



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

DIVISION MEMORANDUM

No. 391, s.2025

**UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING
RESOURCES BASED ON SLM CONTENTS BATCH 3**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of ISNHS, BMSW and VNHSW

1. In reference to the Regional Memorandum No. 802, 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.
2. The activity aims to produce microlearning resources (MLRs) for Grades 3, 5, and 8 Science, Alternative Learning System and Special Curricular Programs anchored on the MATATAG Curriculum.
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 as follows:

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Name	School/ Office	Role	Assignment	Date	Venue
Crispulo Arquero III	BMSW	On-Cam Talent	Science 8	June 30 - July 5, 2025	Hotelinda Suites, Rivero St., Barangay VIII, Vigan City
Salvador Avisa	ISNHS	LR Evaluator			
Edison Palacpac	VNHSW	Director of Photography/ Videography			
Maricel Agapinan	ISNHS	Director			
Krislan Figuerres	ISNHS	Illustrator/Animator			
Mikko Ederon	ISNHS	Video Editor			
Jonel Bolor	ISNHS	On-Cam Talent	Special Program in Journalism		
Andrian Carl Aragoza	ISNHS	LR Evaluator			
Joe Raffy Del Castillo	ISNHS	Director of Photography/ Videography			
Aileen Joy Manzano	ISNHS	Director			
Theodore Dan Rivero	ISNHS	Illustrator/Animator			
Barbara Kathleen Purugganan	ISNHS	Video Editor			

5. Participants must bring the multimedia equipment and essentials from the Regional Office for producing multimedia learning resources. The production team should also bring a laptop, camera, gun tacker with staple wire, lighting tools, extension cords, and other necessary materials. Teacher-broadcasters/on-camera artists are advised to bring their 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. Attached is the Regional Memorandum No. 802, s. 2025 for further reference.
8. Immediate dissemination of this Memorandum is desired.

Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent





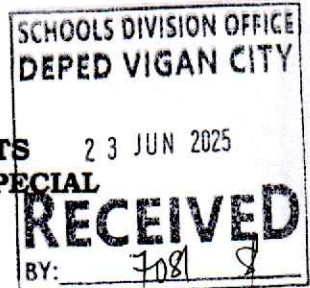
Republic of the Philippines
Department of Education
 REGION I



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.

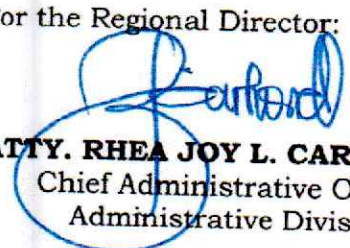
11. Meals, venue, accommodation, supplies and travel expenses of the participants shall be charged to FY 2025 GAA subject to the usual government accounting rules and regulations. Travel expenses of the participants will be downloaded to the Schools Division Offices thru the issuance of Sub-Allotment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

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DepEd R01

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SDO	Assignment	SLOT
Alaminos City	Science 3	Director
Batac City	ALS Science 3	talent/ teacher broadcast er/ voice talent
Candon City	Makabansa 2 Kindergarten	On-cam
Dagupan City	ALS Science 3	Director of Photography/videographer
Ilocos Norte	ALS SSES STE Science 3	Illustrator/r/graphic artist/analyst
Ilocos Sur	ALS Science 5	LR Evaluator
Laoag City	Science 5	Video editor
La Union	SPA Science 5 SPTVE SPS Science 8	TOTAL
Pangasinan I	ALS SPFL SPA SPTVE 2	
Pangasinan II	SPFL SPA SPTVE Science 8 1	
San Carlos City	SPM Science 5 SPA STE Science 5	
San Fernando City	Science 5	
Urdaneta City	SSES Science 8	
Vigan City	SPJ SPM Science 8	
SPJ		

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

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.