
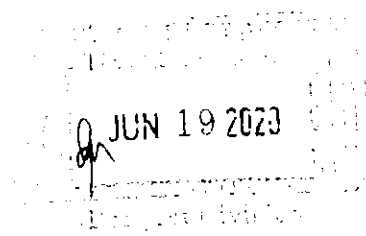
	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
	<b>DIVISION MEMORANDUM NO. <u>123</u> s. 2020</b>	

**Date:** June 17, 2020

**To:** Chief of Curriculum Implementation Division  
 Education Program Supervisors  
 Public Schools Division Superintendent  
 All Public Elementary and Secondary School Heads  
 All Others Concerned



**From:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC – OSDS

**Subject:** Designing Multimedia Instructional Materials

1. In consonance with SDO Benguet's Learning Continuity Plan, the Division, through the Human Resource Development Section and Learning Resource Management and Development Section, is providing series of trainings for teachers' upskilling of relevant teaching methodologies in the absence of Face to Face learning modality for the School Year 2020-2021.
2. Since the Division will be adopting different modes of learning delivery under the Blended Learning Program, various learning platforms are being created, such as digital videos.
3. In view of the above, a virtual training on Designing Multimedia Instructional Materials will be conducted from June 24 to 30, 2020. This virtual training will be attended by elementary and secondary teachers who have already pre-registered with the Learning Resource Development and Management Section.
4. Details of the training are presented below:

Topic	Date	No. of pax
Creating Instructional Video	June 24-25 & 29, 2020	92
Digital-Story Telling	June 26, 29-30, 2020	97

5. All pre-registered participants must have their own laptops/desktop or cellphone with MS Office installed, strong internet connection, and with basic computer skills. These requirements are needed to ensure that every participant will be active in all activities and will be able to submit an output.
6. For communication expenses, participants will be given a P500 worth of load card chargeable against HRTD Fund and subject to the usual auditing and accounting rules and procedures.
7. Widest dissemination of and strict compliance to this memo is desired.

## Annex A: Program Matrix

<b>Preparing Instructional Video (June 24-25, 29, 2020)</b>				
Date and Time	Activities/ Topics	Tasks and Processes	Responsible Person	Output
<b>Day 1 (June 24)</b>  <b>8:30 – 12:00</b>	Lecture and Demo on the preparation of Instructional Video  (synchronous)	<ul style="list-style-type: none"> <li>• Opening Program</li> <li>• Welcome and opening Remarks</li> <li>• Rationale and objectives</li> <li>• Introduction of Resource Speaker</li> <li>• Lecture 1: Choosing IV topics and Storyboarding</li> <li>• Lecture 2: Evaluating IV</li> </ul>	HRDS	Outline of topic based on CG & Storyboard/ Video Content plan
			SDS  CID Chief  LRMDS  Mr. Ivan Jim Layugan	
<b>1:00 – 3:00</b>	Demonstration on how to prepare IVs using basic digital tools (synchronous)	<ul style="list-style-type: none"> <li>• Ice breaker</li> <li>• Demo-lesson</li> </ul>	HRDS Resource Speaker	
<b>Day 2 (June 25)</b>  <b>8:30 – 12:00</b>	Lecture on Videography	<ul style="list-style-type: none"> <li>• MOL</li> <li>• Introduction of Resource Speaker</li> </ul>	HRDS  LRDS	
<b>1:00 – 5:00</b>	Workshop (Offline)	<ul style="list-style-type: none"> <li>• Lecture proper with Demo</li> <li>• Individual/group preparation of Instructional Video (with offline consultation with the speaker)</li> </ul>	Dr. Cesar Liwanag  Participants Resource speaker TWG	Individua/ group Instructional Video
<b>Day 3: (June 29)</b>  <b>8:00 – 10:00</b>	Presentation and evaluation of Instructional Video	<ul style="list-style-type: none"> <li>• Viewing of selected participants' IV</li> <li>• Evaluation of the IVs</li> </ul>	Participants	Evaluated Instructional Videos
			<ul style="list-style-type: none"> <li>• Resource speaker/ LRDS/ EPS</li> </ul>	
			<ul style="list-style-type: none"> <li>• Mr. Ivan Jim Layugan</li> </ul>	
<b>10:00 – 11:00</b>	Continuation of Lecture	Uploading and converting the IV to different digital formats for students' use	Mr. Ivan Jim Layugan	
<b>11:00 – 12:00</b>	Closing Program	Acknowledgment / closing remarks  Awarding of certificate to speakers	<ul style="list-style-type: none"> <li>• Dr. Sonia Dupagan, LRDS EPS</li> </ul>	

**DIGITAL STORY TELLING**  
(June 26' & 29-30, 2020)

<b>Day 1 (June 26)</b>				
8:00 – 8:30	Preliminaries	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Introduction of Participants</li> <li>• Opening and Welcome Address</li> <li>• Introduction of Resource Speaker</li> <li>• Lecture 1: Nature and Role of Digital Story Telling in the 21<sup>st</sup> Century</li> <li>• Evaluating a Digital Story</li> </ul>	HRDS	Insights
8:30 – 10:00			LRMDS	
10:00 – 12:00			Dr. Ma. Virginia Kitan	
1:00 – 5:00	Workshop demo	<ul style="list-style-type: none"> <li>• Resource speaker demonstrates how to convert the teachers' prepared stories to digital story</li> </ul> <p>(Participants will be informed in advance to prepare their stories for this workshop)</p>	Ms. Johnell Desalit	Story board Lay out of Digital story
<b>Day 2 (June 29)</b>				
8:00 – 5:00	Workshop (asynchronous)  (With consultation with resource speaker)	Participants will create their own Digital stories	Participants Resource Speaker	Digital Story
<b>Day 3 (June 30)</b>				
8:00 – 12:00	Presentation and Critiquing of outputs	Participants present their digital stories before panel of evaluators	TWG  Dr. Ma. Virginia Kitan	Evaluated Digital Story
1:00 – 3:00	Continuation of critiquing  Closing Program		CID Evaluators  HRDS/LRMDS	

**END**