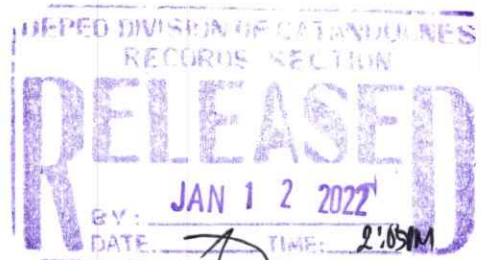




Republic of the Philippines  
**Department of Education**  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



07 January 2022

DIVISION MEMORANDUM  
DM- No. 20 S. 2022

**PRE-IMPLEMENTATION ACTIVITIES FOR THE MONTH OF JANUARY**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor of the CID  
Concerned Education Program Supervisors  
Secondary School Heads  
Selected Teachers  
All Concerned

1. Relative to the implementation of the Capstone Project entitled, Interactive Science Learning Kit for Catandunganon Learners in the New Normal, the following are the activities to be conducted for the month of January 2022 and the persons to be involved in every activity.
2. The series of activities aims to:
  - a. Track and monitor the progress of the different activities including the expected deliverables for a specific date.
  - b. Make necessary adjustment and refinement in the development of the learning materials.
  - c. Ensure that the learning materials to be developed are ready for student's utilization prior to its pilot testing.
  - d. Foster collaboration of the project team members and the proponent of the capstone project to ensure the success of the different phases of implementation.
3. Participants to this activity are the members of the Project Team of Capstone Project.
4. Attached is the matrix of activities and the participants to the activities.
5. Travel and other incidental expenses of the participants is chargeable against the school MOOE subject to the usual accounting and auditing rules and regulations. Likewise, service credits/CTO will be given to the participants who will be working on Saturdays and Sundays.
6. For information, dissemination, and compliance of all concerned.

  
**SUSAN S. COLLANO**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





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Enclosure No. 01 to Division Memorandum No. 20 s. 2022

**MATRIX OF THE PRE-IMPLEMENTATION ACTIVITIES FOR THE MONTH OF JANUARY**

Date	Activity	Participants	Meeting Option	Proposed Venue
January 7, 2022	Progress monitoring on the status of the Pre-Production deliverables of the video lessons (script, activity, materials needed etc.)	Nino Gerard C. Ceneta Joshua T. Gordon Israel P. Gurrobat Hannah Cyrene O. Tablizo	Virtual or Face-toFace	CID Office/CNHS
January 11 -12, 2022	Submission of the script and initial consultation of the writer/developer with the members of the QA team -Furnishing a copy of the script to the language editor for initial editing of the script.	Brigida D. Marinas Mari-Ann M. Manguerra Joshua T. Gordon Israel P. Gurrobat Hannah Cyrene O. Tablizo Imee S. Gabion	Virtual or Face-to-Face	CID Office/CNHS
January 13, 2022	Meeting and progress monitoring of the proponent with the internal QA team members	Nino Gerard C. Ceneta Jorge Victor Sales Brigida D. Marinas Mari-Ann M. Manguera	Virtual or Face-to-Face	CID Office/ CNHS
January 14, 2022	One-on-One final consultation of the writers/developers with the quality assurance team on the final script of the video lessons to be developed by the respective writers/developers	Jorge Victor Sales Brigida D. Marinas Mari-Ann M. Manguera Joshua T. Gordon Israel Gurrobat Hannah Cyrene O. Tablizo	Face-to-Face	CID Office/CNHS
January 15-16, 2022	Adjustment/revision/refinement on the script based on the suggestions and recommendations of the QA team	Joshua T. Gordon Israel P. Gurrobat Hannah Cyrene O. Tablizo		
January 17-21, 2022	Production of the Video Lessons (3 days in-house production)	Joshua T. Gordon Israel Gurrobat Hannah Cyrene O. Tablizo Nino Gerard C. Ceneta Jorge Victor Sales	Face-to-Face	Venue to be announced later
January 24-28, 2022	Evaluation of the video lessons by the LR team using the appropriate LR tools.	Joshua T. Gordon Israel Gurrobat Hannah Cyrene O. Tablizo Jesslyn Taway Jogene San Juan Peachie Roschele T. Chavez and other member of the LR team	Virtual or Face-to-Face	Venue to be announced later





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January 29-30, 2022	Finalization of the video lessons based on the recommendations/suggestions of the members of the LR team	Joshua T. Gordon Israel P. Gurrobat Hannah Cyrene O. Tablizo		
January 31, 2022	Video Lessons are ready for student's utilization during the pilot testing.  Final viewing of the video lessons developed	Writers/Developers, Internal QA Team, LR team and the other members of the Project Team	Virtual or Face-to-Face	Venue to be announced later

