



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
CID 2025- 014

15 JUL 2025

CONDUCT OF PRE-SHOOTING ACTIVITY FOR THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING RESOURCES IN EPP/TLE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads } Baligat ES, BNHS
CBNHS Poblacion
All Others Concerned

1. This has reference to the Division Memorandum No. 441, s. 2025, titled Upskilling on the Production and Video Editing of Microlearning Resources, scheduled on July 21-26, 2025, at Hotelinda Suites, Vigan City, Ilocos Sur.
2. In view of the above, the following personnel are hereby advised to attend the pre-shoot session on July 16-17, 2025, from 3:00 PM to 5:00 PM.

Name	Role	Official Station
Leenieh Jane O. Aquino	Teacher Broadcaster	Baligat ES
Dale Justine S. Rabena	Videographer/Director of Photography	SDO-CID
Jomar E. Caluya	Illustrator	CBNHS Poblacion
Kenneth Irving Alexander T. Diric	Video Editor	Batac NHS
Connie Marie Angelie Mae P. Balignasay	Director	Batac NHS
Allan B. Garcia	Evaluator	SDO-CID

3. The production team is expected to bring printed copies of evaluated scripts and storyboards, as well as the necessary multimedia equipment and materials. These include, but are not limited to: laptop, camera, lighting paraphernalia, extension cords, and other production essentials to ensure the efficient preparation and execution of the microlearning outputs.

4. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Division Memorandum No. 441, s. 2025
To be included in the Perpetual Index
Under the following subject:

LEARNING RESOURCES

ABG/17_EPP TLE Pre-shoot
/July 14, 2025



SDCB RECORDS UNIT

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