



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 432, s. 2022

July 4, 2022

**DIVISION ENHANCEMENT SEMINAR- WORKSHOP ON SCRIPT WRITING,  
STORYBOARDING AND DIGITIZATION OF STORIES  
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 and Reintroduction of the Face-Face Classes in the country, Digos City Division will conduct the "Division Enhancement Seminar-Workshop on Scriptwriting, Storyboarding and Digitalization of Stories for Kindergarten Teachers" on July 28-30, 2022.
2. In view thereof, all kindergarten teachers in the attached list are hereby directed to attend in said Division Enhancement Seminar -Workshop on dates stipulated above at 7:30 am – 5:00 pm daily.
4. Registration fee and travel expenses incurred by the teacher participants relative to the training shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.
5. 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 training that falls on summer, Holidays, Saturdays or Sundays.
6. For immediate dissemination and compliance.

  
CRISTY C. EPE  
Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: 08 JUL 2022 TIME: 8:29 AM

BY: 

## LIST OF PARTICIPANTS

NAME	SCHOOL
1.JIZZA MAE T. CUBIO	DCCES
2.HIEZZEL DOTOLLO	DCCES
3. DONALLY S. DAMO	DCCES
4.HANNAHNEEL LIE ALDEGUER	DCCES
5.ROSEMARIE SALEBAT	DAMNAS ES
6. AILEEN CABARON	Dulangan ES
7. CHERRYLYN MENDEZ	Ruparan ES
8.ANN MARGARETTE DIAY UY	Alferez ES
9. ROSEMARIE LASCUNA	RMCES
10. IVY ALEJANDRO	RMCES
11. MARY ANN SUAZO	RMCES
12. JUSTINE C. BUENAVENTURA	DMMES
13.RUNETH ALEGADO	DMMES
14. MERIAM LAGUNSAY	APLAYA ES
15. JEAN ROSE MANUOP	BADIANG ES
16. MILNIE IPANAG	Cogon ES
17. TESSIE JIMENEZ	Pedro Garcia ES
18. IAN BRYLLE A. DAMO	Isaac Abalayan ES
19. MARY GRACE HERMOSILLA	Isaac Abalayan ES
20. ANALIZA JUMAO- AS	Casildo Nonol ES
21. MARY ANTHONETTE GEYROZAGA	Igpit ES
22. MILA HIBAYA	San Miguel ES
23. LEOVE MAE LLAGAS	San Miguel MES
24.NOREEN ANTONIO	Remedios Saplala ES
25. MARIA CRISTINA BRRIGOLE	GRCES
26. DESIE JEAN PAYAN	RCES
27.IRISH CELLEROS	RCES
28.ASILYN D. SORIANO	Apolandia ES
29.DIANNE B. MANIT	Necencio Isidro ES
30. JORALYN MEDINA.	Marawer ES
31.AGAN MARK R. VILLASAN	PANGAGURAN Soong ES
32. SHEEN KARLA G. ROBLEDO	MATTI ES
33.IRENE GEMOTA	BAGUMBUHAY ES
34 JANETH SALAPA	DAWIS ES
35.AILEEN BAUTISTA	BALABAG ES

## LIST OF MATERIALS TO BRING

1. LAPTOP
2. EXTENSION WIRE
3. BOND PAPER
4. POCKET WIFI or any

Prepared by:



MARY GLOR D. TABANAO  
EPS Kindergarten

## DETAILED LEARNING AND DEVELOPMENT PLAN

Title: DIVISION ENHANCEMENT SEMINAR-WORKSHOP ON SCRIPTWRITING, STORYBOARDING AND DIGITIZATION OF STORIES FOR KINDERGARTEN TEACHERS  
JULY 28-30, 2022

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.)
<b>Day 1 (July 28, 2022)</b>							
8:30-9:00 a.m.	<ul style="list-style-type: none"> <li>To present the rationale of the day activity</li> </ul>	Opening Program		Rationale of the 3-day activity	<ul style="list-style-type: none"> <li>Powerpoint Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Master of Ceremony/Mary Anthonette Geyrozaga/Rosemarie Lascuna</li> </ul>	Laptop, internet Connectivity
9:00- 9:30	<ul style="list-style-type: none"> <li>To conduct preliminary assessment on the know-how of the participants concerned.</li> </ul>	Pretest	Answered pretest in the a fourth sheet of paper	Training Topics	<ul style="list-style-type: none"> <li>Giving of instruction in the answering the pretest</li> </ul>	<ul style="list-style-type: none"> <li>Mary Glor D. Tabanao</li> <li>Rosemarie Lascuna</li> </ul>	Laptop, internet Connectivity
9:30- 11:00	<ul style="list-style-type: none"> <li>To follow standards on quality Assurance Process /LR Technical Specification in writing a story</li> <li>To write stories based on LR Standards</li> <li>To rewrite and submit Quality -assured story to the facilitator</li> </ul>	Session #1 "Lend me your ears" Lecture on Standards On Quality Assurance Process/LR Technical Specification in writing a Story	Stories must be based on the competencies of the Kindergarten MELC	Standard on Writing Stories should be based on LR Technical Specification	<ul style="list-style-type: none"> <li>Lecture and Interactive Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Mishel Cadungog EPS LR</li> </ul>	Laptop, internet Connectivity
11:00- 5:00 pm		Session 2 Writeshop	Use and apply your learning in writing a story	By 2 pm submit your story outputs for checking and rewrite it immediately after checking	Checking output immediately	LR Staff and Trainers	y

		Each one will make stories ready for Digitization of stories	Submit their outputs to the facilitator	QA Story ready for Digitization	Clarification and discussion about the story they made	Myleen Robinos and Juvy Comainking	
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**Day 2 :July 29, 2022**

7:45-8:00 am	<ul style="list-style-type: none"> <li>To check functionality of gadgets &amp; internet connectivity</li> <li>To set the mode of the participants</li> </ul>	- Preliminaries	Participants' Readiness	<ul style="list-style-type: none"> <li>Checking</li> <li>Prayer</li> <li>Word for the Day</li> </ul>	<ul style="list-style-type: none"> <li>Laptops</li> </ul>	<ul style="list-style-type: none"> <li>Officer of the Day</li> <li>Desie Jean Payan</li> <li>Hiezzel Doltollo</li> </ul>	Laptop, internet Connectivity
8:00 – 9:30	<ul style="list-style-type: none"> <li>To use the standards on Quality Assurance (QA) on scriptwriting</li> <li>To check and QA the scripts they write</li> </ul>	Session # 3 Lecture on Sscript writing	Exercises and sample of script based on their stories they write	<ul style="list-style-type: none"> <li>Standards on Scriptwriting</li> <li>Showing samples</li> </ul>	<ul style="list-style-type: none"> <li>Lecture-Workshop with Power point presentation</li> </ul>	Jean Rose Manuop Mary Anthonette Geyrozaga	Laptop, internet Connectivity
9:30- 9:45	<b>BREAKTIME</b>						Laptop, internet Connectivity
9:45 -12:00	To write scriptsm in preparation for digitization of stories	Session # 4 Writeshop on Scriptwriting	Each participant should write scripts on the stories they made and submit to the checker for QA. Rewrite immediately their QA Script and submit the	Script Outputs	Individual writing on script based on their stories they made.	Jean Rose Manuop T-III Mary Anthonette Geyrozaga	Laptop, internet Connectivity

1:00- 5:00	<ul style="list-style-type: none"> <li>To prepare sample of storyboarding based on the story they made</li> <li>To follow the LR Standards in story boarding</li> </ul>	Lesson # 5 Lecture on Story - Boarding	Lecture and Discussion on Standards on Storyboarding Showing sample for them to see.	Individual Outputs on Storyboarding	Lecture Workshop and Powerpoint Presentation	Donally S. Damo Tea. III Rosemarie Lascuna Tea. III	Laptop, internet Connectivity
		Writeshop on Story boarding	Individual Writing of storyboarding	Submit and Check Outputs			

**Day 3: July 30, 2022**


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.)
7:45-8:00	To set the mode of the participants Checking of attendance Check the functionality of the internet			Prayer Checking Word for the Day		Officer of the Day Grace Hermosilla Ian Bryll A. Damo	Laptop, internet Connectivity
8:00-9:30 nn	To classify materials whether they are copyrighted or not	Session# 6 Lecture on Copyright issue /Illustrations	Identify and locate where to get materials and which is free from copyright	Copyright Issues	Lecture Workshop and Powerpoint Presentation	Hannahneel Leigh Aldequer Jizza Mae Cubio	
9:30-9:45	<b>BREAKTIME</b>						

9:45-12:00 Cont 1:00-2:00 pm	To convert prepared powerpoint into videolesson  To create materials in powerpoint form for a lesson to teach  Showing samples on converted video lessons	"Lets Do it" Lecture on Conversion PPT to VIDEO	Converted PPT to Video Lessons	Techniques on howto convert PPT to video lesson  • Critiquing  • Video Presentation • Critiquing of outputs	• Lecture-Workshop with powerpoint presentation  Presentation/Critiquing ofOutputs	Rosemarie Salebat	
2:00-4:00							
4:00-4:30		Closing Program		Closing Program			

Prepared by:

  
**MARYGLOR D. TABANAO**  
 EPS (Kindergarten)

Reviewed:

  
**BEVERLUS S. DAUGDAUG, EdD**  
 CID Chief

Approved:

  
**CRISTY C. EPE**  
 Schools Division Superintendent

DepEd Schools Division of Digos City

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