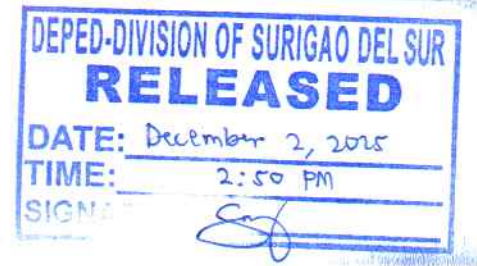




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. **538**, s. 2025



To: Public Schools District Supervisors
School Heads of Public Schools
All Others Concerned

DIGITIZATION AND QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING RESOURCES FOR SPECIAL PROGRAMS (VIDEO PRODUCTION OF BEGINNING READING MODULES IN FILIPINO)

1. Digitization of supplementary learning resources emerges as a strategic response to ensure equitable access, efficiency and sustainability. With this, the curriculum implementation division shall conduct a training workshop on Digitization and Quality Assurance of Supplementary Learning Resources for Special Programs (Video Production of Beginning Reading Modules in Filipino) on December 3-7, 2025, at Goldbar Hotel and Restaurant, Tandag City.
2. This initiative is anchored on DepEd's thrust and efforts of nurturing and solidifying the foundational skills of learners and addressing learning gaps brought by resource limitations or unforeseen disruptions to face learning.
3. The activity aims to equip participants with:
 - a. understanding of the principles, standards, and processes in digitizing and quality assuring supplementary learning resources
 - b. skills on producing a high-quality instructional video for beginning reading modules aligned with DepEd quality assurance standards.
 - c. proactive and collaborative attitude toward developing contextualized, learner-friendly, and inclusive digital learning resources.
4. All participants are required to bring laptops, camera, extension wires, instructional materials and props needed for the video production. Please see the attached list of participants. They are also required to submit substitution slips indicating the teacher who will take over their classes. This is in adherence with DO 9 s. 2005, instituting measures to increase time on tasks.
5. All teaching and non-teaching personnel participating in the activity shall be given 2 days service credits and/or compensatory time-off (CTO for the services rendered on December 6-7, 2025 in reference to DepEd Order no. 53 s. 2023 Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2 s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

6. The accommodation, meals, and snacks of the participants are chargeable against LR Continuing funds while transportation expenses and per diems shall be charged against School MOOE/local funds subject to usual accounting and auditing rules.
7. For information, guidance, and compliance of all concerned.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: As enclosed
Reference: RA 7079, DO no. 94 s. 1992
To be indicated in the Perpetual Index
under the following subjects:

PROGRAM CURRICULUM CELEBRATIONS & FESTIVALS SCHOOLS

CID/iga
12/02/2025

Enclosure No. 1

**DIGITIZATION AND QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING
RESOURCES FOR SPECIAL PROGRAMS
(VIDEO PRODUCTION OF BEGINNING READING MODULES IN FILIPINO)**

MATRIX OF ACTIVITY

| Time | Activity | Resource Speaker/Facilitator |
|-------------------|---|---|
| Day 1 | | |
| 7:30- 8:00 am | Arrival/Registration | PMT |
| 8:00- 9:30 am | <ul style="list-style-type: none"> • National Anthem • Harmony Prayer • DepEd Quality Policy Statement • Welcome - CARLOS TIAN CHOW C. CORREOS – Chief SGOD • Rationale – FLUELLEN L. COS – Chief CID • Inspirational Messages <ul style="list-style-type: none"> - LORENZO O. MACASOCOL – Schools Division Superintendent • Photo Documentation – Host • Acknowledge of Participants <ul style="list-style-type: none"> - MARJUN P. ORDONA – EPS II • Activity Norms <ul style="list-style-type: none"> - RAMIL P. TERSONA – EPS II | |
| 9:30-9:45 am | Health Break | |
| 9:45 am- 10:30 am | Session 1: Presentation of Video Production Team and Terms of References | Japeth D. Arlaleljo T-III, Sta Cruz ES |
| 10:30- 12:00 am | Session 2: Directorial Instructions 101: Essential Terms for Video Lesson Scripts | Jonard Q. Pia, MST MT-I, Cresencio S. Lago NHS |
| 12:00-1:00 pm | Lunch Break | |
| 1:00-1:15 pm | Afternoon's MOL | |
| 1:15- 2:15 pm | Workshop on Narrative Script and Production Scripts | Jonard Q. Pia, MST MT-I, Cresencio S. Lago NHS |
| 2:15-2:30 | Health Break | |
| 2:30- 4:30 | Presentation of Narrative and Production Scripts | Jonard Q. Pia, MST MT-I, Cresencio S. Lago NHS |
| 4:30- 5:00 | Reflection | |
| Day 2-4 | | |
| 8:00- 8:30 am | Management of Learning | PMT |
| 8:30- 10:00 am | Video Shooting /Editing Workshop | PMT |
| 10:00-10:30 am | Health Break | |
| 10: 30-12:00 | Video Shooting /Editing Workshop | PMT |

| | | |
|----------------|---|-----|
| 12:00- 1:00 pm | Lunch Break | |
| 1:00-1:15 pm | MOL | |
| 1:15- 2:15 pm | Video Shooting /Editing Workshop | PMT |
| 2:15-2:30 pm | Health Break | |
| 2:30- 6:00 pm | Video Shooting/Editing Workshop | PMT |
| 6:00-6:15 pm | Reflection | |
| Day 5 | | |
| 8:00- 8:30 am | Management of Learning | |
| 8:30- 10:00 am | Presentation and quality assurance of Video Lessons | PMT |
| 10:00-10:30 am | Health Break | |
| 10: 30-12:00 | Presentation and quality assurance of Video Lessons | PMT |
| 12:00- 1:00 pm | Lunch Break | |
| 1:00-1:15 pm | MOL | |
| 1:15- 2:15 pm | Presentation and quality assurance of Video Lessons | PMT |
| 2:15-2:30 pm | Health Break | |
| 2:30- 5:00 pm | Closing Program | PMT |

Enclosure No. 2

LIST OF FACILITATORS

| No. | Names of Facilitators | Position | School/District |
|-----|-----------------------|----------|---------------------------|
| 1 | Japeth Arlaleljo | T-III | Sta Cruz ES, Marihatag |
| 2 | Jonard Q. Pia | MT-I | Cresencio S. Lago NHS |

LIST OF PARTICIPANTS

| No. | Names of Teachers | Position | School/District |
|-----|-----------------------------|-----------|-------------------------------|
| 1 | Elnie Anthony P. Barcena | EPS | CID-IMS |
| 2 | Erlyn G. Mangadlao | SEPS | SGOD |
| 3 | Lieu Gee Keeshia C. Guillen | PDO | CID-LR |
| 4 | Claire Ann Gonzaga | Librarian | CID-LR |
| 5 | Irene Grumez | EPS | CID-IMS |
| 6 | Brejean A. Acodile | ADAS-II | CID-IMS |
| 7 | Marvin Ranario | P-I | Wakat NHS |
| 8 | Japeth Arlaleljo | T-III | Sta Cruz NHS |
| 9 | Vanisa M. Rozano | T-III | San Roque ES |
| 10 | Chari Sem M. Suniel | T-I | Adlay CS |
| 11 | Christine T. Hioko | MT-I | Bunga IS |
| 12 | Jerusalem Cuarteron | T-III | Falcon MES |
| 13 | Ivin Mae N. Ambos | T-III | San Pedro IS |
| 14 | Eleazar Rey Agudo | T-II | Sagbayan National High School |
| 15 | Maridel V. Casaba | MT-II | Libas Gua IS |
| 16 | May Rose J. Castanas | MT-I | Dugmanon Elem. School |
| 17 | Gigie C. Vertudazo | MT-I | Batunan ES |
| 18 | Khen Marie Peteros | T-III | Tagbina Central ES |
| 19 | Felixberto M. Pormiento | T-III | Sto Nino NHS |
| 20 | Asildo, Maria Shanelle Q. | MT-I | Estuya-Uriat ES |
| 21 | Ramil A. Viduya | T-III | San Vicente II, NHS |
| 22 | Janet R. Fernandez | MT-I | Sta Juana CES |
| 23 | Angelie June G. Antecristo | MT-1 | Guitamondok ES |
| 24 | Arlyn A. Samillan | MT-1 | Talisay ES |
| 25 | Ainele Joy R. Lavina | T-I | Magkahuwaw ESLT |
| 26 | Cherryl Uriarte | T-III | Manga Elementary School |
| 27 | Adonis C. Abuloc | MT-I | Tagbina NHS |
| 28 | Rodella M. Navarro | MT-I | Kahayagan ES |
| 29 | Cheryl C. Ladroma | MT-I | Tabon-Tabon ES |
| 30 | Manilyn J. Sales | T-I | Lamela ES |
| 31 | Rhecel R. Lagudas | T-II | Tagongon ES |
| 32 | Trinidad S. Libres | MT-I | Cagbaoto Elementary School |
| 33 | Noli V. Antallan | T-II | Barobo NHS |
| 34 | Arlyn A. Crispo | MT-II | San Miguel Central E/S |
| 35 | Rio Isabel F. Langit | MT-I | Lanuzza CES |
| 36 | Richard De Jesus | MT-I | Gata IS |
| 37 | Irishmae T. Hegna | MT-I | Segundino V. Eleazar ES |
| 38 | Jelly O. Hayagan | MT-I | DGPMES |
| 39 | Kirk Roland Gruyal | T-I | Madrid NHS |
| 40 | Lilibeth M. Pantaleon | MT-I | Barobo Townsite Es |
| 41 | Maria Liza A. Ramos | MT-I | Carrascal CES |
| 42 | Atillo, Allen G. | MT-I | Carac-an ES |
| 43 | Rubylyn D. Roluna | MT-I | Mga Bayani ng Pilipinas |
| 44 | Andy B. Cuadra | T-I | Quezon IS |
| 45 | Rowena G. Escuyos | MT-I | San Vicente ES |

| | | | |
|----|---------------------------|------------|-----------------------------------|
| 46 | Rolly C. Belarmino | P-I | Lanuza CES |
| 47 | Medelyn C. Trinidad | MT-I | Mabahin ES |
| 48 | Glaiza P. Bugarin | T-I | Purisima NHS |
| 49 | Rodalyn M. Plaza | T-III | Libas Gua Elementary School |
| 50 | Roselyn L. Bolonia | MT-I | Bolhoon ES |
| 51 | Maricel G. Casimina | MT- I | Carromata Elementary School |
| 52 | Carol E. Dapiton | MT-I | Bayabas Central Elementary School |
| 53 | Bernard P. Mahumot | T-I | Quary II Soriano ES |
| 54 | Grace M. Tabugoc | MT-I | Aras-asan Elementary School |
| 55 | Jessa Mae U. Ragay | T-III | Unidad Elementary School |
| 56 | Aban, Charilou P. | MT-I | Salvacion ES |
| 57 | Norie Fe G. Borja | MT-I | Diatagon Barangay Es |
| 58 | Charice A. Arquiza | T-III | Hinatuan South CES |
| 59 | April Caber Serna | T-III | Hinatuan South CES |
| 60 | Alor Basagan Subiza | T-III | Lingig Central ES |
| 61 | Madelyn M. Basanez | MT-1 | Pedro Redondo ES |
| 62 | Daisy D. Dunan | T-I | Pagtilaan Integrated School |
| 63 | Ana Maurene Cuarteron | T-II | Libas Sud IS |
| 64 | Shalzie Wezza D. Espaldon | T-III | Carmen Central elem. school |
| 65 | Kurt Alvin B. Casano | T-II | Mabahin Es |
| 66 | Jannette B. Leongas | MT-1 | Esperanza Is |
| 67 | Jonna Mae L. Agosto | T-II | Cagwait Central Elementary School |
| 68 | Mary Nycel U.Sullano | T-I | Don Gonzalo Puyat Memorial Es |
| 69 | Renzo Mark Leo O. Cacho | T II | San Agustin Central Es |
| 70 | Marycarl A. Dumas | T-III | Pongtod Elementary School |
| 71 | Jonna Jane S. Cabonillas | T-III | Janipaan Elementary School |
| 72 | Karen P. Paorco | MT-1 | San Vicente ES |
| 73 | Nickychei Q. Trinidad | T-III | Tigao ES |
| 74 | Jonard Pia | MT-I | Cresencio S. Lago NHS |
| 75 | Lovely Jean G. Trugillo | T-III | Tag-anito ES |
| 76 | Jeneva L. Algonos | T-II | Tagongon ES |
| 77 | Mary Jane B. Lamela | T-III | San Agustin Central ES |
| 78 | Cris G. Navales | T-III | Sto. Nino ES |
| 79 | Osias N. Manlucob Jr. | Ht-III | Dinuyan IS |
| 80 | Anton Maceda | T-III | Lianza NCHS |
| 81 | Patrice Jane O. Urquina | T-1 | San Vicente ES |
| 82 | Alejandro R. Cadavos | T-III/ TIC | Hornasan Es |
| 83 | Rose-Ann A. Labanan | T-III | New Canaan ES |
| 84 | Rolando Enso Villamor | MT-I | San Roque ES |
| 85 | Darem B. Morado | AO-II | Bagyang ES |