



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

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Office of the Schools Division Superintendent

Division Memorandum
 No. 171 s, 2025

April 21, 2025

**SKILLS ENHANCEMENT ON SCRIPTWRITING AND STORYBOARD DEVELOPMENT
 OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS**

To: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads of Public Elementary & Secondary Schools
 All Others Concerned

1. In reference to Regional Memorandum No. 519, s. 2025, titled "Skills Enhancement on Scriptwriting and Storyboard Development of Microlearning Resources Based on SLM Contents," the Department of Education, through the Curriculum and Learning Management Division, initiated a series of activities to develop Microlearning Resources (MLRs) based on SLM contents anchored in the MATATAG Curriculum.

2. This initiative aims to enhance the competencies of field personnel in scriptwriting and storyboard development, essential in developing microlearning resources tailored to remote and virtual teaching environments. These bite-sized lessons are designed to address specific learning outcomes.

3. The first of the series of activities is the Skills Enhancement on Scriptwriting and Storyboard Development of Microlearning Resources based on SLM Contents which will be conducted at Ariana Hotel, Paringao, Bauang, La Union in five (5) batches specified below:

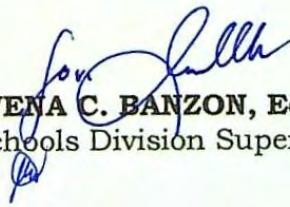
BATCH/ES	DATE
Batch 1: Mathematics and MAPEH	April 21, 2025 A.M. to April 25, 2025 P.M.
Batch 2: Kindergarten and Araling Panlipunan/Makabansa	May 13, 2025 P.M. to May 18, 2025 Noon
Batch 3: Science, ALS, and Special Curricular Programs	June 15, 2025 P.M. to June 20, 2025 Noon



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Batch 4: English and Filipino	June 29, 2025 P.M to July 4, 2025 Noon
Batch 5: GMRC/EsP/Values Education Education and EPP/TLE	July 6, 2025 P.M. to July 11, 2025 Noon

4. The List of Participants per batch is indicated in **Annex B**.
5. The participants are expected to observe and perform the Terms of Reference (TOR) specified in **Annex A**, which outlines their responsibilities and tasks during the workshop and development. All participants are required to register via <https://tinyurl.com/MLRs-PreProd> on or before April 15, 2025. They are expected to be at the venue at least an hour before the activity starts and shall leave after the activity on the last day. They are also requested to bring a laptop and extension cord to facilitate the completion of the expected outputs.
6. Attached is the program matrix for reference.
7. 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 to be downloaded thru the issuance of Sub-Allotment Release Order (SARO).
8. 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. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2015.
9. This Memorandum serves as Authority to Travel of the identified participants.
10. For further queries or clarifications, please contact Maria Linda R. Ventenilla, Chief Education Supervisor, Curriculum Implementation Division, or Renata G. Rovillos, Education Program Supervisor at 09989922551.
11. For information, guidance, and immediate dissemination.


ROWENA C. BANZON, EdD, CESO V
 Schools Division Superintendent

Annex A:

TERMS OF REFERENCE (Based on BLR Guidelines)

Scriptwriter

1. Demonstrates a high understanding of the discipline being developed and proficiency in instructional design principles;
2. Attends pitch meetings and story conferences called by the team leader of the learning area to contribute ideas and insights to the project development process;
3. Collaborates with subject area specialists in the development of storyboards, shot lists, instructional design, and script outlines;
4. Conducts thorough research to gather relevant content and resources to inform script development;
5. Writes scripts based on learning objectives and other provided references, ensuring alignment with project requirements and stakeholder expectations;
6. Presents draft scripts to the team leader for review and quality assurance assessment;
7. Implements changes and revisions in the finalization of the script, incorporating feedback and recommendations from quality assurance findings (the subject area specialist can also be the scriptwriter).

Illustrator

1. Works on the illustration requirements of the script and materials endorsed by the editor, as per instructions of the team leader;
2. Ensures the images or illustrations are original and copyright-free;
3. Strictly follows timelines and ensures the efficient and timely provision of illustration requirements for each MLR;
4. Maintains constant communication with the editor and creative manager for smooth and swift workflow;
5. Submits all materials/illustrations/visuals or project files for archiving.

Layout Artist

1. Ensures that the design and layout conform with the guidelines and standards in the development of MLRs;
2. Submits all required layout design and format.

Creative Manager/ Editor/LR Evaluator

1. Analyzes the accuracy, relevance, and effectiveness of educational content in conveying key concepts, skills, and learning outcomes;
2. Evaluates the contents of the scripts to ensure alignment with established educational objectives, learning outcomes, social content guidelines, and curriculum standards;
3. Ensures that scripts align with curriculum standards, social content guidelines, learning objectives, and educational guidelines relevant to the target audience and subject area;
4. Evaluates instructional strategies, learning activities, and assessment methods proposed in the script to ensure alignment with pedagogical principles and best practices;

5. Assesses the script's ability to engage learners effectively and promote active participation through interactive elements, resources, and engaging storytelling techniques;
6. Reviews scripts to ensure accessibility and inclusivity for all learners, including those with diverse learning needs or disabilities.
7. Evaluates the clarity, coherence, and readability of the script to ensure comprehension (consider whether the language used in the script aligns with the proficiency level and understanding of the target audience.
8. Assesses scripts to ensure compliance with copyright regulations and intellectual property rights, including proper attribution of sources and permissions for copyrighted materials.
9. Provides constructive feedback and recommendations to content creators, instructional designers to improve the quality and effectiveness of the scripts.
10. Monitors feedback and evaluation data to identify areas for improvement and contribute to the continuous enhancement of script quality and instructional effectiveness.



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Annex B: List of Participants

Batch 1: Mathematics and MAPEH (April 21-25, 2025)

Learning Area/ Grade Level	Name of Participant	School	Role
Mathematics 3	Cristel Madel Bugarin	Tebeng ES	Scriptwriter
	Ruby Macaalay	North Central ES	Scriptwriter
	Ronie Bonao	SDO-CID	Editor
	Noralyn Navalta	West Central ES I	Editor
	Sharon Lu Viray	Gen. Gregorio Del Pilar ES	Illustrator
	Melvin Caballero	West Central ES I	Illustrator
	Marlotte Paras	Sabangan ES	Layout Artist
	Cayetano Carrera	DCNHS	LR Evaluator
	Jeffrey Ceralde	Gen. Gregorio Del Pilar ES	Scriptwriter
Music and Arts 5	Marvin Lopez	Sabangan ES	Scriptwriter
	Arjohn Aquino	Leon Francisco Maramba ES	Scriptwriter
	Arvie Jane Lopez	Bonuan Boquig ES	Scriptwriter
	Tiffany Khristine Fermill	Judge Jose De Venecia Sr. TVSS	Editor
	Jan Francis Diolazo	Dagupan City National High School	Editor
	George Casilang	Bonuan Buquig NHS	Editor
	Alma Acierto	DCNHS	Editor
	Don John Ingaran	JJDVSTVSS	Illustrator
	John Rey Silang	BBNHS	Illustrator
	Gloria Legaspi	Caranglaan ES	Illustrator
	Marcelina Ramos	Bacayao Sur ES	Illustrator
	Kenneth Mangaring	Pugaro Integrated School	Layout Artist
	Rheven Castro	Dagupan City NHS	Layout Artist
	Maribel Diolazo	Dagupan City NHS	LR Evaluator
	Sheryl Villacorta	SDO-CID	LR Evaluator

Batch 2: Kindergarten and Araling Panlipunan/Makabansa (May 13-18, 2025 Noon)

Learning Area/ Grade Level	Name of Participant	School	Role
Kindergarten	Ednalyn Valencia	West Central ES II	Scriptwriter
	Sarah Joy Resurrecion	Lucao ES	Scriptwriter
	Shezydee Agas	Victoria Q. Zarate ES	Editor
	Ma. Imelda Infante	Bacayao Sur ES	Editor
	Mary Melanie Mangaring	Caranglaan ES	Illustrator
	Maricel B. De Vera	NCES	Illustrator
	Ahleli Abalos	Gen. Gregorio Del Pilar ES	Layout Artist

	Maria Socorro G. Dimalanta	SDO-CID	LR Evaluator
Makabansa 2	Oliver Fernandez	Pantal ES	Scriptwriter
	Irene Transfiguracion	West Central ES II	Scriptwriter
	Veronica Zabala	West Central ES I	Scriptwriter
	Maureen Manuel	Malued ES	Scriptwriter
	Markconi Taroma	SDO-CID	Editor
	Jerylle Tolentino	Lucao ES	Editor
	Elmer B. Amansec	Juan L. Siapno ES	Editor
	Rodante Llamas	T. Ayson Rosario ES	Editor
	Aljon Sentinellar	BBES	Illustrator
	Kristine Avelino Gabris	Bonuan Buquig NHS	Illustrator
	Roger Daryl Paragas	Dagupan City NHS	Illustrator
	Harlene Alcantara	North Central ES	Illustrator
	John Paul Chico	Bonuan Buquig NHS	Layout Artist
	Vernon De Vera	Bonuan Buquig NHS	Layout Artist
	Cristina Aquino	SDO-CID	LR Evaluator
	Bernadette Castro	Carael NHS	LR Evaluator

Batch 3: Science and SPA (June 15, 2025 PM to June 20, 2025 Noon)

Learning Area/ Grade Level	Name of Participant	School	Role
Science 3	Daisylene Balatico	West Central ES I	Scriptwriter
	Mary Airra Aquino	Mamalingling ES	Scriptwriter
	Nizza Irene Guieb	West Central ES I	Scriptwriter
	Shelamie Ayala	Malued ES	Editor
	Cherry Cayabyab	SDO-CID	Editor
	Teddy Benitez	Mangin-Tebeng ES	Illustrator
	Catherine Fruelda	Carael ES	Illustrator
	Marc Carrera	Malued ES	Layout Artist
	Woodrow Wilson Gabris	Malued ES	Layout Artist
	Benedict Maramba	Lomboy ES	LR Evaluator
SPA	Jemmar Ferrer	Dagupan City NHS	Scriptwriter
	Mark Laurence Lopez	Dagupan City NHS	Scriptwriter
	Jun Ferreol	Dagupan City NHS	Editor
	Arnel Cendana	Dagupan City NHS	Editor
	Dennis Evangelista	Dagupan City NHS	Illustrator
	Jennilyn Papa	Dagupan City NHS	Illustrator
	Mark Joseph Macaraeg	Dagupan City NHS	Layout Artist
	Michael Angelo Gatchalian	Dagupan City NHD	Layout Artist
Widmark Balmores	Dagupan City NHS	LR Evaluator	

Batch 4: English and Filipino (June 29, 2025 PM to July 4, 2025 Noon)

Learning Area/ Grade Level	Name of Participant	School	Role
English 5	John Aquino	North Central ES	Scriptwriter
	Rochelle Quiros	Caranglaan ES	Scriptwriter
	Agnes Royulada	SDO-CID	Editor

	Jennifer Festejo	West Central ES II	Editor
	Jerome Viari	ECIS	Illustrator
	Jayson Casingal	Salapingao NHS	Illustrator
	Lucky Allan Valle	Pugaro IS	Layout Artist
	Verena Bautista	Sabangan ES	LR Evaluator
Pagbasa at Literasi 3	Kristine Diaz	West Central ES I	Scriptwriter
	Madonna Abalos	Federico N. Ceralde IS	Scriptwriter
	Delilah Calaguio	Salisay ES	Scriptwriter
	Johnny Sellado	Tebeng ES	Scriptwriter
	Gemma Erfelo	SDO-CID	Editor
	Myrna Peralta	JJDVSTVSS	Editor
	Hazel Dolor	BBNHS	Editor
	Eduardo Soriano Jr.	West Central ES II	Illustrator
	Noraliza Bunzo	Salapingao ES	Illustrator
	Jayson Casingal	Salapingao NHS	Illustrator
	Noel De Guzman	DCNHS	Layout Artist
	Mariebil Balolong	Caranglaan ES	Layout Artist
	Jenjen Ferrer	Carael ES	Layout Artist
	Renato R. Santillan	West Central ES I	LR Evaluator
	Renata G. Rovillos	SDO-CID	LR Evaluator

Batch 5: GMRC/EsP/Values Educ. and EPP/TLE (July 6, 2025 PM to July 11, 2025 Noon)

Learning Area/ Grade Level	Name of Participant	School	Role
GMRC 2	Marilou Aquino	Leon Francisco Maramba ES	Scriptwriter
	Marissa Tandoc	West Central ES I	Scriptwriter
	Liberty Roxas	SDO-CID	Editor
	Lilian Tandoc	Lucao ES	Editor
	Marivil Cabaddu	Pogo-Lasip ES	Illustrator
	Jomari Amar	Leon Francisco Maramba ES	Illustrator
	Ronikka May Almazan	Leon-Francisco Maramba ES	Layout Artist
	Mary Ann Carrera	Leon Francisco Maramba ES	LR Evaluator
	EPP 5	Cristina Villanueva	Bonuan Boquig ES
Elizabeth Zareno		West Central ES I	Scriptwriter
Melanie Rosario		Lasip Grande ES	Scriptwriter
Aireen Bruan		Malued ES	Scriptwriter
Jacqueline Ibasan		Pugaro Integrated School	Editor
Marilou Taminaya		West Central ES I	Editor
Cindy Gano		Suit ES	Editor
Alfred Gonzales		SDO-CID	Editor
Madonna Estrada		JJDVSTVSS	Illustrator
Fidel Tuliao		West Central ES II	Illustrator
Sherwin William Pagal		Lasip Grande ES	Illustrator
Millicent John Duque		Bonuan Boquig ES	Layout Artist
Evangeline Gonzales		T. Ayson Rosario ES	Layout Artist
Maria Klarissa Sikat		Carael ES	Layout Artist
Josephine Ico		Bonuan Boquig ES	LR Evaluator
Renan Bautista	JJDVSTVSS	LR Evaluator	



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TITLE: Skills Enhancement on Scriptwriting and Storyboard Development of Microlearning Resources (MLRs) Based on SLM Contents
DATES: Batch 1: April 21-25, 2025 – Mathematics and MAPEH
 Batch 2: May 13, 2025 (PM) to May 18, 2025 Noon – Makabansa/Araling Panlipunan and Kindergarten
 Batch 3: June 16, 2025 (PM) to June 21, 2025 Noon – Science and Special Curricular Programs
 Batch 4: June 29, 2025 (PM) to July 4, 2024 Noon – Reading and Literacy, Language, Filipino
 Batch 5: July 6, 2025 (PM) to July 11, 2025 Noon – GMRC/Values Education, EPP/TLE
VENUE: Ariana Hotel, Paringao, Bauang, La Union

PROGRAM MATRIX

Time	Day 1	In-Charge
8:00 AM-9:00AM	Opening Program <ul style="list-style-type: none"> National Anthem Prayer Presentation of Participants and Resource Speakers Welcome Remarks Statement of Purpose 	CLMD
10:00 AM - 10:20 AM	Program Orientation	CLMD
10:20 AM – 10:40 AM	Health Break	
10:40 AM – 12:00 PM	Session 1: Introduction to Microlearning: Its Importance	Gina A. Amoyen EPS, CLMD-LRMS
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Session 2: Revisit the Revised K to 12 Curriculum Framework	Michael Rame, Chief EPS, SGOD/ Rhodora Yanes, HT-III, SDO I Pangasinan/CLMD EPS
2:00 PM – 3:00 PM	Session 3: Instructional Design Framework	Michael Domondon, HT-III, Pangasiann I/CLMD EPS
3:00 PM – 3:15 PM	Health Break	



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3:15 PM – 4:15 PM	Session 4: Learning Needs Assessment: Critical Content	Juanito Labao, EPS (Laoag City) Jean Tropel, EPS (Urdaneta City) Michael Ian Tamayo, HT-III, SDO I Pangasinan/CLMD EPS
4:15 PM – 5:00 PM	Session 5: Integration of HOTS SOLO Assessment	Mary Ann Grace Dulay, EPS, CLMD
Expected Outputs	Reflection Journal	

Time	Day 2	In-Charge
8:10 AM – 8:30 AM	Management of Learning	
8:30 AM – 10:00 AM	Session 5: Script Writing	Jasper Domingcil, EPS-LRMS (Laoag City) Eunice Madriaga, EPS-LRMS (Urdaneta City) BLR Representative
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 Noon	Workshop 1: Script Writing	Participants Facilitators
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Continuation of Workshop 1	Participants Facilitators
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Continuation of Workshop 1	Participants Facilitators
Expected Outputs	MLR Lesson Script	

Time	Day 3	In-Charge
8:00 AM – 8:15 AM	Management of Learning	
8:15 AM – 10:00 AM	Session 6: Storyboard Development	BLR
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 Noon	Workshop 2: Storyboard	Participants Facilitators
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Continuation of Workshop 2	Participants Facilitators
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Continuation of Workshop 2	Participants



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Expected Outputs	MLR Storyboard	Facilitators
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Time	Day 4	In-Charge
8:00 AM – 8:15 AM	Management of Learning	
8:15 AM – 10:00 AM	Session 7: Evaluation Tool for Script Writing and Storyboard	Roldan Eden, EPS, LRMS (San Carlos City) Rodel B. Madriaga, HT-III/OIC Principal (Urdaneta City)
	Workshop 3: Evaluation of Scripts and Storyboards	Evaluators
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 Noon	Continuation of Workshop 3	Evaluators
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Continuation of Workshop 3	Evaluators
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Continuation of Workshop 3	Evaluators
Expected Outputs	Quality Assured Scripts	

Time	Day 5	In-Charge
8:00 AM – 8:15 AM	Management of Learning	
8:15 AM – 10:00 AM	Revision and Finalization of Scripts and Storyboards	Participants
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 Noon	Presentation of Outputs	Participants
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Continuation of Presentation of Outputs	Participants
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Closing Program	RTWG



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