



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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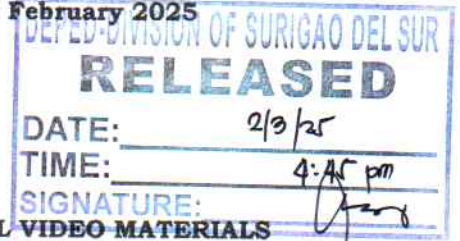


February 3, 2025
9AB15412-2025

Office of the Schools Division Superintendent

Division MEMORANDUM
No. **048**, s. 2025

03 February 2025



**FINALIZATION AND QUALITY ASSURANCE OF INSTRUCTIONAL VIDEO MATERIALS
FOR THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)**

To : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts In-charge
Secondary School Heads
Development Team
This Division

1. The Curriculum Implementation Division- Learning Resource and Management Section (CID-LRMS), in collaboration with the School Governance and Operations Division- Disaster Risk Reduction and Management Section (SGOD-DRRMS) will conduct the final phases of the quality assurance process for instructional video materials related to the Disaster Preparedness and Response Program (DPRP) on **February 6-8, 2025, at Selades Apartelle & Convention Center, Tandag City.**
2. The three-day workshop focused on finalizing and ensuring the quality of instructional video materials will ensure that the resources meet the established standards, with particular attention to content, accuracy, and effective digitization.
3. Travel expenses and per diem shall be charged to local funds/school MOOE, subject to the usual accounting and auditing rules and regulations.
4. All participants are advised to arrive at the venue no later than 8:30 a.m. for registration. The first meal to be served will be AM snacks.
5. Participants are reminded to bring the following materials for the training workshop: laptop, extension wires, pocket Wi-Fi, and other materials to be used as references.
6. Enclosed herewith are the Program Matrix and the Travel Authority for the three-day workshop.
7. For any inquiries or clarifications, please contact Alex S. Mistula, EPS- LRMS Manager, LRMS through email at alex.mistula001@deped.gov.ph or Facebook Messenger.
8. Immediate and wide dissemination of this Memorandum is desired.

LORENZO O. MACASOCOL PhD, CESO V
Schools Division Superintendent *F.C.*

Encl.: As stated



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Reference:

To be indicated in the Perpetual Index

under the following subjects: QUALITY ASSURANCE VIDEO MATERIALS DISASTERS
PREPAREDNESS

ASM/LRMS/DM- FINALIZATION AND QUALITY ASSURANCE OF INSTRUCTIONAL VIDEO MATERIALS FOR THE
DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

241 / February 03, 2025



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Enclosure 01

Detailed Program or Course Matrix

TIME & DATE	ACTIVITIES
Day 1 February 6, 2025 8:00 AM – 8:30 AM	Preliminaries - Nationalistic Song/Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Opening Remarks - Statement of Purpose - Inspirational Message - House Rules
8:30 AM – 9:00 AM	Building Small Communities
9:00 AM – 9:30 AM	Health Break
9:30 AM – 10:30 AM	Session 1: Significance of the Quality Assurance Process LF: Fluellen L. Cos PhD
10:30AM – 12:00PM	Session 2: Content Evaluation of the Produced Video Materials LF: Carlos Tian Chow C. Correos Fluellen L. Cos, PhD. Alex S. Mistula Melchor O. Catcha
12:00PM – 1:00PM	LUNCH
1:00 PM – 3:00 PM	Continuation of Session 2
3:00 PM – 3:30 PM	Health Break
3:30 PM – 5:00 PM	Workshop 1: Revision of Video Content LF: Alex S. Mistula Melchor O. Catcha
5:30 PM – 6:00 PM	Reflection Journal/Debriefing
TIME & DATE	ACTIVITIES
Day 2 February 7, 2025 7:45 AM – 8:00 AM	Management of Learning
8:00 AM – 12:00 NN	Continuation of Workshop 1
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	Continuation of Workshop 1



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5:30 PM – 6:00 PM	Reflection Journal/Debriefing
TIME & DATE	ACTIVITIES
Day 3 February 8, 2025 7:45 AM – 8:00 AM	Management of Learning
8:00 AM - 9:30 AM	Session 3: Presentation of Final Output WF: Fluellen L. Cos PhD Alex S. Mistula
9:30 AM – 10:00 AM	Health Break
10:00AM – 12:00AM	Continuation of Session 3
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:00 PM	Workshop 2: Rendering and Uploading of Videos WF: Alex S. Mistula Lieu Gee Keeshia C. Guillen Claire Ann P. Gonzaga
4:00 PM – 5:00 PM	Reflection Journal/Debriefing Closing Program