



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

Office of the Schools Division Superintendent

December 10, 2021

Division MEMORANDUM
No. 641, s. 2021

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Select Division Personnel
This Division

**TRAINING-WORKSHOP ON PHOTO EDITING, VIDEO PRODUCTION, AND
VIRTUAL STREAMING FOR THE WOMEN AND MEN NON-TEACHING
PERSONNEL OF DEPED-SURIGAO DEL SUR**

1. The onset and the consequences brought forth by the COVID-19 pandemic has resulted in the shift of program delivery from face to face to online modalities. In this regard, the Department of Education has been doing all efforts to ensure that its human resource is equipped with the needed knowledge and skills to take on the challenge of the new normal, making the best of the available applications and tools for online use.
2. In line with this, there will be a training-workshop on **14-16 December 2021 (Tuesday to Thursday), 8:00 A.M. to 5:00 P.M.** to address these needs. The venue will be announced later.
3. For further inquiries and clarifications, you may contact **EPS-II Erlyn G. Mangadlao** of the School Governance and Operations Division – Human Resource Development.
4. The members of the Program Management Team (Enclosure 01) shall ensure the smooth flow of the activity (Enclosure 02).
5. All participants (see Enclosure 3) are required to bring their own laptop and extension wire, and must install beforehand the needed software for the workshop.
6. For your guidance and action. Immediate dissemination of this Office Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004



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

Encl.: None
Reference/s: None

To be indicated in the Perpetual Index
under the following subjects:

Photo and Video Production	Online Delivery
HRD-initiated	Adobe

MAN/DM- TRAINING-WORKSHOP ON PHOTO EDITING, VIDEO PRODUCTION, AND VIRTUAL STREAMING FOR THE WOMEN AND MEN NON-TEACHING PERSONNEL OF DEPED-SURIGAO DEL SUR 644 /December 10, 2021



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004



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

Enclosure 01 of Division Memorandum No. 64, s. 2021

PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULA-NIERE	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	ERLYN G. MANGADLAO	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned; and formally informs those who have parts in the Opening and Closing Program.
Logistics Manager	JHONY B. ORZALES	The Logistic Manager shall ensure that all the materials are set in the venue and the meals and snacks are served to the participants based on the list of menu.
QATAME Associate	VOLTAIR C. ASILDO	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
Video Production and Live Streaming Crew	ALEX S. MISTULA JANUARY P. SABLAS VON JASON A. CASA MARVIN G. MINGUILLAN	The Istudyo Madayaw Crew shall take charge of the video recording and editing of speakers and top management and of the audio-visual presentations needed during the opening and closing programs during the live stream.
Learning Facilitators	MARY LUZ B. ADVINCULA-NIERE, MBA ERLYN G. MANGADLAO LIEU GEE KEESHA C. GUILLEN	The Learner Facilitator shall prepare their Resource Package prior to the event and submit to the HRD for quality assurance. They must also prepare 5 questions per topic which will be consolidated to become the basis in making the Pre-Test and Post Test. They must also be the facilitators during breakaway sessions.
Documenter	JANUARY P. SABLAS MELCHOR O. CATCHA ERLYN G. MANGADLAO	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes highlighting the clarifications/concerns raised and the responses thereto. The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, participants pre-registered in the LDIS, check the Pre-Test and Post Test, prepares the List of Scores, and prints updates on M&E.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004



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

Enclosure 02 of Division Memorandum No. 691, s. 2021

PROGRAM MATRIX

Day 00 – December 13, 2021 (Monday)

Date/Time	
3:00 P.M. onwards	Arrival of Participants and Assignment of Rooms

Day 01 – December 14, 2021 (Tuesday)

Date/Time	Session No. and Title	Session Objectives	Output	Topic Content Highlights	Teaching / Learning Methodology	Nomina ted Facilitator	Resources
08:00 – 08:45 A.M. (45 mins)	PRELIMINARIES						
08:45 – 10:45 A.M. (2 hours)	Session 1: Sequencing of Program and Script-writing	To learn how to sequence events in program flow and write a script for it	Program Matrix and Script		Lecture and Workshop	Liza M. Guinguing	Slide deck presentation
10:45 – 11:00 A.M. (15 minutes)	SNACK AND HEALTH BREAK						
11:00 – 12:00 A.M. (1 hour)	Session 2: Etiquette of a	To know the basics of the etiquette of a Master of	None		Lecture	Mary Luz B. Advincula-Niere,	Slide deck presentation



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH/00100102

DC No: F-OSDS-004



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

	Master Ceremony	Ceremony				MBA	
12:00 – 01:00 P.M. (1 hour)	LUNCH BREAK						
01:00 – 02:30 P.M. (1 hour, 30 minutes)	Session 3.1: Audio Recording and Editing using Adobe Audition	To learn how to use Adobe Audition in recording and editing audios	No ne		Lecture	January P. Sablas	Slide deck presentation
02:30 – 02:45 P.M. (15 minutes)	SNACK AND HEALTH BREAK						
02:45 – 04:45 P.M. (2 hours)	Session 3.2 Workshop and Presentation of Outputs		Recorded and Edited Audio via Audition	The three functional divisions shall present their outputs in 10 minutes and they will be critiqued in the next 10 minutes.	Workshop	January P. Sablas	Slide deck presentation
04:45 – 05:00 P.M. (15 minutes)	CLOSING PROGRAM FOR DAY 01						



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004



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

Day 02 – December 15, 2021 (Wednesday)

Date/Time	Session No. and Title	Session Objectives	Output	Topic Content Highlights	Teaching / Learning Methodology	Nominated Facilitator	Resources
08:00 – 08:30 A.M. (30 mins)	MANAGEMENT OF LEARNING						
08:30 – 10:15 A.M. (1 hour, 45 minutes)	Session 4: Program Teaser Using Canva and Filmora	To learn how to Canva and Filmora in making teasers	Program Teaser		Lecture and Workshop	Marvin G. Minguilan	Slide deck presentation
10:15 – 10:30 A.M. (15 minutes)	SNACK AND HEALTH BREAK						
10:30 – 12:00 A.M. (1 hour, 30 minutes)	Session 5: Program Matrix and Poster and Poster-making Using Canva	To know the basics of making program matrix and speaker posters using Canva	Program Matrix and Poster		Lecture and Workshop	Erlyn G. Mangadlao	Slide deck presentation
12:00 – 01:00 P.M. (1 hour)	LUNCH BREAK						
01:00 – 02:30	Session 6.1:	To learn	None		Lecture	Alex S. Mistula	Slide deck



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100302

DC No: I-OSDS-004



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

P.M. (1 hour, 30 minutes)	Making Virtual Stage, Backdrop, and Name Plate	how to use Adobe Premiere in editing videos					presentation
02:30 – 02:45 P.M. (15 minutes)	SNACK AND HEALTH BREAK						
02:45 – 04:45 P.M. (2 hours)	Session 6.2 Workshop and Presentation of Outputs		Virtual Stage, Backdrop, and Name Plate		Workshop	Alex S. Mistula	Slide deck presentation
04:15 – 05:00 P.M. (15 minutes)	CLOSING PROGRAM FOR DAY 02						

Day 03 – December 16, 2021 (Thursday)

Date/Time	Session No. and Title	Session Objectives	Output	Topic Content Highlights	Teaching/ Learning Methodology	Nominated Facilitator	Resources
08:00 – 08:30 A.M. (30 mins)	MANAGEMENT OF LEARNING						
08:30 – 10:15 A.M. (1 hour, 45)	Session 7: Pre-Production (Equipment/ Studio Setup)	To learn how to set up equipment	None		Lecture	Alex S. Mistula	Slide deck presentation



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102
 DC No: I-OSDS--004



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

minute s)		in the studio for live stream ing					
10:15 – 10:30 A.M. (15 minute s)	SNACK AND HEALTH BREAK						
10:30 – 12:00 A.M. (1 hour, 30 minute s)	Session 8: Actual Video Shoot	To know the use camera and green screen for actual video shoot	Video		Lecture and Worksh op	Alex S. Mistul a	Slide deck present ation
12:00 – 01:00 P.M. (1 hour)	LUNCH BREAK						
01:00 – 02:30 P.M. (1 hour, 30 minute s)	Session 7: Post- Production (File Managemen t and Audio- Video Editing)	To learn how to use Adobe Premie re in editing videos	None		Lecture	Von Jason A. Casa	Slide deck present ation
02:30 – 02:45 P.M. (15 minute s)	SNACK AND HEALTH BREAK						
02:45 – 04:15 P.M. (1 hour,	Session 8: Live Streaming via OBS	To learn how to conduc t live	OBS livestre aming template		Lecture and Worksh op	Von Jason A. Casa	Slide deck present ation



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AIW/PH909100102

DC No: I-OSDS-004



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

30 minute s)		steami ng using OBS					
04:15 – 04:30 P.M. (15 minute s)	Crafting Professional Reflection Notes and Learning Action Plan	To create a plan as their guide in cascad ing and applyi ng the knowle dge and skills they have learne d in the trainin g- worksh op	Professi onal Reflectio n Notes and Action Plan		Worksh op	Erlyn G. Manga dlao	Learnin g Action Plan Templat e
04:30 – 05:00 P.M. (30 minute s)	CLOSING PROGRAM FOR DAY 03						

Host/Facilitator:

MELCHOR O. CATCHA

Project Development Officer I



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004