



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

Office of the Schools Division Superintendent

February 19, 2021

DIVISION MEMORANDUM

No. 051, s. 2021

**SCHEDULE OF ACTIVITIES FOR FEBRUARY 22, 23 & 26, 2021 FOR
TV-BASED INSTRUCTION (TVi) LEARNING INSTITUTE 2021:
ENHANCEMENT AND EXPANDED SUGBO-TELE KLASI FOR QUARTER 2 & 3**


To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads
All others concerned

1. To maximize the three- day workshop period, the activities of the TV-Based Instruction Learning Institute for the week covering **February 22, 23 & February 26, 2021 (Monday to Tuesday and Friday only)** are as follows:
 - a. For **February 22 to February 23, 2021**, the TVi Production Teams will continue conducting their Video Shooting/Filming at their respective venue/location. To reiterate, expected number of participants per day is only twelve (12) per team. Each team must produce two (2) video outputs per day, total of ten (4) videos for the whole week.
 - b. The location/s of the Video Production per team are the same venues as last week. Before proceeding to the venue, **ALL participants**, as well as facilitators, must **pass through the triage** so that their health status will be assessed and to make sure that he/she is **in good health condition, without any manifestations of flu-like symptoms (e.g. cough, cold, fever, etc.), nor a PUM or PUI suspect**. Again, nurse/s will be stationed in the respective locations to assess the health status of participants thru triage of all incoming participants and facilitators.
 - c. However, for **February 26, 2021 (Friday)**, the video editors, illustrators/animators shall continue with the editing and refining of the video lesson episodes **at their respective schools or may opt to avail for the work-from-home arrangement**.



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- d. To fast-track polishing and refining of video lesson episodes that have been checked by the QA Team, the **video editors** and **animators/illustrators** are directed to concentrate finalizing the videos based on QA recommendations, including those video outputs filmed/taken on the previous weeks.
 - e. For those teams with **Approved Videos**, please accomplish the **Annexes** provided by the Division QA Team. *(see google drive folder: QA OBSERVATION NOTES AND RECOMMENDATIONS; under "Annexes")*.
 - f. For those Production team members (e.g. Video editors & scriptwriters) availing the work-from-home arrangement, 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.**
2. All participants shall ensure 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. Reminding further that for those Production Teams who will conduct their video production in Ecotech, only a maximum of 10 members per team per day will be given accommodation reservation.
 3. Participants 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 and setting-up of equipment in their studio to be used for the said activity.
 4. 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.
 5. 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.
 6. Immediate and widest dissemination of and compliance with this Memorandum is desired.


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