcilla	Master Editor	Calabnigan ES
9	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
10	Christian Dominguez	Master Editor	PSAT
11	Christian Baldoza	Director of Photography	Cobo IS
12	Shekienah Joy E. Timola	Director of Photography	Bato RDHS





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13	Orlando Alejandro	Director of Photography	Mayngaway NHS
14	Alvin Biñas	Make-up Artist	Tubli NHS
<b>Consultants</b>			
15	Kristina T. Arcilla	Consultant (Illustrator)	Gigmoto Central ES
16	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
17	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
<b>Quality Assurance Team/Content Editors</b>			
18	Jezrahel T. Omadto	Content Editor/QA	SDO CID

**C. Post-Production (3 Days, 10 Pax) – December 9-11, 2022**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Edwin Tomes	Illustrator	Dororian NHS
2	Luis Karlo Avila	Illustrator	Antipolo NHS
3	Princess Irish Araojo	Master Editor	Palta ES
4	Melanie Arcilla	Master Editor	Calabnigan ES
5	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
6	Christian Dominguez	Master Editor	PSAT
<b>Consultants</b>			
7	Kristina T. Arcilla	Consultant (Illustrator)	Gigmoto Central ES
8	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
9	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
<b>Quality Assurance Team/Content Editors</b>			
10	Jezrahel T. Omadto	Content Editor/QA	SDO CID

**D. Presentation and Quality-Assurance of Videos (1 Day, 21 Pax) –  
 December 12, 2022**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Mitsheline O. Surban	Writer/Broadcaster	Mayngaway ES
2	Janor Erwin Tablizo	Writer/Broadcaster	Palawig ES
3	Nestor Ubalde	Writer/Broadcaster	Magnesia ES
4	Shinette T. Oliveros	Writer/Broadcaster	Catanduanes NHS
5	Edwin Tomes	Illustrator	Dororian NHS
6	Luis Karlo Avila	Illustrator	Antipolo NHS
7	Princess Irish Araojo	Master Editor	Palta ES
8	Melanie Arcilla	Master Editor	Calabnigan ES
9	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
10	Christian Dominguez	Master Editor	PSAT
11	Christian Baldoza	Director of Photography	Cobo IS
12	Shekienah Joy E. Timola	Director of Photography	Bato RDHS
13	Orlando Alejandro	Director of Photography	Mayngaway NHS





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14	Alvin Biñas	Make-up Artist	Tubli NHS
<b>Consultants</b>			
15	Kristina T.Arcilla	Consultant (Illustrator)	Gigmoto Central ES
16	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
17	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
18	Emmanuel Barrameda	Consultant (Scriptwriting)	Catanduanes NHS
<b>Quality Assurance Team/Content Editors</b>			
19	Jezrahel T. Omadto	Content Editor/QA	SDO CID
20	Jonel Aznar	Content Editor	Bato RDHS
21	Carol Gil	Content Editor	Catanduanes NHS

**E. Curing and finalization of Video-Lesson Episodes (1 Day, 11 Pax) –  
 December 13, 2022**

No	Name	Role	School
<b>PRODUCTION TEAM</b>			
1	Edwin Tomes	Illustrator	Dororian NHS
2	Luis Karlo Avila	Illustrator	Antipolo NHS
3	Princess Irish Araojo	Master Editor	Palta ES
4	Melanie Arcilla	Master Editor	Calabnigan ES
5	Jemima T. Rodriguez	Master Editor	Catanduanes NHS
6	Christian Dominguez	Master Editor	PSAT
<b>Consultants</b>			
7	Kristina T.Arcilla	Consultant (Illustrator)	Gigmoto Central ES
8	Christine Phoebe Bien	Consultant (Master Editor)	Catanduanes NHS
9	Hazel Grace T. Vargas	Consultant (Scriptwriting/Directing)	Catanduanes NHS
10	Emmanuel Barrameda	Consultant (Scriptwriting)	Catanduanes NHS
<b>Quality Assurance Team/Content Editors</b>			
11	Jezrahel T. Omadto	Content Editor/QA	SDO CID





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**MATRIX OF ACTIVITY**

Time	Activity	In-Charge/Presenter
<b>Pre-Production (DECEMBER 3, 2022)</b>		
7:30-8:00	Registration	TB, Directors, QA, Consultant
8:00-8:15	Preliminaries and Orientation	TB, Directors, QA, Consultant
8:15-9:00	Presentation of the Script Content	Teacher-Broadcasters
9:00-11:00	Feedbacking and Critiquing	QA Team, Consultants, Director
11:00-12:00	Open Forum	TB, Directors, QA, Consultant
12:00-1:00	LUNCH BREAK	
1:00-3:00	Editing of Scripts	Teacher-Broadcasters
3:00-5:00	Final Critiquing and Editing of Scripts	TB, Directors, QA, Consultant
<b>Production</b>		
<i>Day 1 (DECEMBER 5, 2022)</i>		
7:30-8:00	Preliminaries	Program Management Team
8:00-10:00	Storyboarding and setting up of studio	Program Management Team
10:00-12:00	HMU/prep of TB identification of locations, identification of graphics and illustrations Identification of the different musical score needed in the episodes	Program Management Team
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Production of OBB and Opening Spiels Preparation of Illustrations and other graphics for OBB and Opening Spiels Musical Scoring	Program Management Team
5:00-6:00	DINNER	Program Management Team
6:00-8:00	Production of OBB and Opening Spiels Preparation of Illustrations and other graphics for OBB and Opening Spiels Musical Scoring Editing of Raw File	Program Management Team
<i>Day 2 (DECEMBER 6, 2022)</i>		
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Production of Presentation	Program Management Team





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	Preparation of Illustrations and other graphics for Presentation/Lesson Proper Editing of Raw File	
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation Editing of Raw Data	Program Management Team
5:00-6:00	DINNER	Program Management Team
6:00-8:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation Editing of Raw Data	Program Management Team
<i>Day 3</i>	<b>(DECEMBER 7, 2022)</b>	
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation/Lesson Proper Editing of Raw File	Program Management Team
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation Editing of Raw Data	Program Management Team
5:00-6:00	DINNER	Program Management Team
6:00-8:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation Editing of Raw Data	Program Management Team
<i>Day 4</i>	<b>(DECEMBER 8, 2022)</b>	
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation/Lesson Proper Musical Scoring Editing of Raw File	Program Management Team
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Production of Presentation Preparation of Illustrations and other graphics for Presentation	Program Management Team







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	Musical Scoring Editing of Raw Data	
5:00-6:00	DINNER	Program Management Team
6:00-8:00	Production of Assessment and other needed Voice Overs Preparation of Illustrations and other graphics for Presentation Musical Scoring Editing of Raw Data	Program Management Team
<b>Post-Production</b>		
<i>Day 1</i>	<b>(DECEMBER 9, 2022)</b>	
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Stitching of the different frames, illustrations, and music	Master Editors, Illustrators, Directors
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Presentation and Quality Assurance	Master Editors, Illustrators, Directors, QA Team
5:00-6:00	DINNER	
<i>Day 2</i>	<b>(DECEMBER 10, 2022)</b>	
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Curing	Master Editors, Illustrators
12:00-1:00	LUNCH BREAK	
1:00 – 5:00	Curing	Master Editors, Illustrators, Directors, QA Team
5:00-6:00	DINNER	
6:00-8:00	Curing	Program Management Team
<i>Day 3 (DECEMBER 11, 2022)</i>		
7:30-8:00	Preliminaries	Program Management Team
8:00-12:00	Curing	Master Editors, Illustrators, Directors
12:00-1:00	LUNCH BREAK	
1:00 – 4:00	Rendering	Master Editors, Illustrators
4:00-5:00	Final Presentation of Episode	Program Management Team
5:00-6:00	DINNER	
<b>PRESENTATION AND QUALITY ASSURANCE OF VIDEO-LESSONS (DECEMBER 12, 2022)</b>		





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7:30-8:00	Preliminaries	Program Management Team
8:00-9:00	Presentation of Video Lesson #1	
9:00-10:00	Critiquing and Feedbacking	
10:00-11:00	Presentation of Video Lesson #2	
11:00-12:00	Critiquing and Feedbacking	
12:00-1:00	LUNCH BREAK	
1:00 – 2:00	Presentation of Video Lesson #1	
2:00-3:00	Critiquing and Feedbacking	
3:00-4:00	Presentation of Video Lesson #2	
4:00-5:00	Critiquing and Feedbacking	
5:00-6:00	Closing Program	
<b>Curing of Video-Lessons (DECEMBER 13, 2022)</b>		

