



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

Office of the Schools Division Superintendent

November 6, 2020

DIVISION MEMORANDUM

No. 241, s. 2020

**TV-Based Instruction Learning Institute: Polishing of Video Outputs and
Scriptwriting for the SUGBO Tele-Klasi Project**

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 schedule of activities for the TV-Based Instruction Learning Institute for the week covering November 9-13, 2020, are as follows:
 - a. For November 9, 2020, Video Editors are expected to polish and finalize the video outputs taken on November 3-6, 2020.
 - b. Keep ready the polished video lessons for critiquing on **November 10, 2020** with CCTN (Each Production Team must present at least one video lesson per subject area).
 - c. For November 11-13, 2020, the Pre-Production Teams must prepare TV lesson scripts, storyboard and other materials to be used for the next video shooting of lesson episodes by grade level/by subject on the 3rd Week of November, 2020.
 - d. Furthermore, the Post Production Teams (e.g. Video editors, etc.) are advised to continue editing and polishing the rest of the video outputs taken on November 3-6, 2020.
2. All Education Program Supervisors and Production Team Leaders are directed to exert efforts in supervising and managing their respective Production Team members with respect to accomplishing the abovementioned tasks for this week.
3. The Production Teams are expected to continue working on their tasks at their **respective work stations**. However, Video Editors of the Production Teams may opt to avail for a **work-from-home schedule on November 9, 2020** as they will continue to polish and finalize their video outputs to be presented to CCTN for critiquing.
4. Immediate and widest dissemination of and compliance with this Memorandum is desired.


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