



Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

MAY 23 2025

DM No.: 245 s. 2025

TO: **Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Concerned Public Elementary and Secondary School Heads  
All Others Concerned**

FROM: **Office of the Schools Division Superintendent**

SUBJECT: **Upskilling on the Production and Video Editing of  
Microlearning Resources Based on SLM Contents  
(Batch 1 – Mathematics and MAPEH)**

DATE: **May 22, 2025**

**PARTICULARS**

1. Relative to the Regional Memorandum No. 681 s. 2025, the Department of Education Regional Office I, through the Curriculum and Learning Management Division, initiated a series of activities on the development of Microlearning Resources (MLRs) based on SLM contents anchored on the MATATAG Curriculum.
2. Anent this, the CLMD-LRMS will be conducting the Upskilling on the Production and Video Editing of Microlearning Resources Based on SLM Contents – Batch 1 at Hotelinda Suites, Rivero St., Barangay VIII, Vigan City on May 25, PM to May 30, 2025, PM. The production phase is the next activity after the scriptwriting and storyboard development.
3. The activity intends to produce microlearning resources (MLRs) for Grades 2, 3, 5, and 8 Mathematics and MAPEH anchored on the MATATAG Curriculum. To realize the objective of the activity, Schools Division Offices are requested to support this initiative by allowing non-teaching and/or teaching personnel who have expertise in the production and video editing of learning resources.
4. The names listed below are the Batch participants from the SDO-City of San Fernando.



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

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<b>MATHEMATICS 5</b>		
<b>Name of Participant</b>	<b>Assigned Task</b>	<b>School</b>
Elsie Apigo	Director	SF North Central School
Francis Hagoot Marzo	Videographer/Photography	Ilocanos ES
Ma. Viktoria Aquino	On-Camera Talent	Dallangayan ES
Joseph Maranan	Illustrator	SF South Central IS
Jenny E. Arceo	Animator	Sevilla ES
Rosalie Ducusin	Video Editor	Ilocanos ES
<b>PHYSICAL EDUCATION 8</b>		
<b>Name of Participant</b>	<b>Assigned Task</b>	<b>School</b>
Edna Linsangan	Director	LUNHS
Lozemeh delos Santos	Videographer/Photography	Lingsat IS
Janet Pimentel	On-Camera Talent	Nagyubuyuban IS
Herbert Dumaguin	Illustrator	Tanquigan ES
Azarel delos Santos	Animator	Lingsat IS
Michael Reyes	Video Editor	SF SPED IS

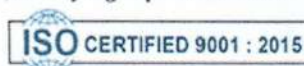
- Each Schools Division Office participant is expected to bring multimedia equipment and essentials provided by the Regional Office intended for the production of multimedia learning resources. Other equipment, like laptop and a camera, may also be brought by the production team to expedite the production of the target outputs. Extension cords shall also be brought by the production team.
- Moreover, the participants are expected to observe the Terms of Reference (TOR) as their guide for their assigned task. They are also required to register via this link: <https://tinyurl.com/ProdMLRsBatch1-MathMAPEH> on or before May 24, 2025, to facilitate the printing of certificates and assigning of rooms to the participants in the hotel.
- The first meal to be served is afternoon snacks on May 25, 2025, and the last meal will be lunch on May 30, 2025. The Opening Program will start at 3:30 p.m. and to be followed immediately by a plenary session.
- Meals, venue, accommodation, and supplies of the participants shall be charged to FY 2025 GAA, subject to usual government accounting rules and regulations. Travel Expenses of the participants will be downloaded to the Schools Division Offices through the issuance of Sub-Allotment Release Order (SARO).
- Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends or holidays in



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accordance with the provisions of DepEd Order No. 52, s. 2023 and CSC-DBM Joint circular No. 2, s. 2015.

10. For information, guidance, and immediate dissemination

**SHEILA MARIE A. PRIMICIAS, CESO VI**  
 Schools Division Superintendent

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**Terms of Reference of the Production Team**

**1. Director**

**Role Summary:** Oversees the creative vision and overall production process, ensuring alignment with the project's goals.

**Skills Needed:**

- Strong leadership and decision-making skills
- Deep understanding of storytelling, pacing, and visual language
- Excellent communication and interpersonal skills
- Ability to manage a team and coordinate with various departments
- Knowledge of scriptwriting, camera work, lighting, and production

**2. On-Cam Talent / Teacher-Broadcaster / Voice Talent**

**Role Summary:** Serves as the face or voice of the production, delivering content with clarity, emotion, and engagement.

**Skills Needed:**

- Excellent diction, articulation, and vocal modulation
- Strong on-camera presence and confidence
- Ability to engage viewers and deliver content effectively
- Adaptability to direction and feedback
- Familiarity with script reading and basic acting or presenting techniques

**3. Director of Photography (DOP) / Cameraman**

**Role Summary:** Responsible for capturing the visual elements of the production using appropriate camera techniques and lighting.

**Skills Needed:**

- Proficiency with cameras, lenses, lighting, and framing
- Understanding of visual composition and movement
- Technical knowledge of video formats and recording equipment
- Creative eye for cinematography and mood-setting
- Ability to work closely with the director and crew



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#### 4. Illustrator / Graphic Artist

**Role Summary:** Creates original illustrations, layouts, and visual assets to support and enhance the content.

**Skills Needed:**

- Proficiency in Adobe Illustrator, Photoshop, or similar software
- Proficiency in drawing and design fundamentals
- Creativity and ability to visualize concepts
- Attention to detail and brand consistency
- Ability to collaborate and adapt to feedback

#### 5. Animator

**Role Summary:** Brings visual elements to life using motion graphics and animation for educational or creative storytelling.

**Skills Needed:**

- Expertise in animation software (e.g., After Effects, Blender, Toon Boom)
- Strong understanding of motion design, timing, and transitions
- Creativity in conceptualizing and animating sequences
- Ability to sync visuals with audio and narration
- Attention to technical details like resolution and frame rates

#### 6. Video Editor

**Role Summary:** Assembles recorded footage, audio, and visual effects to produce the final polished video.

**Skills Needed:**

- Proficiency in editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve)
- Strong sense of timing, storytelling, and pacing
- Audio syncing, color grading, and basic visual effects skills
- Problem-solving and attention to detail
- Ability to meet deadlines and follow the director's vision



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