



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

DIVISION MEMORANDUM

No. 428, s.2025

**UPSILLING ON THE PRODUCTION AND VIDEO EDITING
OF MICROLEARNING RESOURCES (Batch 4 & 5)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
School Heads of CCES, CAMES, PIS, VNHSE and ISNHS

1. In reference to Regional Memorandum Nos. 852 and 856, s. 2025, the Department of Education - Regional Office I (DepEd RO1) through the Curriculum and Learning Management Division (CLMD) shall conduct the Upskilling on the Production and Video Editing of Microlearning Resources (Batch 4: English and Filipino; Batch 5: GMRC/Values Education and EPP/TLE).

2. The activity aims to develop microlearning resources for selected grade levels and subjects under the MATATAG Curriculum, enhance personnel skills in production and video editing for remote learning, and provide accessible, equitable, and complementary digital learning materials across various platforms.

3. Participants in the activity are as follows:

Name	School/Office	Role	Assignment	Date	Venue
Angeline Rafanan	ISNHS	On-Cam Talent	English 8	July 7 - 12, 2025	Hotelinda Suites, Rivero St., Barangay VIII, Vigan City
Nelson Robiñol	SDO - CID	LR Evaluator			
Jelou Oliver Barroga	ISNHS	Director of Photography/ Videography			
Joy Jean Marie Rapada	ISNHS	Director			
Marc John Micenarei Acena	CCES - ALS	Illustrator/ Animator			
Wayne Alconis	ISNHS	Video Editor			
Cristina Parada	ISNHS	On-Cam Talent	Filipino 8		
Felipa Regaspi	SDO - CID	LR Evaluator			
Danny Mar Frio	ISNHS	Director of Photography/ Videography			
Julius Pajarillo	ISNHS	Director			
Grazielle Ann Altez	ISNHS	Illustrator/ Animator			
Ammiel Dwane Alquetra	VNHSE	Video Editor			
John Lorenzo Catura	VNHSE	On-Cam Talent	Values Education 8	July 21 - 26, 2025	
Evangeline dela Cruz	ISNHS	LR Evaluator			
Kenneth Pico	ISNHS	Director of Photography/ Videography			
Clarito Siababa	SDO - CID	Director			
Allan Palecpec	CAMES	Illustrator/ Animator			
Aldrich Quiocho	SDO - CID	Video Editor			
Renante Bista Jr.	ISNHS	On-Cam Talent	TLE 8		
Evelyn Vera Cruz	ISNHS	LR Evaluator			
Dexter Acena	ISNHS	Director of Photography/ Videography			
Amelyn Abella	SDO - CID	Director			
Joe Raffy Del Castillo	ISNHS	Illustrator/ Animator			
Gladys Padre	ISNHS	Video Editor			
Roel Rabang	PIS	Technical Working Group		July 7 - 12 & 21-26, 2025	

4. Attached are the Regional Memorandum Nos. 852 and 856, s. 2025 for further reference.

5. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

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 REGION I



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REGIONAL MEMORANDUM

No. 856, s. 2025

ADVISORY ON THE CHANGE OF DATE ON THE CONDUCT OF UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING RESOURCES BATCH 5: GMRC / VALUES EDUCATION AND EPP / TLE

To: Schools Division Superintendents

1. This has reference to Regional Memorandum No. 852, s. 2025 which pertains to the conduct of Upskilling on the Production and Video Editing of Microlearning Resources – Batch 4: English and Filipino; Batch 5: GMRC / Values Education and EPP / TLE.
2. Please be informed that the schedule for Batch 5: GMRC / Values Education and EPP / TLE is rescheduled from July 14 – 19, 2025 to July 21 – 26, 2025.
3. All other provisions of the aforementioned Regional Memorandum remain in effect.
4. For information and immediate dissemination.

TOLENTINO G. AQUINO
 Director IV

Encl.: As stated
 Reference: Regional Memorandum No. 852, s. 2025
 To be indicated in the Perpetual Index
 Under the subjects:

MICROLEARNING RESOURCES

CLMD-LRMS/gaa.nmcb/RM_AdvisoryontheChangeofDate-ProductionBatch5
 July 2, 2025



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REGIONAL MEMORANDUM
No. 882, 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.



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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.

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_UpskillinonMLRProduction.Batch4&5
July 1, 2025



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



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



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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



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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



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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.



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