



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

December 11, 2020

DIVISION MEMORANDUM

No. 268, s. 2020

**TV-Based Instruction Learning Institute Schedule of Activities
for December 14-18, 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 14-18, 2020, are as follows:**
 - a. There will be no Video Shooting this week. 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.**
 - b. The Education Program Supervisors and Production team Leaders are highly requested to upload your video outputs in the TVi Project Google drive (Final Polished Outputs from Prod Teams). The Division QA Team of Mr. Wagas will convene on December 15-17, 2020 to check, evaluate and conduct QA to the video lesson episodes uploaded in the said google drive.**
 - c. 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. Moreover, 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 next schedule of Video Shooting.
2. Furthermore, Video Editors who will do the video polishing shall be exempted from the INSET. As such, School Heads of these video editors shall take responsibility to update them.
3. Immediate and widest dissemination of and compliance with this Memorandum is desired.


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