



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF CEBU PROVINCE

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**Office of the Schools Division Superintendent**

December 3, 2020

DIVISION MEMORANDUM

No. 269, s. 2020

**TV-Based Instruction Learning Institute  
Changes in Schedule of Activities  
for December 9-11, 2020**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors (EPSvr)  
Public Schools District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads & Teachers  
TVi Production Team Leaders & Members  
All others concerned

1. For the information of all concerned, the activities of the TV-Based Instruction Learning Institute for the week covering **December 9-11, 2020**, are as follows:
  - a. The Production Teams are directed to conduct video shooting and produce **new video lesson episodes** by grade level/by subject area based on the scripts/storyboard they have made the previous weeks.
  - b. The Education Program Supervisors are directed to convene the Self-Learning Home Tasks Writers on **December 9-10, 2020** to prepare and finalize the various Self-Learning Home Tasks.
  - c. The Video Editors or members of the Post-Production Teams are directed to refine and finalize their video lesson episodes per grade level (by subject area). The Production Teams are advised to expedite the production of Video Lesson Episodes. Furthermore, for those video lessons already evaluated by the QA Team of Mr. Isaiash T. Wagas (LR Supervisor), the Video editors are advised to polish their video lesson episodes based on QA comments and recommendations from the QA Team.

- d. They are directed to work on with their assigned tasks at their **respective work stations (onsite)** or may opt to avail for **work-from-home schedule** (selected personnel only). Advising further, for those Production team members availing the work-from-home scheme, they are directed to **provide photo documentations, secure accomplishment reports relative to performance of tasks in the TVi Learning Institute, and uploading of outputs (scripts, storyboards, video lessons) in the TVi Project Google drive**. The Education Program Supervisors are advised to designate/ assign **one member** of their team to be the **uploader** of all their outputs (e.g. scripts, storyboards, WFH MOVs - accomplishment reports & photo documentations).
- e. The Scriptwriters and Storyboard Makers of the Production Teams are directed to continue with the scriptwriting and storyboarding to be used for the video shooting for the following weeks.

2. Location of the Video Production for December 9-11, 2020:

<b>PRODUCTION TEAM</b>	<b>LOCATION</b>	<b>DATE</b>
<b>ALS</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>English</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>Araling Panlipunan</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>SHS</b>	Tuburan District	December 9-11, 2020
<b>KINDER</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>ESP</b>	Balamban Sub-Office	December 9-11, 2020
<b>MAPEH</b>	Balamban Sub-Office	December 9-11, 2020
<b>FILIPINO &amp; MTB</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>MATHEMATICS</b>	Ecotech Center, Lahug, Cebu City	December 9-11, 2020
<b>SCIENCE</b>	Onsite/wfh	December 9-11, 2020
<b>TLE/EPP</b>	Consolacion District	December 9-11, 2020

3. All participants shall ensure for the observance of safety health protocols at all times and comply with the number of persons allowed in MGCQ which is 50% of the room capacity. To reiterate, for those Production Teams who will conduct their video production in Ecotech, only a maximum of 20 members per team will be given accommodation reservation.
4. Participants from Bantayan and Camotes Islands and those who need to travel more than four (4) hours from their point of origin in going to their workshop/video production

venue are given Day Zero for the preparation of materials/equipment to be used for the said activity.

5. Expenses incurred during the conduct of activity such as travel expenses, venue, accommodation, meals (breakfast, lunch, dinner, and 2 snacks) and incidental expenses shall be charged against **Division HRD/MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations. For those who will conduct their video production in Ecotech Center, you are only entitled to claim travel expenses.
6. This Memorandum serves as **Authority to Travel** to the participants, admin/logistics/technical or training support personnel as well as the other members of the training team/management.
7. Immediate and widest dissemination of and compliance with this Memorandum is desired.

  
**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent