



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. **441** s. 2025

**04 JUL 2025**

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF  
MICROLEARNING RESOURCES  
BATCH 4: ENGLISH AND FILIPINO; BATCH 5: GMRC AND EPP/TLE**

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

1. 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. Anent this, CLMD will conduct the Upskilling on the Production and Video Editing of Microlearning Resources based on SLM and critical contents at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on the following dates:

Batch 4: English and Filipino	July 7 (PM) - 12 (NN), 2025
Batch 5: GMRC/EsP and EPP/TLE	July 14 (PM) -19 (NN), 2025

3. The activity intends to produce microlearning resources (MLRs) for Grades 2, 3, 5, and 8 English, Filipino, GMRC, and EPP/TLE 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:

<b>BATCH 4</b>	<b>ENGLISH</b>		<b>FILIPINO</b>	
ROLE	NAME	OFFICIAL STATION	NAME	OFFICIAL STATION
Director	Lovely Jane Durante	CMVNHS	Jolibelle C. Franada	Bil-loca ES
Teacher Broadcaster	Mary Jane B. Silao	CAMES	Chris Madel Mendoza	HVMES
Videographer/ Director of Photography	Erwin Kyle Balmilero	CBNHS Poblacion	Jim Cesar Baylon	Quiling ES
Illustrator	Clarence C. Manarpaac	CBNHS Poblacion	Rommel S. Villanueva	Tabug ES
Evaluator	Lovella J. Galut	Camandingan ES	Jenna Mae Pungtilan	BNHS

Video Editor	Roma Berna R. Gamit	Magnuang ES	Markiel Matthew Gamas	CBNHS Poblacion
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	GMRC		EPP/TLE	
ROLE	NAME	OFFICIAL STATION	NAME	OFFICIAL STATION
Director	Roger Ibe	Nagbacalan ES	Connie Marie Balignasay	SDO
Teacher Broadcaster	Aiken Jay T. Respicio	CAMES	Leenieh Jane Aquino	Baligat ES
Videographer/ Director of Photography	Mark Joseph Pascua	GARSHS	Dale Justine S. Rabena	SDO
Illustrator	Mark Nathaniel M. Cabansag	MMES	Jomar Caluya	CBNHS Poblacion
Evaluator	Aileen V. Joaquin	SDO	Allan B. Garcia	SDO
Video Editor	Wiljim G. Galimba	CBNHS Poblacion	Kenneth Irving Diric	BNHS

5. The team of the Schools Division of the City of Batac (SDCB) is expected to bring printed copies of evaluated scripts and storyboards, 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. Moreover, the participants are expected to observe and perform the Terms of Reference (TOR) in Enclosure 1. They are also required to register via this link: <https://tinyurl.com/ProdMLRsBatch4> (English and Filipino); and <https://tinyurl.com/ProdMLRsBatch5> (GMRC/Values Education and EPP/TLE) on or before July 1, 2025 to facilitate the printing of certificates. Assigning of rooms in the hotel will be on a **first-come-first-served basis**.

9. For Batch 4 the first meal to be served is afternoon snacks on July 7, 2025 and the last meal will be lunch on July 12, 2025. For Batch 5 the first meal shall be afternoon snacks on July 14, 2025 and the last meal shall be lunch on July 19, 2025. Opening Program will start at 3:00 p.m. 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 MLRsBtach4&5  
2509695/25014/July 1, 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
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### 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
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### 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:**

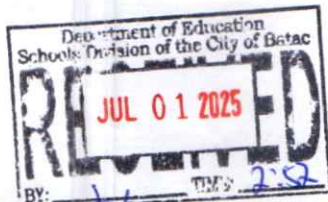
- Proficiency in Adobe Illustrator, Photoshop, or similar software
  - Proficiency in drawing and design fundamentals
  - Creativity and ability to visualize concepts
  - Attention to detail and brand consistency
  - Ability to collaborate and adapt to feedback
  - Expertise in animation software (e.g., 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. 852, s. 2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING  
OF MICROLEARNING RESOURCES**  
**Batch 4: English and Filipino; Batch 5: GMRC/Values Education and  
EPP/TLE)**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through the Curriculum and Learning Management Division (CLMD) 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 will conduct the Upskilling on the Production and Video Editing of Microlearning Resources based on SLM and critical contents at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on the following dates:

Batch 4: English and Filipino	July 7 (PM) - 12 (NN), 2025
Batch 5: GMRC/EsP and EPP/TLE	July 14 (PM) - 19 (NN), 2025

3. The activity intends to produce microlearning resources (MLRs) for Grades 2, 3, 5 and 8 English and Filipino, Grades 2, 3 and 5 GMRC, Grade 8 Values Education, Grade 5 EPP, and Grade 8 TLE anchored on the MATATAG Curriculum. This initiative intends to enhance the competencies of the 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. 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 microlearning resources, 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 printed copies of the evaluated scripts and storyboards, 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 standupper/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 makeUp 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/ProdMLRsBatch4> (English and Filipino); and <https://tinyurl.com/ProdMLRsBatch5> (GMRC/Values Education and EPP/TLE) on or before July 1, 2025 to facilitate the printing of certificates. Assigning of rooms in the hotel will be on a **first-come-first-served basis**.

10. For Batch 4 the first meal to be served is afternoon snacks on July 7, 2025 and the last meal will be lunch on July 12, 2025. For Batch 5 the first meal shall be afternoon snacks on July 14, 2025 and the last meal shall be lunch on July 19, 2025. Opening Program will start at 3:00 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.13, s. 2024 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](mailto:lrmds.region1@deped.gov.ph).

14. For information, guidance and immediate dissemination.



**TOLENTINO G. AQUINO**  
Director IV

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.Batch4&5  
July 1, 2025



**Annex A: Slots per Schools Division Office**  
**Batch 4: English and Filipino**

SDO	Assignment	SLOT					LR Evaluator	Video editor	TOTAL
		Director	On-cam talent/ teacher broadcaster/ voice talent	Director of Photography/ videographer	Illustrator / graphic artist/ animator				
Alaminos City	English 2	1	1	1	1	1	1	1	6
	Filipino 2	1	1	1	1	1	1	1	6
Batac City	English 2	1	1	1	1	1	1	1	6
	Filipino 2	1	1	1	1	1	1	1	6
Candon City	English 2	1	1	1	1	1	1	1	6
	Filipino 2	1	1	1	1	1	1	1	6
Dagupan City	English 3	1	1	1	1	1	1	1	6
	Filipino 3	2	2	2	2	2	2	2	12
Ilocos Norte	English 3	1	1	1	1	1	1	1	6
	Filipino 3	2	2	2	2	2	2	2	12
Ilocos Sur	English 3	2	2	2	2	2	2	2	12
	Filipino 2	1	1	1	1	1	1	1	6
Laoag City	English 5	1	1	1	1	1	1	1	6
	Filipino 2	1	1	1	1	1	1	1	6
La Union	English 5	1	1	1	1	1	1	1	6
	Filipino 3	2	2	2	2	2	2	2	12
Pangasinan I	English 8	4	4	4	4	4	4	4	18
	Filipino 5	4	4	4	4	4	4	4	24
Pangasinan II	English 8	4	4	4	4	4	4	4	18
	Filipino 5	4	4	4	4	4	4	4	24
San Carlos City	English 8	2	2	2	2	2	2	2	12
	Filipino 3	1	1	1	1	1	1	1	6
San Fernando City	English 8	1	1	1	1	1	1	1	6
	Filipino 8	1	1	1	1	1	1	1	6
Urdaneta City	English 8	2	2	2	2	2	2	2	12
	Filipino 8	1	1	1	1	1	1	1	6
Vigan City	English 8	1	1	1	1	1	1	1	6
	Filipino 8	1	1	1	1	1	1	1	6

**Annex A.2 Slots per Schools Division Office**  
**Batch 5: GMRC/Values Education and EPP/TLE**

SDO	Assignment	SLOT					LR Evaluator	Video editor	TOTAL
		Director	On-cam talent/ teacher broadcaster/ voice talent	Director of Photography/ videographer	Illustrator / graphic artist/ animator				
Alaminos City	GMRC 2	1	1	1	1	1	1	1	6
	EPP 5	1	1	1	1	1	1	1	6

Batac City	GMRC 2	1	1	1	1	1	1	6
	EPP 5	1	1	1	1	1	1	6
Candon City	GMRC 2	1	1	1	1	1	1	6
	EPP 5	1	1	1	1	1	1	6
Dagupan City	GMRC 2	1	1	1	1	1	1	6
	EPP 5	2	2	2	2	2	2	12
Ilocos Norte	GMRC 3	1	1	1	1	1	1	6
	EPP 5	2	2	2	2	2	2	12
Ilocos Sur	GMRC 3	1	1	1	1	1	1	6
	EPP 5	2	2	2	2	2	2	12
Laoag City	GMRC 3	1	1	1	1	1	1	6
	EPP 5	1	1	1	1	1	1	6
La Union	GMRC 3	1	1	1	1	1	1	6
	EPP 8	2	2	2	2	2	2	12
Pangasinan I	GMRC 5	3	3	3	3	3	3	18
	EPP 8	4	4	4	4	4	4	24
Pangasinan II	GMRC 5	3	3	3	3	3	3	18
	EPP 8	4	4	4	4	4	4	24
San Carlos City	GMRC 5	2	2	2	2	2	2	12
	EPP 8	1	1	1	1	1	1	6
San Fernando City	Values Ed. 8	1	1	1	1	1	1	6
	EPP 8	1	1	1	1	1	1	6
Urdaneta City	Values Ed. 8	1	1	1	1	1	1	6
	EPP 8	2	2	2	2	2	2	12
Vigan City	Values Ed. 8	1	1	1	1	1	1	6
	EPP 8	1	1	1	1	1	1	6

## Annex B.1: Composition of the Technical Working Group (Resource Speakers and Facilitators)

### Batch 4: ENGLISH AND FILIPINO

Name	SDO/Office	
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
Mark Ian R. Tamayo	Pangasinan I	NTWG-MLRs
Rey P. Acojido	Ilocos Norte	Former DepEd TV video editor
Rodel R. Rimando	La Union	National Illustrator and Animation Expert
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
Johnson Sunga	Regional Office I	EPS, English
Joselito Daguison	Regional Office I	EPS, Filipino
Alvin I. Orine	Regional Office I	Teaching Aids Specialist
Niña Marie C. Ballada	Regional Office I	Administrative Assistant II

## Annex B.2: Composition of the Technical Working Group (Resource Speakers and Facilitators)

### Batch 5: GMRC/Values Education and EPP/TLE

Name	SDO/Office	
Virgilio O. Carolino	Pangasinan I	Former EdTech Specialist
Michael D. Domondon	Pangasinan I	NTWG-MLR
Alvin A. Sy	Pangasinan I	Former Senior EdTech Specialist
Roderick A. Fajardo	Pangasinan I	Former ICTS EdTech Specialist
Mark Ian R. Tamayo	Pangasinan I	NTWG-MLRs
Joanne D. Peralta	Pangasinan I	Former DepEd TV Teacher-Broadcaster
Rhodora A. Yanes	Pangasinan I	NTWG-MLRs
Rey P. Acojido	Ilocos Norte	Former DepEd TV video editor
Jasper Domingcil	Laoag City	NTWG-MLRs
Arlo Carl A. Figuracion	Laoag City	NTWG-MLRs
Juanito V. Labao	Laoag City	NTWG-MLRs
Dicto Rey R. Juan	Laoag City	NTWG-MLRs
Roldan B. Eden	San Carlos City	NTWG-MLRs
Rodel R. Rimando	La Union	National Illustrator and Animation Expert
Eunice B. Madriaga	Urdaneta City	NTWG-MLRs
Jean A. Tropel	Urdaneta City	NTWG-MLRs
Teresa F. Rabago	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
Mary Ann Grace B. Dulay	Regional Office I	EPS, GMRC/Values Education
Jackelyn Aguinaldo	Regional Office I	EPS, EPP/TLE
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

## 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.