



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

11 September 2023

DIVISION MEMORANDUM
No. 571 s. 2023

CONDUCT OF PRE-PRODUCTION ACTIVITY IN THE DEVELOPMENT OF MATH VIDEO LESSONS FOR KEY STAGE 1 LEARNERS

To: Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All concerned

1. In connection with the Regional Development of Math Video Lessons for Key Stage 1 Learners on September 23-26, 2023, a pre-production activity will be conducted on September 16-17, 20 at the Information Center of SDO Catanduanes (former SDS Quarter).

2. The activity aims to:

- a. Finalize the scripts to be used in the development of the Math Video Lessons
- b. Create the storyboard, identify the location, graphics and illustrations needed in the script and identify the different musical score needed in the episodes.
- c. Prepare the illustrations and other graphics for presentation.
- d. Pre shoot the necessary video clips stated in the script.

3. Participants in this activity are the following identified Math Production Team:

Name	School	Role
Febie T. Soriao	San Roque ES	Teacher Broadcaster
Mitsheline O. Surban	Tibang ES	Scriptwriter
Dennis T. Tulalian	San Vicente ES	Graphic Artist
Orlando Alejandro	Maygnaway NHS	Director of Photography and Cinematography
Jessie James S. Tanael	SAVS	Master Editor
Gener E. Alberto	PSAT	Director
Jezrahel T. Omadto	CID	QA



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4. Since September 16 & 17 falls on a Saturday & Sunday, 2 days of service credits and 2 days of Compensatory Overtime Credit (COC) shall be granted to the teacher participants and supervisor respectively. This is in congruence to the provisions set under DepEd Order No. 53 s. 2003 re: Updated Guidelines on Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel who will take part in the activity shall be entitled to receive Compensatory Overtime Credit (COC) for the accrued number of hours rendered as provided in CSC & DBM Joint Circular No. 2 s. 2004, re: Non-Monetary Remuneration for Overtime Services Rendered.
5. Travel expenses of the participants are chargeable to school MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance, and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

References:

To be indicated in the Perpetual Index

Under the following subjects:

JTO/ DM CONDUCT OF PRE-PRODUCTION ACTIVITY IN THE DEVELOPMENT OF MATH VIDEO LESSONS FOR KEY STAGE 1 LEARNERS
/___/September 11, 2023

