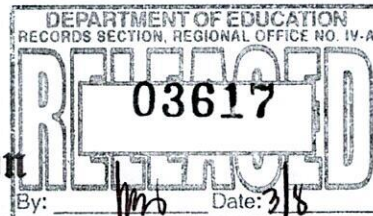




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Regional Memorandum

No.78 s.2023

**FINAL WORKSHOP FOR THE CREATION OF STORY LINES
FOR THE VIDEO EXPLAINER OF CURRICULUM MAPS**

To **Schools Division Superintendents**

1. In reference to **RM No. 480, s. 2022** and **RM No. 764 s. 2022**, this Office announces the conduct of FINAL WORKSHOP FOR THE CREATION OF STORY LINES FOR THE VIDEO EXPLAINER OF CURRICULUM MAPS on April 14-16, 2023, at the venue to be announced through an Advisory.
2. The objective of this activity is to develop story lines and video explainer for Curriculum Maps as the final outputs of Curriculum Contextualization in the region.
3. The following enclosures present essential information and details about this activity: Enclosure 1- List of Participants; Enclosure 2-Matrix of the Activity, and Enclosure 3-Terms of Reference. Coordination Meeting for the pre-work activities will be conducted online on **March 27-28, 2023**. Template of Pre-Work Activities can be accessed through this link <https://tinyurl.com/Pre-Work-VidExplainer>
4. Participants are requested to bring necessary equipment relative to their functions in the workshop. They are expected to arrive at the venue on **Day 1, April 14, 2023**. Breakfast will be served as first meal on Day 1, while the last meal will be pm snack on **Day 3, April 16, 2023**.
5. Teachers are requested to arrange their class schedule on Friday, Day 1 of the Activity with their school heads to avoid disruption of classes.
6. Recognizing the efforts of the participants in this workshop, they are eligible to avail of service credits commensurate to the number of hours and days of the training as scheduled, pursuant to DepEd Order No. 5, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers.
7. Accommodation of Schools Division Office (SDO) and Regional Office (RO) participants will be charged to Regional Fund. Traveling and other incidental





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CLMD-RM-2023-78



expenses of SDO participants shall be charged to Division MOOE or Local Funds, while traveling and other incidental expenses of RO participants will be charged to Regional Fund, subject to the usual government accounting and auditing rules and regulations.

8. For clarifications and concerns, you may contact the Education Program Supervisors in charge of Curriculum Management, **EMELIA P. CRESCINI** and/or **VIERNALYN MATEO NAMA**, the Chief of Curriculum and Learning Management Division (CLMD) at (02) 647-7487 local 420.
9. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

cc: 02/ROC4

Enclosure 1

LIST OF PARTICIPANTS

Terms Of Reference	Name	Position	School/Office
TWG	Viernalyn M. Nama	Chief Education Supervisor	CLMD
	Emelia P. Crescini	EPS	CLMD
	Eugene Ray F. Santos	EPS	CLMD
	Dianne Catherine T. Antonio	EPS	CLMD
	Redgynn A. Bernales	Admin. Asst. II	CLMD, LRMS
Video Editor/Animator	Arthur Alexis S. Bugayong	Teacher II	Bacoor City
	Karen P. Macalalad	Teacher II	Batangas City
	Mark Dommel M. Aceveda	Teacher III	Batangas Prov.
	Mark Ronell D. Bernaldez	Teacher 1	Cavite Province
	Maricris D. Galan	Teacher I	Imus City
	Jan Marcuz M. Oarga	Teacher I	Laguna
	Reniel Emerson Quisao	SST 1	Quezon
	Lito A. Panganiban	Teacher II	San Pedro City
Anchor/Reporter (DepEd TV)	Rowena M. Lustre	Teacher I	Cabuyao City
	Joshua C. Eborra	Teacher III	Batangas City
	Laiza N. Dalit	Teacher III	San Pablo City
	Levin R. Pabriaga	Teacher III	Bacoor City
Script Writer	Jeazelle C. De Gala	Teacher III	Batangas Prov.
	John Javier Laserna	Teacher III	Cavite Province
	Eryl A. Garantuza	Teacher III	Laguna
	Art Angelo A. Enelo	SST 2	Quezon
Videographer	Mark Anthony A. Honrade	Teacher I	Antipolo City
	Regie M. Balasbas	Teacher III	Batangas Prov.
	Gideon Louis T. Trañas	SST 2	Quezon
	Ricky P. Torrenueva	PDO III-LRMDS	San Pedro City
CMaps Writer per Key Stage	Ks 1 Cmaps Writer Rowela M. Caperina	EPS-ELLN	Lucena City
	KS 2 CMaps Writer Dexter M. Valle	EPS-Math	Lucena City
	Ks 3 Cmaps Writer Arlene M. Hernandez	Principal	Gen. Trias
	Ks 4 Cmaps Writer Maribeth C. Rieta	EPS-Filipino	Cavite Province

Terms Of Reference	Name	Position	School/Office
DepEd TV Personalities to assist in Video editing/script writing	Kevin Domingo	Head Teacher 1	Calamba City
	Mary Shane Mariano	Teacher 3	Calamba City
	Rachel Ann Erasga	Teacher 1	Calamba City
	Melvin D. Punzalan	Computer Programmer II	Regional Office

PROGRAM MATRIX

Time	Pre-Work Activity (online)	Pre-Work Activity (online)	Day 1 Workshop Proper April 14, 2023	Day 2 Workshop Proper April 15, 2023	Day 3 Workshop Proper April 16, 2023
8:00-8:30	Registration	MOL	Arrival of participants/Registration	MOL	MOL
8:30-9:30	Opening Program	Workshop 1 Script writing, Story line crafting and Technical Preparations	Opening Program and setting of Directions	Video editing and Animation	Presentation of Output and Giving of Feedback
9:30-10:00	Am snack				
10:00-12:00	Session 1 Revisiting the core of CMaps	Session 2 Presentation of Output and Giving of Feedback	Session 3 Video/Storyline Production Workshop	Session 4 Video editing and Animation	Session 5 Presentation of Output and Giving of Feedback
12:00-1:00	LUNCH BREAK				
1:00-3:00	General and Specific Instructions on Story line/Script writing and Video production	Finalization of Scripts, Story lines and technical preparations	Video/Storyline Production Workshop	Video editing and Animation	Finalization Activities
3:30-5:00	Breakout Planning session per Key Stage	Setting up the production	Video/Storyline Production Workshop	Video editing and Animation	Closing Program
Facilitators	Eugene Ray F. Santos	Marvelino M. Niem	Eugene Ray F. Santos	Marvelino M. Niem	Virgilio O. Guevarra, Jr.
Output	Script of Video for CMAPS	Script of Video for CMAPS	Proofread Script of Video for CMAPS	Script of Video for CMAPS	Video Explainer of CMAPS



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Enclosure 3

Terms of Reference

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Chairperson and Vice-Chairpersons shall:

- Craft the proposal, memorandum, and RBA.
- Coordinate with the training venue management and prepare the contract for the event.
- Coordinate with the Supplies Officer for the supplies needed.
- Conduct meetings with the facilitators.
- Lead the review and evaluation of the presentation to be used for the activity.
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

The Members of the TWG shall:

- Prepare the completion report.
- Prepare the contract and supplies.
- Prepare the rooming list.
- Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily.
- Prepare the documents needed for liquidation.
- Prepare and print certificates of recognition, participation, and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

The Minute Taker and Data Gatherer shall:

- Document agreements, issues and concerns, and important activities that happened during the workshop.

The Participants

- Always observe punctuality and efficiency.
- Follow house rules and regulations of the venue.
- Attend and participate actively in all engagements and activities.
- Secure and Submit vaccination cards, health declaration forms, and other documents necessary.
- Report any significant event related to the activity.
- Submit all the target outputs on time



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