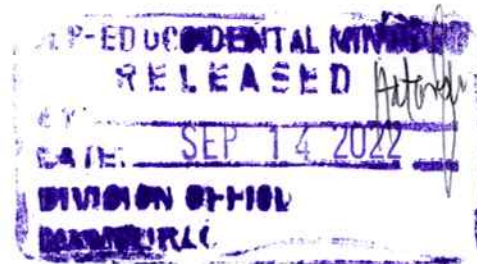




Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

September 13, 2022

DIVISION MEMORANDUM

No. 000330, s. 2022

PROJECT OKSiTV (OUTREACHING KNOWLEDGE & SKILLS WITH TV LESSONS): DEVELOPMENT OF TV EPISODES IN MUSIC GRADES 4 TO 6 AND TLE-ICT 6 FOR DEPED TV - OCCIDENTAL MINDORO (PHASE 3)

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support to Basic Education – Learning Recovery and Continuity Plan (BE-LRCP) of this Division for SY 2022-2023 and Project **BRIDGE** (Bridging Resources for Intended Driven-Goal Education), this Office shall conduct the Phase 3 of **“Project OKSiTV (Outreaching Knowledge & Skills with TV lessons: Development of TV Episodes in Music Grades 4 to 6 and TLE-ICT 6 for DepEd TV - Occidental Mindoro”** on October 3-7, 2022 at Mindoreños Hotel, Mamburao, Occidental Mindoro.
2. This activity aims to:
 - a. ensure adherence to the LRMS Guidelines and Standards on the production of TV/ video lessons; and
 - b. produce video lessons that will be used in teaching Music Grades 4 to 6 and TLE-ICT 6.
3. The list of participants and members of the Program Management Team (PMT) and Activity Matrix can be found in Enclosures 1, 2 & 3 respectively. The videographers/technical producers are advised to bring their own laptop, wi-fi, extension wires, and other computer paraphernalia on the whole duration of the activity.
4. To ensure safety of everyone, participants are advised to wear face mask and observe health standard protocols within the whole duration of the activity.
5. This is a **LIVE-IN** activity. Food and hotel accommodation of the participants and members of the Program Management Team (PMT) shall be charged to SDO LR fund. Check-in time will be at 2pm and first meal will be dinner of Day 0 (October


2) and the, last meal will be PM snack of Day 5 (October 7). Traveling and other incidental expenses shall be charged against school MOOE or local funds subject to the usual accounting, budgeting, and auditing rules and regulations.

6. **Compensatory Overtime Credit (COC)** shall be given to School Heads, & SDO Personnel or Non-Teaching Personnel per **Joint Circular No.2, s.2014** of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), i.e, **“Non-Monetary Remuneration for Overtime Services rendered during holidays and weekends”** for all the days that will be covered from October 8 – November 20, 2021 shall be granted to all participants who will serve/attend and are expected to work on their assigned tasks even after the identified training days until the submission of final outputs.
7. Immediate dissemination and compliance to this Memorandum is desired.



LYNN G. MENDOZA, EdD

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



List of Participants for the Project OKSi TV: Development of TV Lessons in Music Grades 4 to 6 and TLE-ICT 6 for DepEd TV Occidental Mindoro

Phase 3

October 3 - 7, 2022

| No. | Name | School | Task |
|--|----------------------|-----------------|-------------------------------|
| Videographers/Technical Editors | | | |
| 1 | Marvy Villamor | Danlog ES | Videographer/Technical Editor |
| 2 | Donnalyn Dela Cruz | Buriraoan ES | Videographer/Technical Editor |
| 3 | Maricar Magan | Bukal ES | Videographer/Technical Editor |
| 4 | Donna Tessa Salgado | Bamban ES | Videographer/Technical Editor |
| 5 | Jandee Ladrangan | Malpalon ES | Videographer/Technical Editor |
| 6 | Rogelio Javier | Adela Proper ES | Videographer/Technical Editor |
| 7 | Alexander Abeleda | Tibago ES | Videographer/Technical Editor |
| 8 | Florentino S. Banite | Sta. Cruz NHS | Videographer/Technical Editor |

| Talents | | | |
|----------------|---------------------------|--------------------|--------|
| 1 | Angel Ellaine D. Causapin | Hebron ES | Talent |
| 2 | Rosella D. Santos | Mabini I ES | Talent |
| 3 | Vlademer Urbina | San Roque I ES | Talent |
| 4 | Esmeralda Bacungan | Mapaya I ES | Talent |
| 5 | Dylene R. Eje | Balansay ES | Talent |
| 6 | John Raymond Colobong | Talabaan ES Proper | Talent |
| 7 | Herbert P. Oril | Pawican ES | Talent |
| 8 | Jeffrey F. Eguillon | Buri ES | Talent |

Enclosure 3

ACTIVITY MATRIX
PROJECT OKS!TV (OUTREACHING KNOWLEDGE & SKILLS WITH TV LESSONS): DEVELOPMENT OF TV LESSONS IN MUSIC
GRADES 4 TO 6 AND TLE-ICT 6 FOR DEPED TV – OCCIDENTAL MINDORO (PHASE 3)
(October 3-7, 2022)

| Time | Day 0 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | |
|-------------------------|--|---|---|---|---|---|---|
| 6:15 – 7:45 AM | Day 0 | Breakfast | Breakfast MOL | Breakfast MOL | Breakfast MOL | Breakfast MOL | |
| 7:45 – 8:00 AM | | | | | | | |
| 8:00 – 8:30 AM | Travel Time | Opening Program | Addressing the BLICs (Bottlenecks, Issues & Concerns) | Addressing the BLICs (Bottlenecks, Issues & Concerns) | Addressing the BLICs (Bottlenecks, Issues & Concerns) | Addressing the BLICs (Bottlenecks, Issues & Concerns) | |
| 8:30 – 9:30 AM | | Project's Overview and BLR Standards & Process Flow F1: Elizabeth T. Delas Alas | Continuation of the Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (Music 4) | Continuation of the Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (Music 5) | Continuation of the Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (Music 6) | Continuation of the Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (Music 6) | Continuation of the Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (TLE-ICT 6) |
| 9:30 – 11:00 AM | | BLR Guidelines on the Different Review Committees F1: Ma. Rubyrita T. Del Rosario | | | | | |
| 11:00 – 12:00 | | Review on Technical Guidelines on Scriptwriting F1: Florentino S. Banite | | | | | |
| 11:30 – 12:00 NN | LR Referencing & Development Page F1: Raizza Marie R. Buñag | | | | | | |
| 12:00 – 1:00 PM | Settling-In Check-In | Video Production Proper / Workshop (Talents, Videographers/Technical Producers) (Music 4) | Continuation of the Video Production Proper / Workshop (Music 5) | Continuation of the Video Production Proper / Workshop (Music 6) | Continuation of the Video Production Proper / Workshop (TLE-ICT 6) | Final Progress Reporting F1: Viena P. Villanueva | |
| 1:00 – 2:00 PM | | | | | | | |
| 2:00 – 3:00 PM | Registration / Debriefing of PMT | Progress Reporting (Technical Producers) F1: Mary Queen T. Bernardo | Progress Reporting (Technical Producers) F1: Ruby T. Del Rosario | Progress Reporting (Technical Producers) F1: Elizabeth T. Delas Alas | Progress Reporting (Technical Producers) F1: Florentino S. Banite | Home Sweet Home Closing Program | |
| 3:00 – 4:00 PM | | | | | | | |
| 4:00 – 5:00 PM | | | | | | | |
| 5:00 – 7:00 PM | | | | | | | |
| Officer of the Day (OD) | | Florentino S. Banite | Raizza Marie R. Buñag | Viena P. Villanueva | Raizza Marie R. Buñag | Viena P. Villanueva | |