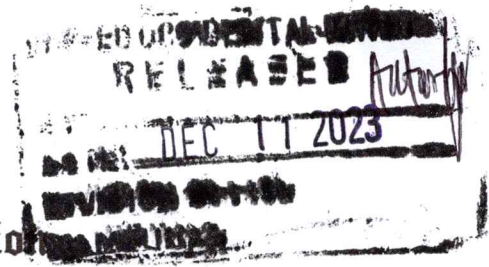




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

December 7, 2023

DIVISION MEMORANDUM
No. 000404, s. 2023

**PROJECT DIGITIZATION OF INSTRUCTIONAL MATERIALS TOWARDS
EDUCATION 5.0 (DIME): QUALITY ASSURANCE OF MICROLEARNING
RESOURCES IN SCIENCE, MATH, & MUSIC (PHASE 4)**

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

1. Relative to the Division Memorandum No. 263, 337, & 362, s. 2023 titled "Development and Quality Assurance of Scripts and Production of Microlearning Resources of Least Learned Competencies in Science, Math, and Music", this Office shall conduct the **"Project Digitization of Instructional Materials towards Education 5.0 (DIME): Quality Assurance of Microlearning Resources in Science, Math, & Music (Phase 4)"** on December 12-15, 2023 at Mindoreños Hotel, Mamburao, Occidental Mindoro.
2. This activity aims to:
 - a. ensure that the locally developed microlearning resources will undergo a quality assurance process;
 - b. ensure adherence to the LRMSD Guidelines and Standards on the development and quality assurance of learning resources; and
 - c. provide teachers the quality-assured microlearning resources that will be utilized in a blended learning environment catering to the diverse needs of learners.
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 laptops, wi-fi, extension wires, and other computer paraphernalia throughout the activity. It is also expected that all the technical producers have already uploaded the outputs in the Google Drive link being provided while the talents are expected to bring their school uniforms in case that there is a need for reshooting and revision of the output.

CID/etd



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📍 DepEd Occidental Mindoro

4. 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 the SDO LR fund. Check-in time will be at 12 NN and the first meal will be PM snack of Day 0 (December 12) and the last meal will be lunch on Day 3 (December 15). Registration will be at 1 PM and Opening Program will start at exactly 2 PM. 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.

5. **Compensatory Overtime Credit (COC)** shall be given to School Heads, & SDO 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" and **Vacation Service Credit** for select teaching personnel per DO No. 53, s.2003, "Updated Guidelines on Grant of Vacation Service Credits to Teachers" for all the days that will be covered from December 16, 2023 to January 8, 2024 shall be granted to all technical producers who will serve and are expected to work on their assigned tasks even after the identified training days until the submission of final outputs.

6. Immediate dissemination and compliance with this Memorandum is desired.



LOIDA P. ADORNADO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference:

As stated

Enclosure:

As stated

To be indicated in the perpetual index
under the following subjects:

RESOURCES
VIDEOS

MATERIALS
SCIENCE

DIGITIZATION
MATHEMATICS

PRODUCTION
MUSIC

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Enclosure 1

Project Digitization of Instructional Materials towards Education 5.0 (DIME): QUALITY ASSURANCE OF MICROLEARNING RESOURCES IN SCIENCE, MATH & MUSIC (Phase 4)

No.	Name	Position	School	Learning Area	Task
1	Rosella Santos	Principal III	Mabini I ES	Music	Talent
2	Maria Crispina Bonbon	Teacher III	OMNHS	Music	Talent
3	Lorena T. Feliciano	Teacher	Ligaya ES	Music	Talent
4	Jethro Polinar	Teacher III	Kalinisan ES	Music	Talent
5	Elna Mae Padilla	Teacher	Mamburao CS	Math	Talent
6	Mary Grace Bandy	Master Teacher I	Tayamaan ES	Math	Talent
7	Efren L. Dimafilis	Teacher	OMNHS	Math	Talent
8	Pablito H Paglicawan	Master Teacher I	Tuguilan ES	Math	Talent
9	Lennon Jake T. Daracay	Teacher III	Tuguilan ES	Math	Talent
10	Roselyn S. Garcia	Teacher	Calintaan NHS	Math	Talent
11	Jerald G. Dangeros	Teacher	OMNHS	Science	Talent
12	Uel S. Cortado	Teacher	Sablayan NCHS	Science	Talent
13	Ferljoy B. Tomas	Teacher	Sablayan NCHS	Science	Talent
14	Joash Alcaide	Teacher	Payompon ES	Science	Talent
No.	Name	Position	School	Learning Area	Task
1	Jayson F. Llamo	Teacher	Paluan NHS	Music	Technical Producer
2	Roshyrelle G. Batolio	TIC	Nayong Kalikasan ES	Music	Technical Producer
3	Zarry Galin	Master Teacher I	Sablayan NCHS	Music	Technical Producer
4	Joylyn Vargas	Head Teacher	Narra ES	Music	Technical Producer
5	Fernicel Baylon	Teacher	Buri ES	Music	Technical Producer
6	Richard A. Binagen	Head Teacher	Alitaytayan ES	Music	Technical Producer
7	Revilyn Miranda	Teacher	Silom ES	Music	Technical Producer
8	Joan S. Corbillon	Head Teacher	Labangan-Ilin ES	Music	Technical Producer
9	Rogelio Javier	Head Teacher	Hacienda ES	Math	Technical Producer
10	April P. Globio	Master Teacher II	OMNHS	Math	Technical Producer
11	Diana Villanueva	Teacher III	Calintaan NHS	Math	Technical Producer
12	Estrella Piccio	Head Teacher	PTMSMNHS	Math	Technical Producer
13	Clifford Consolacion	Teacher	San Francisco NHS	Math	Technical Producer
14	Richard Keith O. Firme	Teacher	ADINHS	Math	Technical Producer
15	Marvy Villamor	Head Teacher	Bato Ili ES	Math	Technical Producer
16	John Lester A. Advincola	Teacher	Sto. Nino ES	Science	Technical Producer
17	Rayson Tagarino	Teacher	San Vicente ES	Science	Technical Producer
18	Junex Gaspar	Master Teacher I	Sablayan NCHS	Science	Technical Producer
19	Michael Mamitag	Master Teacher I	Sablayan NCHS	Science	Technical Producer
20	Joriel D. Alburo	Teacher	Buenavista ES	Science	Technical Producer
21	Vlademir C. Pacheco	Teacher	San Vicente ES	Science	Technical Producer
22	Maria Theresa Capiral	Master Teacher I	OMNHS	Science	Technical Producer

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Enclosure 2

Members of the Program Management Team (PMT)

Project Digitization of Instructional Materials towards Education 5.0 (DIME): QUALITY ASSURANCE OF MICROLEARNING RESOURCES IN SCIENCE, MATH & MUSIC (Phase 4)

Name	Station	Designation	Task/s
Florentino S. Banite	Santa Cruz NHS	Head Teacher	Resource Speaker/Facilitator/ PMT
Merly A. Razon, PhD	SDO	DEPS - Science	Resource Speaker/Facilitator
Johnna I. Tajonera, EdD	SDO	DEPS - Math	Resource Speaker/Facilitator
Marciana Aronce	SDO	JO	PMT
Raizza Marie R. Buñag	SDO	Librarian II	Resource Speaker/Facilitator/ PMT
Ma. Rubynita T. Del Rosario	SDO	DEPS - MAPEH	Resource Speaker/Facilitator/PMT
Elizabeth T. Delas Alas, PhD	SDO	DEPS - LRM Section	Resource Speaker/Facilitator/ PMT
Raquel P. Girao, PhD	SDO	Chief, CID	Consultant
Rodel S. Magnaye	SDO	ASDS	Consultant
Loida P. Adornado, PhD, CESO VI	SDO	SDS	Consultant

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Enclosure 3

ACTIVITY MATRIX
PROJECT DIGITIZATION OF INSTRUCTIONAL MATERIALS TOWARDS EDUCATION 5.0 (DIME):
QUALITY ASSURANCE OF MICROLEARNING RESOURCES IN SCIENCE, MATH, & MUSIC (PHASE 4)
 (December 12 - 15, 2023)

Time	Day 0 Dec 12	Day 1 Dec 13	Day 2 Dec 14	Day 4 Dec 15
6:15 – 7:45 AM		Breakfast	Breakfast	Breakfast
7:45 – 8:00 AM		MOL	MOL	MOL
8:00 – 8:30 AM		Addressing the BLICs (Bottlenecks, Issues & Concerns)	Addressing the BLICs (Bottlenecks, Issues & Concerns)	Addressing the BLICs (Bottlenecks, Issues & Concerns)
8:30 – 10:00 AM	Travel Time	Microlearning Resources Review/Workshop (Talents, Technical Producers & LRES)	Microlearning Resources Review/Workshop (Talents, Technical Producers & LRES)	Finalization of MLRS
10:00 – 11:00				Final Progress Reporting F1: Elizabeth T. Delas Alas
11:00 – 12:00 NN				Ways Forward
12:00 NN – 1:00 PM		LUNCH BREAK		
1:00 – 2:00 PM	Registration / Briefing of PMT			
2:00 – 3:00 PM	Opening Program	Microlearning Resources Review/Workshop (Talents, Technical Producers & LRES)	Microlearning Resources Review/Workshop (Talents, Technical Producers & LRES)	
3:00 – 3:30 PM	Project DIME Overview and QA Process Flow & Timeline			
3:30 – 3:45 PM	F1: Elizabeth T. Delas Alas			
3:45 – 4:00 PM	BLR-LRMDS QA Guidelines and Standards	HEALTH BREAK		
	F1: Ma. Rubynita T. Del Rosario			
4:00 – 4:30 PM	Review of Technical Guidelines on Video Production for Technical Producers	Microlearning Resources Review/Workshop (Talents, Technical Producers & LRES)	Progress Reporting	Home Sweet Home
	F1: Florentino S. Banite		F1: Johanna I. Tajonera – Math F1: Merly A. Razon – Science	
4:30 – 5:00 PM	Giving of Task to Talents		F1: Ma. Rubynita T. Del Rosario - Music	
	F1: Johanna I. Tajonera – Math F1: Merly A. Razon – Science			
5:00 – 7:00 PM	Debriefing of PMT/ Dinner	Debriefing of PMT/ Dinner	Debriefing of PMT/ Dinner	
	F1: Ma. Rubynita T. Del Rosario - Music	Raizza Marie R. Buñag	Florentino S. Banite	Ruby T. Del Rosario
Officer of the Day	Florentino S. Banite			