



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM No.
498, s. 2021

August 20, 2021

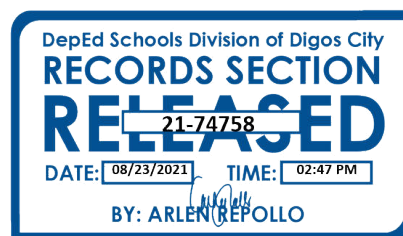
**DIVISION VIRTUAL SEMINAR- WORKSHOP ON SCRIPT WRITING, STORY
BOARDING AND DIGITIZATION OF LEARNING MATERIALS
FOR KINDERGARTEN TEACHERS**

To: Chief - Curriculum Implementation Division Education
Program Supervisor Concerned
Public Schools District Supervisors
Elementary School Heads

Attention: KINDERGARTEN TEACHERS

1. Relative to the implementation of Distance Learning Delivery Modality, Digos City Division will conduct the “Division Virtual Seminar-Workshop on Scriptwriting, Storyboarding and Digitization of Learning Materials for Kindergarten Teachers” on August 25-27, 2021.
2. In view of this, all kindergarten teachers are hereby directed to attend in said Division Virtual Seminar –Workshop on dates stipulated above at 7:30 am – 5:00 pm daily.
3. This office will grant three–day Service Credits to teacher-participants upon completion of submission of required outputs as per Deped Order No. 53, s ,2003, re: Updated Guidelines on Grant of Vacation Service Credits”, and the existing CSC-DBM Joint Circular No 2, s 2004 on non –monetary remuneration for the overtime services rendered, or services rendered on Holidays, Saturdays or Sundays.
4. For immediate dissemination and compliance.

CRISTY C. EPE
Schools Division Superintendent



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Office of the City Schools Division
Superintendent

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PROJECT PROPOSAL

I. Title: “Division Virtual Seminar-Workshop on Scriptwriting, Storyboarding and Digitization of Learning Materials For Kindergarten Teachers

II. Venue: Virtual

III. Date: August 25-27,2021

IV. Rationale:

The COVID-19 pandemic's widespread occurrence has had an impact on academic, teachers, pupils and parents. The delivery of quality learning was affected because of the absence of face-to-face classes and limited distribution of learning materials.

Kindergarten learners learn best when they can see and hear the concept presented to them. The printed materials/modules/worksheets address visual learners and are confined on the basic writing and coloring only.

The digitization of learning materials will truly help kinder learners to engage in interesting learning experiences wherein they can see moving pictures and hear motivating sounds. It will inspire them to be responsive and participative even in the absence of their teacher facilitating learning like inside the classroom. It is like bringing the classroom inside their home.

To make it possible, the Curriculum Implementation Division (CID), through the Kindergarten Focal Person, together with the Division Kinder Trainers, will hold a Division Virtual Seminar –Workshop on Scriptwriting, Storyboarding and Digitization of Learning Materials for Kindergarten Teachers.

V. Objectives

Terminal Objective:

1. To produce gender-sensitive quality–assured digitized learning resources for the use of kindergarten learners especially in this time of pandemic.

Enabling Objectives:

1. To enrich one’s knowledge concerning thematic approach in teaching;
2. To do demonstration teaching using the thematic approach in teaching;
3. To enhance one’s skills in the preparation of performance-based assessment;
4. To equip the participants with skills on storyboarding and scriptwriting;
5. To digitize learning materials focused on use of stories in teaching the MELC to kindergarten learners; and
6. To quality-assure learning resources to be used for kindergarten learners.

VI. Training Content: Pls see attached Matrix

VII. Methodologies

- a. Lecture /Interactive Discussion
- b. Hands–On Activities using laptop in converting lessons in powerpoint format to video format
- c. Collaboration/Group Work
- d. Presentation/Critiquing of Sample Output

VIII. Expected Output

Samples of outputs on:

- a) DLL Preparation using thematic approach in teaching
- b) Rubrics for Performance-based Assessment
- c) Scripts in Teaching Reading with Storyboard
- d) Digitized lesson on Teaching Reading using stories

IX Assessment of Learning

The participants' learning in this training–workshop can be assessed through the quality of their outputs. The overall training shall be assessed through the Training Assessment Tool of the Division M & E used in trainings.

X. Resource Package

The resource package to be used in this training are the those prepared by the identified speakers which are also aligned to trainings they attended before, and those relevant presentations provided by the Regional/Central Office.

XI. Learning Speakers

The Speakers of this workshop are the CID Chief, EPS in Kindergarten (Focal Person), Kindergarten Teacher-Trainers and the EPS in LR..

XII. Program Management

a. The Management

- CID Chief, EPS in Kindergarten, Kindergarten Teacher-Trainers, and EPS in LR Focal (9 females)
 - Prepare the logistics of the training
 - Prepare the training materials
 - Oversee the proceedings of the training – workshop
 - Facilitate the smooth flow of the workshop
 - Take custody of the outputs

b. The Participants

- School Heads (17 males and 19 females)
- Kindergarten Teachers (74 females and 3 males)
 - Attend the different sessions
 - Prepare/Present outputs
 - Perform demonstration teaching

c. The QAME

- HRDD (2 female)
 - Monitor the conduct of the seminar and evaluation of the learning outputs

XIII. GAD Mainstreaming

Please see attached HCDG Checklist

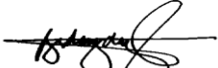
XIV. **Estimated Expenditures:** (Note: Internet connection expenses shall be charged to load allowances granted to teachers, school heads and division personnel)

Prepared by:



MARY GLOR D. TABANAO
EPS Kindergarten

Recommending Approval:



BEVERLY S. DAUGDAUG, EdD
Chief –Curriculum Implementation Division

Funds Available: (N/A)

NEPTUNE L. TAMBILAWAN
AO IV- Budget Officer

APPROVED:

CRISTY C. EPE
Schools Division Superintendent

DETAILED LEARNING AND DEVELOPMENT PLAN

Title: DIVISION VIRTUAL SEMINAR-WORKSHOP ON SCRIPTWRITING, STORYBOARDING AND DIGITIZATION OF LEARNING RESOURCES FOR KINDERGARTEN TEACHERS
AUGUST 25-27, 2021


Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
Day 1 (August 25, 2021)							
8:30-9:00 a.m.	<ul style="list-style-type: none"> To present the rationale of the day activity 	Opening Program		Rationale of the 3-day activity	<ul style="list-style-type: none"> Powerpoint Presentation through Google Meet Platform 	<ul style="list-style-type: none"> Master of Ceremony/Mary Anthonette Geyrozaga/Rosemarie Lascuna CID Chief Beverly S. Daugdaug, Ed. D 	Laptop, internet Connectivity
9:00- 9:30	<ul style="list-style-type: none"> To conduct preliminary assessment on the know-how of the participants concerned. 	Pretest	Answered pretest in the Google Classroom	Training Topics	<ul style="list-style-type: none"> Giving of instruction in the Google Meet, then answering pretest in the Google Classroom 	<ul style="list-style-type: none"> Mary Glor D. Tabanao Rosemarie Lascuna 	Laptop, internet Connectivity
9:30- 10:00 10:00-12:00	<p>At the end of the session, the participants are expected to:</p> <ul style="list-style-type: none"> enrich ideas concerning thematic approach in teaching; show lesson demonstration using thematic teaching in the old normal (when face-to-face comes back) and in the new normal situation prepare a lesson plan incorporating thematic approach in teaching using the MELC 	<p>Session #1</p> <p>"Lend me your ears"</p> <p>- THEMATIC TEACHING</p> <p>"Let me show"</p> <p>DEMO TEACHING</p>	Collaborative Output of DLL using Thematic Teaching Approach in line with the MELC	<ul style="list-style-type: none"> Thematic Teaching Using thematic teaching following the blocks of time in teaching kindergarten pupils 	<ul style="list-style-type: none"> INTERACTIVE DISCUSSION ON THEMATIC TEACHING Through Demonstration Teaching 	<ul style="list-style-type: none"> DR. BEVERLY S DAUGDAUG-CID Chief <p>JESSEL ANN CATINGUB-Tea I</p>	Laptop, internet Connectivity LAPTOP , Internet Connectivity
1:00-5:00pm.	<p>At the end of this session, the participants are expected to ;</p> <ul style="list-style-type: none"> Create rubrics applicable for a specific performance-based assessment 	Session # 2 Lecture on Performance-based Assessment with Rubrics	Use and apply to the lesson Plan	<ul style="list-style-type: none"> Performance Based Assessment with Rubrics Apply rubrics in their assessment 	<ul style="list-style-type: none"> Interactive Discussions with PowerPoint presentation using the Google Meet, and the Google Classroom for posting of participants' responses to given activities 	<ul style="list-style-type: none"> HIEZZEL DOTOLLO- T 2 DCCES 	Laptop, internet Connectivity

Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
	<ul style="list-style-type: none"> Apply rubrics in a performance –based assessment that is aligned to MELC Identify what rubrics to be used in their performance-based assessment 	Presentation of Outputs of sample rubrics in a performance based assessment by district	Four (4) rubrics per district as to the assigned quarter	CRITIQUING OF Ouputs	Interactive Discussion on their outputs being presented by the presenter	Mary Glor D. Tabanao with the Different Principals in the District	Laptop , internet Connectivity
Day 2 :August 26, 2021							
7:45-8:00 am	<ul style="list-style-type: none"> To check functionality of gadgets & internet connectivity To set the mode of the participants 	- Preliminaries	Participants' Readiness	<ul style="list-style-type: none"> Checking Prayer Word for the Day 	<ul style="list-style-type: none"> Using Google Meet 	<ul style="list-style-type: none"> Officer of the Day 	Laptop, internet Connectivity
8;00 – 9:00	<ul style="list-style-type: none"> To use the standards on Quality Assurance (QA) of learning resources To QA worksheets and reading materials. 	Session # 3 "Follow me" Standards of Quality Assurance Process / LR Technical Specifications	Responses to Activities posted in the Google Classroom	<ul style="list-style-type: none"> Standards on Quality Assurance of Learning Resources 	<ul style="list-style-type: none"> Lecture-Workshop with Powerpointpresentation using the Google Meet, and the Google Classroom for posting of ourputs 	<ul style="list-style-type: none"> MISHEL CADUNGOG- EPS LRMDs 	Laptop, internet Connectivity
9:00- 10:15 10:15 -11:00	At the end of the session, the participants will have been able to: <ul style="list-style-type: none"> Learn how to write script in preparation for digitation of a reading lesson using stories <ul style="list-style-type: none"> Gain 	Session # 4 "Lend me your ears" Script Writing Lecture	Exercises and sample of scripts in the use of stories in teaching reading Give sample of	Script writing Showing sample	<ul style="list-style-type: none"> Lecture-Workshop with PowerPoint presentation Lecture workshop with powerpoint	JEANROSE MANUOP –TEA -1 Donally Damo- TEA- III	Laptop, internet Connectivity Laptop,interne

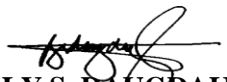
Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
11:00- 12:00	<p>ideas concerning Storyboarding</p> <ul style="list-style-type: none"> Prepare sample of story boarding <p>Classify materials whether they are copyrighted materials or not</p>	<p>Lesson # 5 Lecture on Story Boarding</p> <p>SESSION # 6 LECTURE ON COPYRIGHT ISSUE /ILLUSTRATIONS</p>	<p>story boarding</p> <p>Identify / locate where to get materials which is free from copyright</p>	<p>on Storyboarding</p> <p>Copyright Issues</p>	<p>presentation and google Meet</p> <p>Lecture workshop with power point presentation using google Meet</p>	Jizza Mae Cubio / Hannah Leigh Aldeguer DCCES Tea.	<p>t connectivity</p> <p>Laptop, internet Connectivity</p>
PM Session							
1:00-5:00	<ul style="list-style-type: none"> To present materials which are not copyrighted 	<p>Workshop:</p> <p>Presentation of Outputs: By Districts (ON WEBSITE WHERE THEY GET TEIR MATERIALS, or materials which are not copyrighted' or how to make materials free from copyright)</p>	Samples of Websites / materials	Critiquing and checking their outputs	<p>Each district will present their outputs thru power point presentation using google Meet</p> <p>Using Google Meet</p>	School Heads with Mrs Tabanao	<p>Laptop, internet Connectivity</p> <p>Laptop , internet connectivity</p>
Day 3: August 27, 2021							
7:45-8:00am	To check functionality of gadgets & internet connectivity To set the mode of the participants	Preliminaries	Participants' Readiness	<ul style="list-style-type: none"> Checking Prayer Word for the Day 	Using Google Meet	Officer of the Day	Laptop, internet Connectivity

Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/ Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resources Needed (Venue, rooms, materials, etc.)
8:00–12:00 nn 1:00 – 4:00 (continuation)	At the end of the session, the participants are expected to: <ul style="list-style-type: none"> • create materials in powerpoint form for a lesson to teach • convert prepared powerpoint into video lesson • show demonstration teaching using the converted video lessons 	Session# 7 "Lets Do it" Lecture on Conversion PPT to VIDEO	Converted PPT to Video Lessons	<ul style="list-style-type: none"> • Techniques on how to convert PPT to video lesson • Critiquing Teachers' Outputs • DEMO TEACHING 	<ul style="list-style-type: none"> • Lecture-Workshop with powerpoint presentation using the Google Meet, and the Google Classroom for posting of participants' output • Presentation/Critiquing of Outputs • Through google meet 	Rosemarie Lascuna – Tea III RMCES Rosemarie Lascuna and Desie Jean Payan Mary Ann Suazo- T1 RMCES School Heads	Laptop, internet Connectivity
4:30-5:00		Closing Program		Closing Program	<ul style="list-style-type: none"> • Through google meet 	Identified Facilitator	Laptop, internet Connectivity

Prepared by:


MARYGLOR D. TABANAO
 EPS (Kindergarten)

Reviewed:


BEVERLY S. DAUGDAUG, EdD
 CID Chief

Approved:

CRISTY C. EPE
 Schools Division Superintendent