



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASE

00-2686

SEP 22 2023

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD /CID
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

FROM : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

**SUBJECT: PROJECT INFORM: 3RD QUARTER MEETING OF DIOS, ADIOS
AND DPACs CUM UPSKILLING ON DIGITAL MATERIAL
PRODUCTION**

DATE : September 21, 2023

Please find attached Regional Memorandum ORD-PAU-2023-049 from the Office of the Regional Director Dr. Nicolas T. Capulong, titled **PROJECT INFORM: 3RD QUARTER MEETING OF DIOS, ADIOS AND DPACs CUM UPSKILLING ON DIGITAL MATERIAL PRODUCTION**, for reference and guidance of all concerned.

Particular attention is given to paragraph 4 that details the required materials to be used during the Upskilling. In connection with this, the following School Information Officers (SICs) are requested to submit raw video materials on previous different events: Tapuyan NHS, Poctoy ES, Landy NHS, and Buenavista National High School.

SICs from other schools are also encouraged to submit their stock file of raw videos to supplement those that will be provided by the four schools mentioned. Please submit said video file to this link – bit.ly/UpskillingRawVideos2023.

For immediate dissemination and compliance.

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

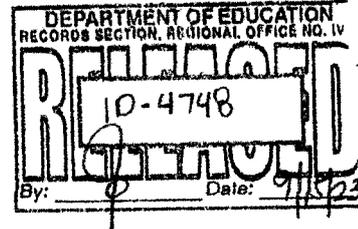
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Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
 ORD-PAU-2023-49

**TO : SCHOOLS DIVISION SUPERINTENDENTS
 CHIEFS OF FUNCTIONAL DIVISIONS**

FROM : NICOLAS T. CAPULONG, PhD, CESO III
 DIRECTOR IV
 REGIONAL DIRECTOR

**SUBJECT : PROJECT INFORM: 3RD QUARTER MEETING OF DIOs, ADIOs
 AND DPACs CUM UPSKILLING ON DIGITAL MATERIAL
 PRODUCTION**

DATE : SEPTEMBER 14, 2023

This Office, through the Public Affairs Unit, shall conduct the 3rd Quarter Meeting of Division Information Officers (DIOs), Alternate Division Information Officers (ADIOs) and Division Public Assistance Coordinators (DPACs) cum Upskilling on Digital Material Production on **September 25-26, 2023 (virtual via MS Teams), and October 2-4, 2023 (onsite within Antipolo City)**, respectively.

Participants in the Quarterly Meeting are the Division Information Officers (DIOs), Alternate Division Information Officers (ADIOs) and the Division Public Assistance Coordinators (DPACs).

Meanwhile, participants in the upskilling activity from the Schools Division Offices are the DIOs, ADIOs, DPACs and Information Technology Officers (ITOs), while participants from the Regional Office are the Administrative Assistants and/or personnel who are/who will be in-charge of preparing video presentations in their respective offices. The RO allocation is found below:

CLMD	HRDD	ESSD	PPRD	QAD	FTAD	FD	ASD	LU	ICTU	PAU
2	2	2	1	1	1	1	2	1	3	2

The two-day upskilling on Digital Material Production shall be facilitated by the DepEd CALABARZON ICT Team. Participants are required to bring the following:

1. Raw videos that could be of use during the workshop proper
2. Laptop, mouse, internet connection and extension cords
3. Any video editing software
4. Any available gadget for video shooting (e.g. Camera/Ring light/Lapel mic, etc)



Below is the schedule of activities for everyone's reference. Please take note that participants need to complete the virtual training first, before proceeding to the onsite training.

Date	Mode	Activity	Participants
September 25 1:00 pm to 4:00 pm September 26 9:00 am to 12:00 pm	via MS Teams	Upskilling on Digital Material Production 1. Power of Digital Materials Information Dissemination 2. Preparing Infographics	All SDO and RO pax
October 1 1:00 pm to 5:00 pm	Onsite (within Antipolo City)	3 rd Quarter Meeting of Division Information Officers (DIOs), Alternate Division Information Officers (ADIOs) and Division Public Assistance Coordinators (DPACs)	DIOs, ADIOs, DPACs, PAU
October 2-3 8:00 am to 4:00 pm	Onsite (within Antipolo City)	Upskilling on Digital Material Production 3. Storyboard Development 4. Speaking on Camera/Connecting with your Viewers 5. Video Editing via Canva 6. Video Production	All SDO and RO pax
October 4 8:00 am to 12:00 pm	Onsite (within Antipolo City)	Presentation of Created Videos and Evaluation	All SDO and RO pax

Participants to the 3rd Quarter Meeting shall check in by 1:00 pm of October 1, first meal is PM snacks, while participants of the Upskilling activity shall check in by 1:00 pm of October 2, first meal will be breakfast. The last meal of all participants shall be lunch of October 4, 2023.

Board and lodging shall be charged against Regional Office funds, while travel expenses and per diem shall be charged to local funds, subject to the usual accounting rules and regulations.

For confirmation, kindly submit the names of your participants to this Office (Attention: PAU) on or before September 20, 2023.

For information and utmost participation.

ORD-PAU/STL