
	<i>Republic of the Philippines</i> <b>DEPARTMENT OF EDUCATION</b> <b>Cordillera Administrative Region</b> <b>SCHOOLS DIVISION of BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: <b>SDO-BENG-QF-OSDS-SDS-003</b> Revision: 00 Effectivity date: 09-10-2019
<b>DIVISION MEMORANDUM</b> <u>124</u> , S. 2020			Name of Office: SDO-OSDS

**TO :** Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/District Heads  
School Heads of Public Schools  
All Others Concerned



JUN 22 2020

**FROM :**  **BENILDAM DAYTACA, EdD, CESO VI**  
OIC-Schools Division Superintendent

**SUBJECT: PRODUCTION AND SUBMISSION OF SUPPLEMENTARY MELC-BASED VIDEO MATERIALS**

**DATE :** June 22, 2020

- =====
1. As a result of the recent successful launching of the initial SDO-Benguet Contextualized Learning Resources, the schools' districts through the selected teacher module developers in the different learning areas, trained teachers on Learning Resource Digitization and other interested teachers are highly encouraged to produce supplementary video materials based on the critical Most Essential Learning Competencies (MELC) which could be shared through online and offline modes.
  2. These supplementary videos aim to:
    - a) help learners in properly accomplishing the printed learning modules;
    - b) enable them to fully understand/grasp important concepts of the lesson; and
    - c) help them attain or demonstrate the expected competency/competencies.
  3. Having a maximum 15-minute span, each video which could be presented directly by the teacher or through visuals/animation may contain the following suggested parts:
    - 1) *Greetings (maximum of 30 seconds)*
    - 2) *Motivation which must be related to the lesson/topic*
    - 3) *Presentation either directly by the teacher or through visuals*
      - a. Introduction of the module and the expected competency/ies
      - b. Brief and clear discussion of the major concepts
      - c. Presentation of clear instruction for every activity and presentation of clear example/s while giving at least 5 seconds gap in giving the correct answer/s
    - 4) *Clear description of how the learners would do the assessment and application parts*
  4. In producing such supplementary videos, teacher-developers may utilize any of the following applications: *power point, Camtasia, Google.meet, Bandicam, Camstudio, & others.*
  5. As a collaborative undertaking, school heads are enjoined to include this together with the production of other learning resources in their enhanced Annual Implementation Plan (AIP) and adjusted school budget while District Heads and Education Program Supervisors are expected to provide the necessary technical assistance to these teachers.

	<i>Republic of the Philippines</i> <b>DEPARTMENT OF EDUCATION</b> <b>Cordillera Administrative Region</b> <b>SCHOOLS DIVISION of BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: <b>SDO-BENG- QF-OSDS-SDS-003</b> Revision: 00 Effectivity date: 09-10-2019
<b>DIVISION MEMORANDUM</b> <u>124</u> , S. 2020			Name of Office: SDO-OSDS

Page 2

6. Developed video materials shall be submitted on or before July 24, 2020 to the following Education Program Supervisors/ In-Charge of the different learning areas through email or google drive:

Learning Area	EPS/Person In-Charge	Email Address
Araling Panlipunan	Rose B. Anapen	<i>rose.anapen@deped.gov.ph</i>
Edukasyon sa Pagpapakatao	Erlinda C. Quinuan	<i>erlinda.quinuan@deped.gov.ph</i>
English	Francis F. Peckley	<i>francis.peckley@deped.gov.ph</i>
Filipino	Macarthy B. Malanes	<i>macarthy.malanes@deped.gov.ph</i>
MAPEH	Warden A. Baltazar	<i>warden.baltazar@deped.gov.ph</i>
MATH	Wilfred C. Bagsao	<i>wilfred.bagsao@deped.gov.ph</i>
Science	Wilfred C. Bagsao	<i>wilfred.bagsao@deped.gov.ph</i>
TLE/EPP	Samuel S. Ayangdan	<i>samuel.ayangdan@deped.gov.ph</i>
Kinder & Mother Tongue	Erlinda C. Quinuan	<i>erlinda.quinuan@deped.gov.ph</i>
Alternative Learning System	Tito C. Bestre	<i>tito.bestre@deped.gov.ph</i>

7. Teacher-developers of supplementary video materials are entitled for service credits in accordance with existing guidelines.
8. Immediate and widest dissemination of this memorandum is desired.

CID/RAG/mbm



Encl: None

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

LEARNING RESOURCES  
MELC-BASED FLEXIBLE LEARNING  
SUPPLEMENTARY VIDEOS  
VIDEO MODULES