



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

DIVISION MEMORANDUM

No. 334, s.2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING
OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS
(Batch 2 - Kindergarten and Araling Panlipunan/Makabansa,
and Additional Mathematics and MAPEH MLRs)**

TO: Chief Education Supervisor - CID
School Heads of ISNHS, RES, BMSW, NES and RES

1. In reference to the Regional Memorandum No. 720, s. 2025, the Department of Education - Regional Office I (DepEd RO1) through the Curriculum and Learning Management Division - Learning Resource Management Section (CLMD-LRMS) shall conduct the Upskilling on the Production and Video Editing of Microlearning Resources Based on SLM Contents Batch 2 - Kindergarten and Araling Panlipunan/Makabansa at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on June 8, 2025 at 3 p.m. to June 13, 2025 noon. The production phase is the next activity after the scriptwriting and storyboard development.

2. The activity intends to produce Kindergarten, Grades 2 and 3 Makabansa, Grades 5 and 8 Araling Panlipunan, and additional Mathematics and MAPEH Microlearning Resources (MRs) 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 MRs will be accessible on multiple devices and platforms, providing equitable opportunities to all learners. Moreover, the MRs 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.

3. 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 preproduction phase are fully quality assured.

4. Participants in the activity are indicated below:

Name	Position/ Designation	School/ Office	Assignment
Bonifacio Valderosa	Teacher II	RES	On-cam Talent (Kinder)
Estrella Adolfo	Teacher III	BMSW	On-cam Talent (Makabansa)
Laurence Sales	Teacher II	ISNHS	Video Editor (Kinder)
Barbara Purugganan	Teacher II	ISNHS	Video Editor (Makabansa)
Kenneth Pico	Teacher III	ISNHS	Director of Photography/Videographer (Kinder)
Joe Raffy Del Castillo	Teacher II	ISNHS	Director of Photography/Videographer (Makabansa)
Gloria Bachar	Teacher III	BMSW	Director (Kinder)
Gemma Baclig	Teacher III	ISNHS	Director (Makabansa)
Sharon Campos	Teacher III	NES	LR Evaluator (Kinder)
Jeffrey Acena	Master Teacher I	RES	LR Evaluators (Makabansa)

Aldrich Quiocho	Project Development Officer II	CID	Illustrator/Graphic Artist/Animator (Kinder)
Amado Querubin Jr.	Teacher III	ISNHS	Illustrator/Graphic Artist/Animator (Makabansa)

5. The participants are required to bring the multimedia equipment and essentials provided by the Regional Office intended for the production of multimedia learning resources. Other equipment like laptop, camera, gun tacker and staple wire, lighting paraphernalia and other needed materials shall also be brought by the production team to expedite the production of the target outputs. Extension cords shall also be brought. The teacher broadcaster /on-camera artist are advised to bring the existing Tuesday or Wednesday uniform.
6. Moreover, the participants are expected to observe and perform the Terms of Reference (TOR) in Annex C of the Regional Memorandum.
7. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekend and holidays in accordance with the provision of DepEd Order No. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2004.
8. All participants are required to register via <https://tinyurl.com/ProdMLRsB2-Mkbnsa-AP-Kinder> on or before June 5 to facilitate the printing of certificates.
9. Attached is the Regional Memorandum No. 720, s. 2025 for reference.
10. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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 REGION I



REGIONAL MEMORANDUM

No. 720, s. 2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING
 OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS
 (Batch 2 - Kindergarten and Araling Panlipunan/Makabansa,
 and Additional Mathematics and MAPEH MLRs)**

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 2 - Kindergarten and Araling Panlipunan/Makabansa at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on June 8, 2025 at 3 p.m. to June 13, 2025 noon. Additional Mathematics and MAPEH MLRs will also be produced. The production phase is the next activity after the scriptwriting and storyboard development.
3. The activity intends to produce Kindergarten, Grades 2 and 3 Makabansa, Grades 5 and 8 Araling Panlipunan, and additional Mathematics and MAPEH Microlearning Resources (MLRs) 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 tapped by the DepEd Central Office for DepEd TV during the pandemic days are likewise requested to attend the activity to serve as Resource Speakers and members of the Regional Technical Working Group (RTWG) and Training Team.

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. Five (5) printed copies of the quality-assured scripts and storyboards shall be brought by the participants during the production phase.

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

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 wardrobe that projects a professional image. Make-up kits shall also be brought.

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/ProdMLRsB2-Mkbnsa-AP-Kinder> on or before June 5, 2025 to facilitate the printing of certificates.

10. First meal to be served is afternoon snacks on June 8, 2025 and the last meal will be lunch on June 13, 2025. Opening Program will start at exactly 3:00 p.m. on June 8, 2025 to be followed immediately by a plenary session.

11. Room assignment shall be on a first-come-first-served basis. Reservation for participants is **strictly not allowed**.

12. 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).

13. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekend and on holiday, June 12, 2025 in accordance with the provisions of DepEd Order No. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

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

15. 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_UpskillingonMLRProductionBatch2
June 2, 2025



Annex A: Slots per Schools Division Office

**Batch 2: Kindergarten and Makabansa/Araling Panlipunan
Mathematics and MAPEH (Ilocos Norte and Laoag City)
Date : June 8, 2025 PM to June 13, 2025 Noon**

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

**Annex B: Composition of the Technical Working Group (Resource Speakers and Facilitators)
Batch 2 : Kindergarten, Makabansa/Araling Panlipunan**

Name	SDO/Office	Designation
Mark Ian Tamayo	Pangasinan I	HT-III
Virgilio O. Carolino	Pangasinan I	HT-III
Michael Domondon	Pangasinan I	HT-III
Rufer Ramos	Pangasinan I	T-III
Alvin Sy	Pangasinan I	MT-I
Roderick Fajardo	Pangasinan I	T-II
Joanne D. Peralta	Pangasinan I	T-II
Rodel Rimando	La Union	MT-I
Roldan Eden	San Carlos City	EPS, LRMS
Eunice B. Madriaga	Urdaneta City	EPS, LRMS
Jean A. Tropel	Urdaneta City	EPS, EPP/TLE/TVL
Teresa F. Rabago	Urdaneta City	PDO II
Jasper Domingcil	Laoag City	EPS, LRMS
Roel R. Rabang	Vigan City	Teacher III
Regional Office		
Arlene A. Niro	Regional Office I	Chief ES, CLMD
Gina A. Amoyen	Regional Office I	EPS, LRMS
Evangeline A. Cabacungan	Regional Office I	EPS, Kindergarten
Editha T. Giron	Regional Office I	EPS, Makabansa/Araling Panlipunan
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
Jonalyn Paula Perito	Regional Office I	Job Order- LRMS

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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