



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 08, 2021

**DIVISION MEMORANDUM**

No. 16, s. 2021

**DEVELOPMENT OF VIDEO LESSONS**

- To: CID Chief/ Education Program Supervisors  
Public and Private Elementary and Secondary School Heads/Teachers
1. To sustain the various learning delivery modalities in teaching and learning, the Division of Science City of Muñoz through the Curriculum Implementation Division (CID) shall spearhead the Development of Video Lessons (Part 2) for the following learning areas: Araling Panlipunan, Filipino/ MTBLE, Edukasyon sa Pagpapakatao, EPP/TLE and MAPEH on July 14-15, 2021 at the SDO Conference Hall, Brgy. Rizal, Science City of Munoz.
  2. This activity aims to:
    - a. capacitate core groups of teachers per grade level in all learning areas on the development of video lessons;
    - b. develop video lessons based on ADM modules per learning area per grade level; and
    - c. share the developed video lessons to all learners with computers, android/smart phones and or tablets at home.
  3. Participants to the said training are the IT Core Group Experts, elementary and secondary teachers both from the public and private schools and are advised to bring their laptops, extension, and ensure internet connectivity.
  4. Enclosed to this Memorandum is the Matrix of Activities.
  5. Immediate dissemination of this Memorandum is hereby enjoined.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

CID/DDV



*Loyal, Excellent, Accountable and Dedicated to Service*  
Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
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Certificate No. 50500731 QM15



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Enclosure No. 1 to Division Memorandum No. 16, s. 2021

**MATRIX OF ACTIVITIES**  
**JULY 14-15, 2021**

<b>ACTIVITIES</b>	<b>TARGET DATE</b>	<b>PERSONS INVOLVED</b>
Forming of Core Groups of IT Experts (1 Coordinator + 8 members to be assigned to each learning area)	July 7, 2021	Division IT  JORDAN T. NICODEMUS SH, RVAES
Forming of Core Groups of teachers per learning area per grade level	July 8, 2021	EPSs
Seminar on Video Lesson Development  (2 subject area/ day = 2 days)	July 14, 2021: FIL/MTB and AP July 15, 2021: TLE/EPP/MAPEH and ESP	CID, Division IT, Core Groups of IT Experts
Video Lesson Development Workshop per Learning Area	July 19 – 23, 2021	EPSs and Core Groups of teachers per learning area
QA of developed Video Lesson  Editing and Finalization	July 26 – 27, 2021	EPSs and DQAT members per learning area
Supervision and monitoring of the Distribution and utilization of developed video lessons	July 28 – 30, 2021	EPSs, SHs

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