



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

28 OCT 2025

DIVISION MEMORANDUM

No. 568 s. 2025

FINALIZATION AND REFINEMENT OF VIDEO LESSONS ON BEGINNING READING IN FILIPINO

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. The Division of Capiz will conduct a Three-Day Live-In training titled **Finalization and Refinement of Video Lessons on Beginning Reading in Filipino** on November 27-29, 2025. The venue will be announced later.
2. Specifically, this project aims to:
 - a. analyze feedback and evaluation results from validators, teachers and learners identified during the field validation of video lessons;
 - b. revise and enhance the content, visuals, audio, and quality of the video lessons based on identified gaps and inconsistencies; and
 - c. finalize the video lessons for official use.
3. The List of the Division Management, Technical Committee, Quality Assurance Teams, and the Training Matrix are found in Enclosure Numbers 1 and 2, respectively.
4. Expenses relative to the conduct of this workshop shall be charged against the LR Fund while transportation of participants is chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Participants and trainers are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

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6. A Day Zero activity shall be conducted on November 26, 2025.
7. This Memorandum serves as an Authority to Travel of the identified participants as stipulated in Enclosure No. 1.
8. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated

Reference: None

To be indicated in the Perpetual Index under the following subjects

READING

FINALIZATION

FILIPINO



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Enclosure No. 1 to Division Memorandum No. 568, s. 2025

A. LIST OF DIVISION MANAGEMENT, DEVELOPMENT, AND QUALITY ASSURANCE TEAMS

MANAGEMENT TEAM and CONSULTANTS	Roel F. Bermejo	SDS	Merlie J. Rubio	EPS - FILIPINO
	Luz U. Banson	OIC Office of ASDS	Edwin Jason D. Dueñas	EPS_LRMS
	Rolando B. Jamora	CHIEF – CID	Glenn Dollete	PDO

Demo Teachers	Minerva Gimeno	Mariano ES	Tapaz West	
	Ravimae Mendoza	Sigma CES	Sigma	
Technical Committee	1.Resa De Pedro	Sigma CES	Sigma	A-E
	1. Levie Etajan	Vicente Andaya Sr. NHS	Sigma	F-J
	3.Shimie Grace D. Duron	Ivisan ES	Ivisan	K-Ñ
	4.Donalyn Llaban	Dumalag CS	Dumalag	NG-R
	5.Joan B. Jito	Margarita Soriano ES	Sigma	S-V
	6.Mayet V. Cullo	Mangoso ES	Sigma	W-Z
	7.Majah Jusan J. Quistadio	Vicente Andaya Sr. NHS	Sigma	Director
	8.Joshua Jade J. Rubio	Vicente Andaya Sr. NHS	Sigma	Script prompter
	9.Carla Lago	Vicente Andaya Sr. NHS	Sigma	Camera operator
Quality Assurance Team	1.Abadesa D. Sabordo	Bungsuan ES	Dumarao	A-E
	2.Gemma G. Deseo	Cabungahan ES	Maayon	F-J
	3.Francisca Pinos	Marita ES	Pres. Roxas	K-Ñ
	4.Marissa A. Olilang	Agtatacay Sur ES	Sapian	NG-R
	5.Lennie B. Andrada	Dumarao ES	Dumarao	S-V
	6.Lourdes V. Oropio	Pawa ES	Panay	W-Z
	7.Susan J. Quistadio	Vicente Andaya Sr. NHS	Sigma	Language editor
	8.Gemma B. Obsiana	Com. Luis Asis NHS	Panay	Language editor
	9.Lilibeth C. Meliton	Felixberto Dicon Dorado IS	Panitan	Language editor



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Enclosure No. 2 to Division Memorandum No. 568, s. 2025

**FINALIZATION AND REFINEMENT OF VIDEO LESSONS ON BEGINNING READING IN
FILIPINO**

MATRIX OF ACTIVITIES

Date	Time	Activity/Topic	Resource Person/ In-Charge
November 27, 2025	7:30-8:30	Registration	TWG
	8:30-9:00	Opening Program	Team Lourdes Oropio
	9:00-12:00	Finalization of video Lessons	All
	12:00-1:00	LUNCH BREAK	
		Continuation of Finalization of video Lessons	All
November 28, 2025	8:00-8:30	MOL	
	8:30-12:00	Refinement of video lessons	All
	12:00-1:00	LUNCH BREAK	
	1:30-5:00	Continuation of refinement of video lessons	All
November 29, 2025	8:30-9:00	Presentation of Final Output	Team Abadesa Sabordo
	9:30-10:30	Presentation of Final Output	Team Gemma Deseo
	10:30-12:00	Presentation of Final Output	Team Francisca Pinos
	1:00-2:00	Presentation of Final Output	Team Marissa Olilang
	2:00-3:00	Presentation of Final Output	Team Lennie Andrada
	3:00-4:00	Presentation of Final Output	Team Lourdes Oropio
	4:00-5:00	Closing Program	