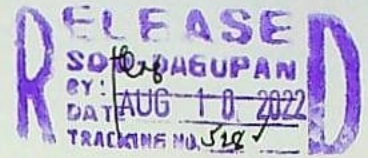




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 283, s. 2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Araling Panlipunan and Science Teachers
All Others Concerned

FROM: Office of the Schools Division Superintendent

DATE: August 10, 2022

SUBJECT: **CAPACITY BUILDING ON TV PRODUCTION, VIDEO LESSON SCRIPTWRITING, BROADCASTING AND VIDEO EDITING FOR ARALING PANLIPUNAN (AP) AND SCIENCE TEACHERS**

1. SDO Dagupan City shall conduct a Capacity Building on TV Production, Video Lesson Scriptwriting, Broadcasting and Video Editing for Araling Panlipunan (AP) and Science Teachers on August 15 – 19, 2022 at the SDO Conference Hall, 4th Floor Building.
2. The Capacity Building aims to strengthen AP and Science teachers in the production and utilization of quality Audio-Video lessons for Junior High School learners.

Specifically, it intends to:

- a. develop skills in audio-video scriptwriting, editing, and broadcasting;
- b. produce quality audio-video lessons in AP and Science for JHS learners; and
- c. organize the AP and Science Team and join the SDO Dagupan Bangus TV.

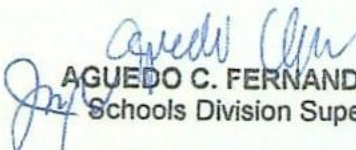


Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines
Telephone No: (075) 615-2645/615-2649
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3. The participants to this activity are the AP and Science teachers. Please see attached list of teachers who will attend the said capacity building.
4. All participants are expected to submit the required outputs which will be uploaded in a google drive to be provided during the workshop. They are also required to comply ALL training requirements such as L&D Evaluation and other acceptable outputs per session.
5. The teacher-participants shall bring the following gadgets: a laptop and a cellphone. Specifically, the laptops of video editors shall have the following technical specifications needed for video editing:
 - Processor: Intel i5, Ryzen 5, or other brands with same specs/performance**
 - RAM: 8Gb**
 - With Graphics Cards/dedicated graphics card**Please note that higher specs than the minimum requirement are highly suggested.
6. There will be a meeting for all the video editor-participants on August 11, 2022, Thursday at 1:00 PM at the SDO Conference Hall, 4th Floor Building. For all identified video editors, please bring your laptop for technical specification assessment and installation of the application software for video editing.
7. Immediate dissemination of this Memorandum is desired.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent



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Capacity Building on TV Production, Video Lesson Scriptwriting, Broadcasting and Video Editing for Araling Panlipunan and Science

Management Staff

LIEZL S. CANCINO
CHERRY A. CAYABYAB
MITCHELLENE V. RIVO
ISAGANI ROSARIO

D 1 – Nurse NOREEN B. VIDAL
D 2 - Nurse MARINA S. FESTEJO
D 3 – Nurse JOZZANA BASTO
D 4 – Nurse GLENN ERICKSON BASTO
D 5 – Nurse TEODORO MANAOIS

LIST OF PARTICIPANTS

Resource Speakers/Facilitators:

DAWN CRISSELLE HANDIG-BAUZON	RHEVEN B. CASTRO
JOJILL C. BELTRAN	NOEL PAUL C. DE GUZMAN
EINEE B. CAMOTA	KENNEDY G. GASCON, JR.
JAYSON B. CANSINO	MARK JOSEPH MACARAEG
CHERRY D. CARPO	DENNIS A. SOLIS

Consultants:

SDS AGUEDO C. FERNANDEZ, CESO V
ASDS MARCIANO U. SORIANO, JR., CESO VI
CES MARIA LINDA R. VENTENILLA
CES EDILBERTO R. ABALOS
WIDMARK F. BALMORES



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ARALING PANLIPUNAN

<i>SCHOOLS</i>	<i>SCRIPTWRITER</i>	<i>VIDEO EDITOR</i>	<i>TEACHER BROADCASTER</i>
DCNHS	JOY D. RAMOS CYNTHIA C. DE GUZMAN	ERNAMAE A. JIMENEZ	LOWEL DR. ESTRADA
BBNHS	FIDELISA F. SIAPNO JELLY Q. AGUILAR	BERNARD B. CAYABYAB	ARLITA R. CEREZO
JJDVSTVSS	NOJIVER T. ZARATE CYNTHIA D. GALLA	RAQUEL C. CRUZADA	DENNIS M. BIASAGA
CNHS	LARA JESUSA P. RAMOS GEMMA F. VALDEZ	NORBERTO F. BAUTISTA	MARY JOY T. MANITO
SNHS	ABBEGAYLE PAULINO	JAYSON P. CASINGAL	LYNLEAN M. BALLESTEROS
ECIS	LUZVIMINDA C. MABANGLO JOSEPHINE BALADAD	MARNICK M. NICOLAS	MIKE ROLDAN BARROZO
FNCIS	MYLA Q. GARCIA CHERRY E. CARLOS	JACQUIELYN R. BAYONA	SALLY D. LEGASPI
PIS	ALEXIS B. PIDLAOAN PAUL VINCENT JIMENEZ	LUCKY ALLAN C. VALLE	RUBY M. SARSOZA

SCIENCE

<i>SCHOOLS</i>	<i>SCRIPTWRITER</i>	<i>VIDEO EDITOR</i>	<i>TEACHER BROADCASTER</i>
DCNHS	DARRYL O. CALIMLIM JEMIMA AQUINO	KIM CHARLIE R. GARCIA	MARIWEN C. ALEMOS
BBNHS	CASANDRA M. SANTOS JACQUELINE U. CLAVERIA	JENNY ROSE J. GENGOS	MARIA TERESITA L. CASILANG
JJDVSTVSS	ELI AMOR S. PARAGAS CARIDAD GERALDINE V. ORIO	LOVELY MAE S. MARAMBA	SHARON S. PEREZ
CNHS	TERESA R. GONZALES ANTONY B. GONZALES	KRISTIN AVIGAILE R. ORTIZ	MARIA AURORA C. REYES
SNHS	LEAH JANICE G. BESACRUZ	LARA O. NASIC	MARISOL L. DE GUZMAN
ECIS	JOAN M. BRUAN REAGAN F. DE GUZMAN	LIEZEL E. MARTINEZ	MICHAEL J. GARCIA
FNCIS	MICHAEL DG. CABALLERO RUTH MARIE G. MENESES	JAN MARC C. CASTILLO	NOEMI C. HIQUINA
PIS	JAIME G. NICOMEDES REMEDIOS GOMEZ	JULIUS ANGELO B. JUGO	CHARITO S. HORTALEZA

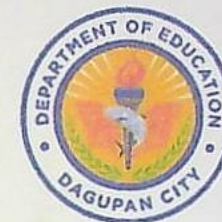


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Capacity Building on TV Production, Video Lesson Scriptwriting, and Broadcasting for Araling Panlipunan and Science Teachers

TRAINING MATRIX

SCRIPTWRITERS

LIMITED FACE-TO-FACE TRAINING

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 1 AUGUST 15, 2022 8:30 – 9:00 AM	OPENING PROGRAM	FACILITATOR: JAYSON CANSINO
	PRELIMINARY ACTIVITIES	VIA AVP
	INTRODUCTION OF SPEAKER	JAYSON CANSINO
	LECTURE PROPER	
9:00 – 12:00 NN	The Fundamentals of Scriptwriting on TV Production	DENNIS SOLIS
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00 PM	WORKSHOP FOR SCRIPTWRITING	PARTICIPANTS

VIDEO EDITORS

SIMULTANEOUS LIMITED FACE-TO-FACE FOR VIDEO EDITOR PARTICIPANTS

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 1 AUGUST 15, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
	INTRODUCTION OF SPEAKER	EINEE CAMOTA
	LECTURE PROPER	
9:00 – 10:30 AM	Introduction for Video Editing using multi-media platform	KENNEDY G. GASCON JR.
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00 PM	WORKSHOP FOR VIDEO EDITING	PARTICIPANTS

BROADCASTING*LIMITED FACE-TO-FACE TRAINING*

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 2 AUGUST 16, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
	INTRODUCTION OF SPEAKER	JAYSON CANSINO
	LECTURE PROPER	
9:00 – 12:00 NN	Teacher-Broadcasting Clichés	DAWN CRISELLE BAUZON
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00 PM	WORKSHOP FOR TEACHER BROADCASTING	PARTICIPANTS

VIDEO EDITORS*SIMULTANEOUS LIMITED FACE-TO-FACE FOR VIDEO EDITOR PARTICIPANTS*

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 2 AUGUST 16, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
	LECTURE PROPER	
9:00 – 12:00 NN	In-depth practical approach using Adobe Premiere	NOEL PAUL DE GUZMAN
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00 PM	WORKSHOP FOR VIDEO EDITING	PARTICIPANTS

VIDEO PRODUCTION

LIMITED FACE-TO-FACE TRAINING

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 3 AUGUST 17, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
	LECTURE PROPER	
9:00 – 12:00 NN	In-depth Practical Approach on Videography	RHEVEN CASTRO NOEL PAUL DE GUZMAN
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00 PM	WORKSHOP FOR VIDEO PRODUCTION, VIDEO SHOOT, And VIDEO EDITING	PARTICIPANTS OF BROADCASTERS AND VIDEO EDITORS

CONTINUATION OF VIDEO EDITING

LIMITED FACE-TO-FACE TRAINING

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 4 AUGUST 18, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
	LECTURE PROPER	
9:00 – 12:00 NN	Mobile Videography and Video Editing using CapCut App	MARK JOSEPH MACARAEG
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:30 PM	Sound Editing: Integration of Sound Effects, Music, and Musical Background for Video Lesson	JOJILL BELTRAN
2:30 – 4:00 PM	WORKSHOP FOR SOUND EDITING	PARTICIPANTS

LIMITED FACE-TO-FACE TRAINING

DAY/TIME	ACTIVITY	RESOURCE SPEAKER
DAY 5 AUGUST 19, 2022 8:30 – 9:00 AM	PRELIMINARY ACTIVITIES	VIA AVP
9:00 – 12:00 NN	FINALIZATION OF OUTPUT	NOEL PAUL DE GUZMAN KENNEDY GASCON and PARTICIPANTS
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	PRESENTATION and EVALUATION OF OUTPUT	PARTICIPANTS and SDS, ASDS, EPS, KEY INDIVIDUALS, AND RESOURCE SPEAKERS
3:00 – 4:00	CLOSING PROGRAM	