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

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Office of the Schools Division Superintendent

May 22, 2025

DIVISION MEMORANDUM
No. 225, s. 2025

UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS (BATCH 1 – MATHEMATICS AND MAPEH)

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Head, NCES
All Others Concerned

1. In reference to Regional Memorandum no. 681, s. 2025 titled "Upskilling on the Production and Video Editing of Microlearning Resources based on SLM Contents (Batch 1 – Mathematics and MAPEH)", the Department of Education Regional Office I through the Curriculum and Learning Management Division – Learning Resource Management Section will be conducting the Upskilling on the Production and Video Editing of Microlearning Resources based on SLM Contents - Batch 1 at Hotelinda Suites, Vigan City on **May 25-30, 2025**.

2. Anent this, Dennis Evangelista, Teacher III from Dagupan City National High School, is enjoined to participate in the said activity.

3. Meals, venue, accommodation, supplies and travel expenses of the participant related to this activity shall be charged against the FY 2025 GAA subject to the usual government accounting and auditing rules and regulations. Travel expenses will be downloaded to the Schools Division Office thru the issuance of Sub-Allotment Release order (SARO).

4. Service Credits or Compensatory Time-Off shall be granted to the participant for services that will be rendered on weekend in accordance with the provision of DepEd Order no. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

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5. Attached is the regional memorandum for other details.

6. For information, guidance, and immediate dissemination.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

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DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. 1
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DATE: MAY 22 2025
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REGIONAL MEMORANDUM
No. 681, s. 2025

UPSKILLING ON THE PRODUCTION AND VIDEO EDITING OF MICROLEARNING RESOURCES BASED ON SLM CONTENTS (Batch 1 - Mathematics and MAPEH)

To: Schools Division Superintendents) SDO Alaminos City, SDO Batac City, SDO Candon City, SDO Dagupan City, SDO Ilocos Sur, SDO La Union, SDO Pangasinan I, SDO Pangasinan 2, SDO San Carlos City, SDO San Fernando City, SDO Urdaneta City and SDO Vigan City

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 1 at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on May 25, 2025 PM to May 30, 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 2, 3, 5 and 8 Mathematics and MAPEH 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 and animation 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.

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. Other equipment like laptop and camera may 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. 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/ProdMLRsBatch1-MathMAPEH** on or before May 24, 2025 to facilitate the printing of certificates, and assigning of room of the participants in the hotel.

8. First meal to be served is afternoon snacks on May 25, 2025 and the last meal will be lunch on May 30, 2025. Opening Program will start at 3:30 p.m. to be followed immediately by a plenary session.

9. 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).

10. 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. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

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

12. 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_UpskillingonMLRProduction
May 21, 2025

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Annex A: Slots per Schools Division Office

Batch 1: Mathematics and MAPEH
Date : May 25, 2025 PM to May 30, 2025 Noon

SDO	Assignment	SLOT						TOTAL
		Director	On-cam talent/ teacher broadcaster/ voice talent	Director of Photography/ videographer	Illustrator / Graphic artist / Animator	Evaluator	Video editor	
Alaminos City	Mathematics 2	1	1	1	1	1	1	6
	Music and Arts 5	1	1	1	1	1	1	6
Batac City	Mathematics 2	1	1	1	1	1	1	6
	Music and Arts 5	1	1	1	1	1	1	6
Candon City	Music and Arts 5	1	1	1	1	1	1	6
	Mathematics 2	2	2	2	2	2	2	12
Dagupan City	Mathematics 3	2	2	2	2	2	2	12
	Music and Arts 5	1	1	1	1	1	1	6
Ilocos Sur	Mathematics 3	2	2	2	2	2	2	12
	PE and Health 5	2	2	2	2	2	2	12
La Union	Mathematics 3	2	2	2	2	2	2	12
	Music and Arts 8	2	2	2	2	2	2	12
Pangasinan I	Mathematics 8	4	4	4	4	4	2	22
	Music and Arts 8	4	4	4	4	4	2	22
Pangasinan II	Mathematics 8	4	4	4	4	4	2	22
	PE and Health 8	4	4	4	4	4	2	22
San Carlos City	Mathematics 5	2	2	2	2	2	2	12
	PE and Health 8	2	2	2	2	2	2	12
San Fernando City	Mathematics 5	1	1	1	1	1	1	6
	PE and Health 8	1	1	1	1	1	1	6
Urdaneta City	Mathematics 5	2	2	2	2	2	2	12
	Music and Arts 8	2	2	2	2	2	2	12
Vigan City	Mathematics 5	1	1	1	1	1	1	6
	PE and Health 5	1	1	1	1	1	1	6

Annex B: Composition of the Technical Working Group (Resource Speakers and Facilitators)
Batch 1 : Math and MAPEH

Name	SDO/Office	Designation
Michael E. Rame	Pangasinan I	Chief ES, SGOD
Mark Ian Tamayo	Pangasinan I	HT-III
Virgilio Carolino	Pangasinan I	HT-I
Michael Domondon	Pangasinan I	HT-III
Rufer Ramos	Pangasinan I	T-III
Alvin A. Sy	Pangasinan I	MT-I
Roderick Fajardo	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
Roel R. Rabang	Vigan City	T-III
Dennis Evangelista	Dagupan City	T-III
Arlene A. Niro	Regional Office I	Chief ES, CLMD
Gina A. Amoyen	Regional Office I	EPS, LRMS
Rodolfo Ligawad, Jr.	Regional Office I	EPS, Makabansa/MAPEH
Rica A. Perez	Regional Office I	EPS, Mathematics
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

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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

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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

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4. Illustrator / Graphic Artist / Animator
Role Summary: Creates original illustrations, layouts, and visual assets to support and enhance the content. Brings visual elements to life using motion graphics and animation for educational or creative storytelling.
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
- 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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5. 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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