



Republic of the Philippines  
**Department of Education**  
Region I  
**PANGASINAN SCHOOLS DIVISION OFFICE II**  
Canarvacanan, Binalonan

**DIVISION MEMORANDUM No. 33) s. 2023**

To: **All District Supervisors  
School Heads of Elementary and Secondary Schools**

From: **LORNA G. BUGAYONG, PhD, CESO V**  
*Schools Division Superintendent*

Subject: **DIVISION TRAINING-WORKSHOP ON VIDEO LESSONS  
DEVELOPMENT FOR EPP/TLE/TVL/TVE TEACHERS**

Date: **July 18, 2023**

**PARTICULARS**

1. In its desire to capacitate our teachers on the use and development of modern instructional devices, this Office will conduct a Division Training-Workshop on Video Lessons Development on the following dates:

Date/s	Venue	Participants
<b>August 9-11, 2023</b>	Asingan North CS, Asingan II	58 EPP Teachers 11 TWG/ Resource Persons
<b>August 16-18, 2023</b>		58 TLE, TVE, TVL Teachers 11 TWG/ Resource Persons

*Attached is the List of Participating districts/Secondary Schools and the No. of Participants. District Supervisors/School Heads of Secondary Schools shall identify the participants.*


2. Participants are advised to bring their own laptop and extension cord during the training.
3. Travel and other incidental expenses of the teacher-participants during the training shall be charged against local funds, subject to usual Auditing Rules and Regulations. Foods/Snacks of participants, Travel Expenses of the TWG/Resource Persons, and the training materials shall be shouldered by the Division Office out of the HRTD Funds allotted for EPP/TLE/TVE/TVL for FY 2023.

4. The following will serve as Technical Working Group/Resource Persons during the activity:
  - a. **Darmer Hilda Aquino** – San Rafael ES, San Nicolas I
  - b. **Maribeth Tugare** – DRECMNHS
  - c. **Martin Antonio, Jr.** – Juan G. Macaraeg NHS
  - d. **Ariel Tugare** – EPAC
  - e. **Perlita Reyes** – Mangaldan NHS
  - f. **Gina Aquino** – San Jacinto NHS
  - g. **Ricardo Ocumen** – Sison IS
  - h. **Narciso Espejo, Jr.** – Mangaldan NHS
  - i. **Nelda Pira** – Nalsian ES, Manaoag II
  - j. **Julius Pira** – Cabanbanaan ES, Manaoag II
  - k. **Rodolfo Aquino** – Luciano Millan NHS
5. **Two (2) days Service Credits** shall be granted to the teacher-participants for their attendance to the training pursuant to **DepEd Order No. 53, s. 2003** entitled **“Updated Guidelines on Grant of Vacation Service Credits to Teachers”**.
6. Attached is the approved Training-Workshop Proposal relative to the above-mentioned activity.
7. Please be guided accordingly.

**LORNA G. BUGAYONG, PhD, CESO V**

 Schools Division Superintendent

APPROVED FOR TRANSMISSION:

  
ARVIN R. PUYAT  
ADMINISTRATIVE OFFICER V

## LIST OF PARTICIPANTS

1<sup>st</sup> Batch – August 9-11, 2023 (EPP Teachers)

Venue: Asingan North CS, Asingan II

Districts	No. of EPP teachers to be sent to the training
Mangaldan I	2
Mangaldan II	2
Manaoag I	2
Manaoag II	2
San Fabian I	2
San Fabian II	2
San Jacinto	2
Laoac	2
Sison	2
Binalonan I	2
Binalonan II	2
Pozorrubio I	2
Pozorrubio II	2
Asingan I	1
Asingan II	1
San Manuel	2
Sta. Maria	2
Tayug I	1
Tayug II	1
San Nicolas I	2
San Nicolas II	1
San Quintin	2
Natividad	2
Umingan I	2
Umingan II	2
Balungao	2
Rosales I	1
Rosales II	1
Alcala	2
Bautista	2
Sto. Tomas	1
Villasis I	2
Villasis II	2
<b>Total</b>	<b>58</b>



2<sup>nd</sup> Batch – **August 16-18, 2023 (TLE/TVE/TVL TEACHERS)**

Venue: Asingan North CS, Asingan II

**One (1) Teacher-Participant from each of the following schools**

Baracbac NHS	Guiling-Coliling NHS	Bulaoen East NHS
Flores NHS	San Pedro Apartado NHS	Laoac NHS
Maseil-seil NHS	Bersamin NHS	Cabilaoan NHS
Lumayao IS	Baluyot NHS	Toboy NHS
San Quintin NHS	Bautista NHS	Ariston-Bantog NHS
San Macario NHS	San Antonio NHS	Carosucan Sur NHS
Salud-San Eugenio NHS	Antonio Villar NHS	Carosucan Norte NHS
Lapaz NHS	Amamperez Agro-Industrial NHS	Sto. Domingo NHS
Natividad NHS	Piaz NHS	Flores IS
San Isidro NHS	Unzad NHS	MPJCL
San Rafael NHS	Capulaan NHS	Angela Valdez Ramos NHS
San Felipe NHS	DRECMNHS	Cabanbanan NHS
Dalumpinas NHS	Batasan NHS	San Jacinto NHS
Sta. Cruz IS	Bugayong IS	Lobong NHS
Panganiban NHS	Amadeo Perez NHS	Mangaldan IS
San Aurelio NHS	Benigno Aldana NHS	Gueguesangen IS
San Leon NHS	Palguyod NHS	Binday NHS
Balungao NHS	Bobonan NHS	Ambalangan Dalin NHS
San Luis NHS	Dr. Valentin Torres IS	
David NHS	Mabilao NHS	



Republic of the Philippines  
**Department of Education**  
Region I  
SCHOOLS DIVISION OFFICE OF PANGASINAN II  
Binalonan, Pangasinan

CONTROL NO: \_\_\_\_\_

**ACTIVITY / TRAINING REQUEST**

May 15, 2023

**DR. LORNA G. BUGAYONG, PhD, CESO V**

Schools Division Superintendent  
Pangasinan Division II  
Binalonan, Pangasinan

Madam:

May I respectfully request permission from your good Office to conduct a **Three (3) day Live-out Division Training-Workshop** for EPP/TLE/TVE/TVL Teachers on Video Lessons Development on the following dates:

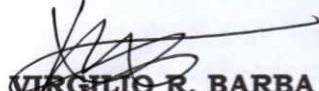
First Batch - August 9-11, 2023 (69 Participants)

Second Batch - August 16-18, 2023 (69 Participants)

Said Activity will be financed out of the Human Resources Training Development Fund allotted for EPP/TLE in the amount of PHP 250, 000. The venue will be announced later.

Attached is the Training Proposal for the aforementioned training for your perusal and favorable action.

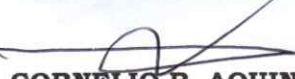
Very truly yours,


  
**VIRGLIO R. BARBA**  
Education Program Supervisor

**NOTED:**


  
**JANICE M. RIVERA, PhD**  
SEPS - HRD

**RECOMMENDING APPROVAL:**

  
**CORNELIO R. AQUINO, EdD**  
Chief Education Supervisor, CID

  
**REDENTOR B. AQUINO, PhD**  
Chief Education Supervisor, SGOD

**WILFRED E. SINDAYEN**  
Assistant Schools Division Superintendent

  
**ROSARIO O. CABRERA**  
Assistant Schools Division Superintendent

Approved:

  
**LORNA G. BUGAYONG, PhD, CESO V**  
Schools Division Superintendent



## TRAINING PROPOSAL

### I. Training/Program Title:

Division Training-Workshop for EPP/TLE/TVL Teachers on Video Lesson Development.

### II. Participants:

Batch 1 – 69 TLE/TVL Teachers  
Batch 2 – 69 EPP Teachers

### III. Venue:

To be announced later

### IV. Time Frame

Batch 1 – August 9-11, 2023  
Batch 2 – August 16-18, 2023

### V. Fund: ₱ 250,000.00

### VI. Rationale:

Teachers play a vital role in the teaching learning process. On their hands lies the success of the educational process. This goes without saying that if they are competent to impart knowledge, the learners will be inspired to learn thereby ensuring their maximum learning performance.

With this in mind and amidst the new normal, it is just fitting to equip them with the appropriate delivery mode such as the use of ICT particularly on the preparation of learning materials.

Last school year, the printed modular Distance Learning was adopted purely in the delivery of learning. But per observation and analysis of Monitoring and Evaluation result, there seems to be wanting in terms of the learners' interest in learning. It is on this premise that the teachers should be capacitated to prepare their own teaching materials which will be more interesting to the learners, hence this training on the development of video lessons. With these materials, it is expected that the learning outcome would improve as the learners will be more enthusiastic to learn as most of their senses are stimulated namely sight, hearing and feeling, compared to the MDL wherein only their sense of sight is activated.

### VII. Description of the Activity

The Training-workshop will focus on the development of Video Lessons which will be utilized by learners as back up to the Printed Modules. There will be 2 batches of participants with a total of 138 participants, inclusive of the trainers and facilitators.

### VIII. Goals and Objectives

1. The Training-Workshop aims to:
  - a) explain the importance of video Lessons to the learners
  - b) demonstrate the guidelines in developing Video Lessons
  - c) train the participants on the preparation of Video Lessons.

**IX. Proposes dates:**

- Batch 1 – August 9-11, 2023
- Batch 2 – August 16-18, 2023

**X. Strategies**

- 1. Lecture/Workshops
- 2. Group Presentation of Outputs
- 3. Critiquing of Outputs

**XI. Target Participants**

Selected Teachers who have basic knowledge and skill in ICT

**XII. Fund Source: HRD**

**XIII. Financial Requirements:**

Estimated Expenses

Batch 1 – August 9-11, 2023 (69 pax)

A. Food and Venue	
a. ₱ 800 per day (69 pax) for 1 <sup>st</sup> and 2 <sup>nd</sup> day.....	PHP 110, 400
b. ₱ 800 per day (11 pax) for the 3 <sup>rd</sup> day.....	PHP 8, 800
Materials – Manila Paper/ Pentel Pen .....	PHP 300 -
B. Transportation Expenses at ₱ 500 per pax for 11 participants (TWG).....	<u>PHP 5, 500</u>
<i>Sub-Total</i>	<b>PHP 125, 000</b>

Batch 2 – August 16-18, 2023 (69 pax)

A. Food and Venue	
a. ₱ 800 per day (69 pax) for 1 <sup>st</sup> and 2 <sup>nd</sup> day.....	PHP 110, 000
b. ₱ 800 per day (11 pax) for the 3 <sup>rd</sup> day.....	PHP 8, 800
Materials .....	PHP 300
C. Transportation Expenses at ₱ 500 per pax for 11 participants (TWG) .....	<u>PHP 5, 500 -</u>
<i>Sub-Total</i>	<u>PHP 125, 000</u>
<b>Grand Total</b>	<b>PHP 250, 000</b>

**XIV. Legal Basis**

DepEd Memo CI No. 0162 s. 2020

## TRAINING DESIGN

### I. Training Matrix

#### Day 1

Time	Activities/Topics	Responsible Person/ Resource Speaker
8:00-9:00	Arrival and Registration	Darmer Hilda Aquino/ Nelda Pira
9:00-9:30	Opening Program	Maribeth Tugare/ Martin Antonio, Jr.
9:30-9:45	Snacks	
9:45-10:15	Review of the Basic Education Learning Continuity Plan and Overview of the Training	Ariel Tugare/Perlita Reyes
12:00-1:00	Lunch Break	
1:00-2:00	General Guidelines in Developing Video Lessons	Gina Aquino/ Ricardo Ocumen
2:00-3:00	Steps in Developing Video Lessons	Narciso Espejo Jr.
3:00-3:30	Break Time	
3:30-4:30	Exploring Apps to be used in developing Video Lessons	Rodolfo Aquino

#### Day 2

Time	Activities/Topics	Moderator/In-Charge
8:00-8:30	Unfreezing Activities/Wrap-up of the Day 1 Activities	Ariel Tugare/ Martin Antonio, Jr.
8:30-9:30	Workshop on the Development of Video Lessons	Narciso Espejo Jr./ Rodolfo Aquino
9:30-9:45	Break Time	
9:45-12:00	Continuation of Workshop	
12:00-1:00	Lunch Break	
1:00-3:00	Presentation of Output/Critiquing	Gina Aquino /Ricardo Ocumen
3:00-3:30	Continuation of the Presentation of Outputs and Critiquing	Perlita Reyes/Darmer Hilda Aquino/
4:30-5:00	Closing Program	Darmer Hilda Aquino/ Nelda Pira

#### Day 3

Time	Activities/Topics	Moderator/In-Charge
8:00-8:30	Unfreezing Activities/Wrap-up of the Activities for the past 2 days	Gina Aquino/Perlita Reyes
8:30-5:00	Video Lesson Validation	Technical Working Group/Video Lessons Validators



## II. People Involved

### a. Working Committees

<b>Over-all Chairman – EPS Virgilio R. Barba</b>	
<b>Planning Committee</b>	<b>Technical/Documentation Committee</b>
Chairman - Rodolfo Aquino Co-Chairman – Julius Pira Nelda Pira	Chairman - Narciso Espejo Jr. Co-Chairman – Darmer Hilda Aquino Martin Antonio, Jr.
<b>Facilitators</b>	
Nelda Pira Narciso Espejo Jr. Darmer Hilda Aquino Julius Pira Ricardo Ocumen	Perlita Reyes Ariel Tugare Gina Aquino Rodolfo Aquino Martin Antonio, Jr.
<b>Quality assurance Monitoring and Evaluation</b>	
Janice M. Rivera, PhD HRD-Senior Education Program Specialist	Hilario M. Olivo Jr. M&E SEPS

### b. Resource Persons

Name	Position	Office/School	Topic
Ariel Tugare Julius Pira	HT VI P I	EPAC Inamotan ES	BELCP Review
Ricardo Acumen Gina Aquino	HT I HT III	Sison Central IS San Jacinto NHS	General Guidelines in Video Lesson Development
Narciso Espejo Jr.	T-III	Mangaldan NHS	Steps in Developing Video Lessons
Rodolfo Aquino	MT-I	Luciano Milan NHS	Exploring Apps to be used for UC Development

### c. Consultants

DR. LORNA C. BUGAYONG, PhD, CESO V	Schools Division Superintendent
DR. WILFREDO E. SINDAYEN	Asst. Schools Division Superintendent
DR. ROSARIO CABRERA	Asst. Schools Division Superintendent
DR. CORNELIO R. AQUINO	Chief Education Supervisor, CID
DR. REDENTOR B. AQUINO	Chief Education Supervisor, SGOD
VIRGILIO R. BARBA	Education Program Supervisor (EPP/TLE/TVL)

## XVI. PERSONNEL REQUIREMENTS

### a. Target Number of Participants

Batch	Participants	Committees/Moderators/Resource Speaker	Total
1	58	11	<b>69</b>
2	58	11	<b>69</b>
<b>Total</b>	<b>116</b>	<b>22</b>	<b>138</b>

### b. Gantt Chart

Phases	Timeline			January, 2023
	June - July, 2023	August, 2023	September - October, 2023	
Planning/Preparation of training Proposal/Approved.				
Implementation				
Monitoring and Evaluation				

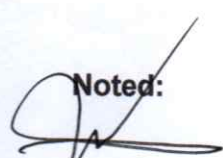
Analysis & Interpretation of Data				
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- c. Monitoring and Evaluation
1. Assessment Methods
  2. Training Evaluation Tool (HRD)

Prepared by:

  
**VIRGILIO R. BARBA**  
 Education Program Supervisor

Noted:

  
**CORNELIO R. AQUINO, EdD**  
 Chief Education Supervisor, CID

Amount: **PHP 250,000**  
 Fund Source: **FY 2023 HRTD Fund**

With Allotment  
 No Allotment

Funds Available  
 No budget

APP  
 APP (Supplemental)  
 Purchase Request

  
**JOSEPHINE I. LAUD**  
 Budget Officer III

  
**ATTY. MAUREEN M. TORRES, CPA**  
 Accountant III

  
**EDDIE V. CANCINO**  
 AO IV, Supply

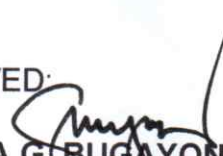
BAC Resolution Number: \_\_\_\_\_

  
**ROSARIO O. CABRERA**  
 BAC Chairman

Checked and Recorded:

  
**JANICE M. RIVERA, PhD**  
 SEPS-HRD

APPROVED:

  
**LORNA G. BUGAYONG, PhD, CESO V**  
 Schools Division Superintendent