



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **400**, s. 2025

25 JUN 2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING
RESOURCES BASED ON SLM CONTENTS
(MAKABANSA 2, KINDERGARTEN, SCIENCE, ALS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Unit/ Section Heads
Concerned School Heads

) CBNHS Poblacion, HVMES
) BNHS, MMMES
) Rayuray ES, Baoa East ES
) Sumader ES, Dariwdiw ES
) Biningan ES, GARSHS, ALS

All Others Concerned

1. In view of Regional Memorandum No. 802, s. 2025, the Department of Education Regional Office I through the Curriculum and Learning Management Division (CLMD-LRMS) initiated a series of activities on the development of Microlearning Resources (MLRs) based on SLM contents anchored on the MATATAG Curriculum.

2. As such, the CLMD-LRMS will be conducting the Upskilling on the Production and Video Editing of Microlearning Resources Based on SLM Contents- Batch 3 at Hotelinda Suites, Vigan City on June 30, 2025 to July 5, 2025. The production phase is the next activity after the scriptwriting and storyboard development.

3. The activity intends to produce microlearning resources (MLRs) for Grades 2, 3, 5, and 8 Science, Makabansa, Kindergarten and Alternative Learning System anchored on the MATATAG Curriculum. This initiative intends to enhance competencies of field personnel in the production and video editing of micro learning resources to address remote and virtual teaching environments. These MLRs will be accessible on multiple devices and platforms, providing equitable opportunities to all learners. Moreover, the MLRs will enhance the production of non-print, text-based learning resources (LRs) that complement digitized contents, which is one of the thrusts of the MATATAG basic Education Agenda.

4. The participants from the Schools Division of the City of Batac are the following:

	KINDERGARTEN		MAKABANSA 2	
ROLE	NAME	OFFICIAL STATION	NAME	OFFICIAL STATION
Director	Greggy Mark G. Sayabat	HVMES	Jasen Kyle S. Ortal	Rayuray ES
Teacher Broadcaster	Phoebe Ruth S. Gabriel	Sumader ES	May-Ann A. Rupisan	Biningan ES
Videographer/ Director of Photography	Steve John Bautista	CBNHS Poblacion	Felibeth S. Saladino	CBNHS Poblacion
Illustrator	Frezar Marvyl F. Somera	CBNHS Poblacion	Angelito C. Tapaoan	HVMES

Evaluator	Marilou P. Omotoy	SDO	Jhon Rey D. Ortal/ Aubrhey Marie R. Oasay	SDO
Video Editor	Mark Nathaniel M. Cabansag	MMMES	Mark Christian P. Caluya	HVMES

	SCIENCE		ALS	
ROLE	NAME	OFFICIAL STATION	NAME	OFFICIAL STATION
Director	John Resty C. Arellano	Dariwdiw ES	Geraldine O. Lao-at	SDO
Teacher Broadcaster	Regie P. Lizardo	Baoa East ES	Claire B. James	ALS
Videographer/ Director of Photography	John Patrick Guittap	CBNHS Poblacion	Derill M. Ortal	ALS
Illustrator	Ruby Leah Justo	BNHS	Eddiefel Ruiz	HVMES
Evaluator	Gladys B. Lampitoc	SDO	Divelyn P. Maddela	SDO
Video Editor	Jayson C. Lampitoc	MMMES	Queenie Rose Salaan	GARSHS

5. The team of the Schools Division of the City of Batac (SDCB) is expected to bring multimedia equipment and essentials. Laptop, camera, gun tacker and staple wire, lighting paraphernalia, extension cords, and other needed materials shall also be brought by the production team to expedite the production of the target outputs.

6. For audio shoots using green screen, the teacher-broadcasters/on-camera artists are advised to bring the existing Tuesday or Wednesday uniform. For onsite location shoots, the wardrobe should complement the location and content. White, black, busy patterns or distracting textures are discouraged. In addition, participants are advised to bring make-up kits and wardrobe that projects a professional image.

7. Pre-shooting activities, if necessary, may be done by the production team.

8. The participants are expected to observe and perform the Terms of Reference (TOR) in Enclosure 1, which outlines their responsibilities and tasks during the workshop and development. All participants are required to register via <https://tinyurl.com/ProdMLRsBatch3-SciALSSPCs> on or before June 25, 2025 to facilitate the printing of certificates. Assigning of rooms in the hotel will be on a first-come-first-served basis

9. First meal to be served is afternoon snacks on June 30, 2025 and the last meal will be lunch on July 5, 2025. Opening Program will start at 2:45 PM to be followed immediately by a plenary session.

10. Meals, venue, accommodation, supplies, and travel expenses of the participants shall be charged to FY 2025 GAA subject to the usual government accounting rules and regulations. Travel expenses of the participants will be downloaded to the Schools Division Offices thru the issuance of Sub-Allotment Release Order (SARO).

11. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends or holidays in accordance with the provisions of DepEd Order no. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2015.

12. Attached is the Regional Memorandum for other details.

13. This Memorandum serves as the official Authority to Travel of the identified participants

14. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: RM 802, s. 2025
To be included in the Perpetual Index
Under the following subject:

LEARNING RESOURCES

ARO/DM-DM Upskilling Videoediting MLRsBtach3
2509133/25011/June 24, 2025

Terms of Reference of the Production Team

1. Director

Role Summary: Oversees the creative vision and overall production process, ensuring alignment with the project's goals.

Skills Needed:

- Strong leadership and decision-making skills
 - Deep understanding of storytelling, pacing, and visual language
 - Excellent communication and interpersonal skills
 - Ability to manage a team and coordinate with various departments
 - Knowledge of scriptwriting, camera work, lighting, and production
-

2. On-Cam Talent / Teacher-Broadcaster / Voice Talent

Role Summary: Serves as the face or voice of the production, delivering content with clarity, emotion, and engagement.

Skills Needed:

- Excellent diction, articulation, and vocal modulation
 - Strong on-camera presence and confidence
 - Ability to engage viewers and deliver content effectively
 - Adaptability to direction and feedback
 - Familiarity with script reading and basic acting or presenting techniques
-

3. Director of Photography (DOP) / Cameraman

Role Summary: Responsible for capturing the visual elements of the production using appropriate camera techniques and lighting.

Skills Needed:

- Proficiency with cameras, lenses, lighting, and framing
 - Understanding of visual composition and movement
 - Technical knowledge of video formats and recording equipment
 - Creative eye for cinematography and mood-setting
 - Ability to work closely with the director and crew
-

4. Illustrator / Graphic Artist / Animator

Role Summary: Creates original illustrations, layouts, and visual assets to support and enhance the content. Brings visual elements to life using motion graphics and animation for educational or creative storytelling.

Skills Needed:

- Proficiency in Adobe Illustrator, Photoshop, or similar software
 - Proficiency in drawing and design fundamentals
 - Creativity and ability to visualize concepts
 - Attention to detail and brand consistency
 - Ability to collaborate and adapt to feedback
 - Expertise in animation software (e.g., After Effects, Blender, Toon Boom)
 - Strong understanding of motion design, timing, and transitions
 - Creativity in conceptualizing and animating sequences
 - Ability to sync visuals with audio and narration
 - Attention to technical details like resolution and frame rates
-

5. Video Editor

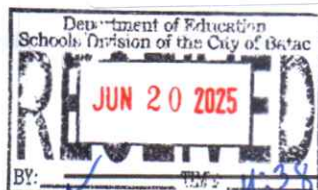
Role Summary: Assembles recorded footage, audio, and visual effects to produce the final polished video.

Skills Needed:

- Proficiency in editing software (e.g. Adobe Premiere Pro, Final Cut Pro, Da Vinci Resolve)
 - Strong sense of timing, storytelling, and pacing
 - Audio syncing, color grading, and basic visual effects skills
 - Problem-solving and attention to detail
 - Ability to meet deadlines and follow director's vision
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Republic of the Philippines
Department of Education
REGION I

**REGIONAL MEMORANDUM**No. 802, s. 2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING
OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS
(BATCH 3 - SCIENCE, ALTERNATIVE LEARNING SYSTEM, AND SPECIAL
CURRICULAR PROGRAM)**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through the Curriculum and Learning Management Division -Learning Resource Management Section (CLMD-LRMS) initiated a series of activities on the development of microlearning resources based on SLM and critical contents anchored on the MATATAG Curriculum.
2. Anent this, CLMD-LRMS will be conducting the Upskilling on the Production and Video Editing of Microlearning Resources Based on SLM Contents - Batch 3 at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on June 30, 2025 to July 5, 2025 Noon. The production phase is the next activity after the scriptwriting and storyboard development.
3. The activity intends to produce microlearning resources (MLRs) for Grades 3, 5, and 8 Science, Alternative Learning System and Special Curricular Programs anchored on the MATATAG Curriculum. This initiative intends to enhance the competencies of the field personnel in the production and video editing of microlearning resources to address remote and virtual teaching environments. These MLRs will be accessible on multiple devices and platforms, providing equitable opportunities to all learners. Moreover, the MLRs will enhance the production of non-print, text-based learning resources (LRs) that complement digitized contents, which is one of the thrusts of the MATATAG Basic Education Agenda.
4. To realize the objective of the activity, Schools Division Offices are requested to support this initiative by allowing non-teaching and/or teaching personnel who have the expertise in the production and video editing of learning resources following the slot per SDO indicated in Annex A. Furthermore, the members of the National Technical Working Group (NTWG) on MLRs (Annex B) and experts on video production, animation and editing are likewise requested to attend the activity to serve as resource speakers/facilitators and members of the Regional Technical Working Group (RTWG).
5. To ensure smooth flow and to avoid backlog in the production of outputs for the production phase, it is expected that the required scripts and storyboards in the pre-production phase are fully quality assured.
6. Each Schools Division Office is expected to bring the multimedia equipment and essentials provided by the Regional Office intended for the production of multimedia learning resources. Laptop, camera, gun tacker and staple wire, lighting

paraphernalia, extension cords, and other needed materials shall also be brought by the production team to expedite the production of the target outputs.

7. For audio shoots using a green screen, the teacher-broadcasters/on-camera artists are advised to bring the existing Tuesday or Wednesday uniform. For onsite location shoots, the wardrobe should complement the location and content. White, black, busy patterns or distracting textures are discouraged. In addition, participants are advised to bring make-up kits and wardrobe that projects a professional image.

8. Pre-shooting activities, if necessary, may be done by the production team.

9. Moreover, the participants are expected to observe and perform the Terms of Reference (TOR) in Annex C. They are also required to register via this link: <https://tinyurl.com/ProdMLRsBatch3-SciALSSPCs> on or before June 25, 2025 to facilitate the printing of certificates. Assigning of rooms in the hotel will be on a **first-come-first-served basis**.

10. First meal to be served is afternoon snacks on June 30, 2025 and the last meal will be lunch on July 5, 2025. Opening Program will start at 2:45 p.m. to be followed immediately by a plenary session.


11. Meals, venue, accommodation, supplies and travel expenses of the participants shall be charged to FY 2025 GAA subject to the usual government accounting rules and regulations. Travel expenses of the participants will be downloaded to the Schools Division Offices thru the issuance of Sub-Allotment Release Order (SARO).

12. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekend in accordance with the provisions of DepEd Order No. 53, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

13. For further queries or clarifications, please call the CLMD-LRMS through 072-682-2324 loc. 121 or email at lrmds.region1@deped.gov.ph.

14. For information, guidance and immediate dissemination.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: As stated

Reference: Regional Memorandum No. 519, s. 2025

To be indicated in the Perpetual Index

Under the subject:

MICROLEARNING RESOURCES

CLMD-LRMS/gaa/RM_UpskillingonMLRProduction.Batch3
June 20, 2025



DepEd RO1



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Certificate No. POF-QAT
26.02.0179

Annex A: Slots per Schools Division Office
Batch 3: Science, ALS, and Special Curricular Programs

SDO	Assignment	SLOT	Director	On-cam talent/teacher/broadcaster/voice talent	Director of Photography/videographer	Illustrator/graphic artist/animator	LR Evaluator	Video editor	TOTAL
Alaminos City	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
Batac City	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
Dagupan City	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
	STE	1			1	1	1	1	6
	SSES	1			1	1	1	1	6
Ilocos Norte	Science 3	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
	SPS	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
Ilocos Sur	Science 5	1			1	1	1	1	6
	ALS	1			1	1	1	1	6
	SPM	1			1	1	1	1	6
	Science 5	1			1	1	1	1	6
Laoag City	Science 5	1			1	1	1	1	6
	SPA	1			1	1	1	1	6
	Science 5	1			1	1	1	1	6
	SPM	1			1	1	1	1	6
La Union	Science 5	1			1	1	1	1	6
	SPTVE	1			1	1	1	1	6
	SPS	1			1	1	1	1	6
	Science 8	1			1	1	1	1	6
Pangasinan I	ALS	1			1	1	1	1	6
	SPFL	1			1	1	1	1	6
	SPA	1			1	1	1	1	6
	SPTVE	1			1	1	1	1	6
Pangasinan II	Science 8	1			1	1	1	1	6
	SPFL	1			1	1	1	1	6
	SPA	1			1	1	1	1	6
	SPTVE	1			1	1	1	1	6
San Carlos City	Science 5	1			1	1	1	1	6
	SPA	1			1	1	1	1	6
	STE	1			1	1	1	1	6
	Science 5	1			1	1	1	1	6
San Fernando City	Science 5	1			1	1	1	1	6
	SSES	1			1	1	1	1	6
	Science 8	1			1	1	1	1	6
	SPJ	1			1	1	1	1	6
Urdaneta City	Science 8	1			1	1	1	1	6
	SPJ	1			1	1	1	1	6
	SPM	1			1	1	1	1	6
	Science 8	1			1	1	1	1	6
Vigan City	Science 8	1			1	1	1	1	6
	SPJ	1			1	1	1	1	6
	SPM	1			1	1	1	1	6
	Science 8	1			1	1	1	1	6

Annex B: Composition of the Technical Working Group (Resource Speakers and Facilitators)

Batch 3: Science, ALS, and Special Curricular Programs

Name	SDO/Office	
Virgilio O. Carolino	Pangasinan I	Former EdTech Specialist
Michael D. Domondon	Pangasinan I	NTWG-MLRs
Alvin A. Sy	Pangasinan I	Former Senior EdTech Specialist
Roderick A. Fajardo	Pangasinan I	Former ICTS EdTech Specialist
Joanne D. Peralta	Pangasinan I	Former DepEd TV Teacher-Broadcaster
Rey P. Acojido	Laoag City	Former DepEd TV video editor
Rodel R. Rimando	La Union	National Illustrator and Animation Expert
Jean A. Tropel	Urdaneta City	NTWG-MLRs
Luzviminda Solis	Urdaneta City	NTWG-MLRs
Roel R. Rabang	Vigan City	Former DepEd TV video editor
Dennis Evangelista	Dagupan City	Former DepEd ICTS EdTech Specialist
Arlene A. Niro	Regional Office I	Chief ES, CLMD
Gina A. Amoyen	Regional Office I	EPS, LRMS/ Focal Person
Jackelyn R. Aguinaldo	Regional Office I	EPS, SPTVE
Rodolfo Ligawad, Jr.	Regional Office I	EPS, SPA, SPS
Rica A. Perez	Regional Office I	EPS, SPM
Antonio Laceste Jr.	Regional Office I	EPS, ALS
Nida N. Carbajal	Regional Office I	Librarian II
Alvin I. Orine	Regional Office I	Teaching Aids Specialist
Niña Marie C. Ballada	Regional Office I	Administrative Assistant II

Annex C: Terms of Reference of the Production Team

1. Director

Role Summary: Oversees the creative vision and overall production process, ensuring alignment with the project's goals.

Skills Needed:

- Strong leadership and decision-making skills
- Deep understanding of storytelling, pacing, and visual language
- Excellent communication and interpersonal skills
- Ability to manage a team and coordinate with various departments
- Knowledge of scriptwriting, camera work, lighting, and production

2. On-Cam Talent / Teacher-Broadcaster / Voice Talent

Role Summary: Serves as the face or voice of the production, delivering content with clarity, emotion, and engagement.

Skills Needed:

- Excellent diction, articulation, and vocal modulation
- Strong on-camera presence and confidence
- Ability to engage viewers and deliver content effectively
- Adaptability to direction and feedback
- Familiarity with script reading and basic acting or presenting techniques

3. Director of Photography (DOP) / Cameraman

Role Summary: Responsible for capturing the visual elements of the production using appropriate camera techniques and lighting.

Skills Needed:

- Proficiency with cameras, lenses, lighting, and framing
- Understanding of visual composition and movement
- Technical knowledge of video formats and recording equipment
- Creative eye for cinematography and mood-setting
- Ability to work closely with the director and crew

4. Illustrator / Graphic Artist

Role Summary: Creates original illustrations, layouts, and visual assets to support and enhance the content.

Skills Needed:

- Proficiency in Adobe Illustrator, Photoshop, or similar software
- Proficiency in drawing and design fundamentals
- Creativity and ability to visualize concepts
- Attention to detail and brand consistency
- Ability to collaborate and adapt to feedback

5. Animator

Role Summary: Brings visual elements to life using motion graphics and animation for educational or creative storytelling.

Skills Needed:

- Expertise in animation software (e.g., After Effects, Blender, Toon Boom)
- Strong understanding of motion design, timing, and transitions
- Creativity in conceptualizing and animating sequences
- Ability to sync visuals with audio and narration
- Attention to technical details like resolution and frame rates

6. Video Editor

Role Summary: Assembles recorded footage, audio, and visual effects to produce the final polished video.

Skills Needed:

- Proficiency in editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve)
 - Strong sense of timing, storytelling, and pacing
 - Audio syncing, color grading, and basic visual effects skills
 - Problem-solving and attention to detail
 - Ability to meet deadlines and follow the director's vision
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7. Evaluator

Role Summary: Evaluates the activity using the prescribed evaluation tool for the production of micro-learning resources.

Skills Needed:

- Expertise in the evaluation process and utilization of the standard evaluation tool for the production of MLRs;
- Proficiency in camera and shot composition, sound recording, blocking and performances, production design, lighting, data organization and repository, and setting up and wrapping up.