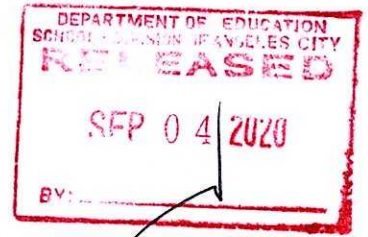




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



**Office of the Schools Division  
Superintendent**

September 4, 2020

**DIVISION MEMORANDUM**

No. 201 S. 2020

**ON LEARNING RESOURCES AT THE DEPED COMMONS, DRY-RUN DEPED TV BROADCAST AND  
CURRENT SITUATION OF SELF LEARNING MODULES**

To : OIC Assistant Schools Division Superintendent  
Division Chiefs  
Unit Heads  
Elementary and Secondary School Heads/ OICs  
Public Schools District Supervisors  
Education Program Supervisors  
Teaching and non-teaching personnel

1. This is to inform the field on the ***OUA 00-0820-0140 Memorandum*** issued on August 25, 2020 entitled **On Learning Resources at the DepEd Commons, Dry-Run TV Broadcast and the current situation of Self-Learning Modules.**
2. For your information and guidance

**MA. IRELYN P. TAMAYO PhD, CESE**  
Asst. Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

eps/lr



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0820-0140**

**MEMORANDUM**

25 August 2020

For: **Secretary Leonor Magtolis Briones**  
**Undersecretary Nepomuceno Malaluan, COS**  
**Undersecretary Diosdado San Antonio, OUCI**  
**Assistant Secretary Alma Ruby Torio, OASCI**  
**Execom and Mancom Members**

Subject: **ON LEARNING RESOURCES AT THE DEPED COMMONS,**  
**DRY RUN DEPED TV BROADCAST EPISODES, AND**  
**CURRENT SITUATION OF SELF-LEARNING MODULES**

**I. Learning Resources at the DepEd Commons**

The Office of the Undersecretary for Administration (OUA) hereby confirms that the materials which the Secretary downloaded from the DepEd Commons were activity sheets coming from the fourth quarter period of SY2019. **OUA/ICTS crowdsourced the said materials from teachers without any vetting from the CI strand due to the emergency nature of the period (March 2020).** This was completed in two weeks and since then no materials were uploaded until the DepEd TV Broadcast Dry Run period where Ready-to-Print SLMs and e-SLMs from the Bureau of Learning Resources (BLR) were uploaded in the DepEd Commons.

As of date, all fourth quarter materials have been deleted as they have already met the requirements of the emergency situation and have already given the teachers, learners, parents and the public the actual feel of the online platform that is expected to be used come October 5, 2020 opening of SY2020-2021.

**II. DepEd TV Episodes**

The OUA also takes full responsibility in the unfortunate “picturesque” TV lesson. **Unforeseen obstacles were encountered during the production process and quality assurance mechanisms were compromised in the rush to produce the first video lectures for the DepEd TV Broadcast Dry Run on August 11, 2020 in preparation for the August 24, 2020 opening.**



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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The OUA fully concurs that a Review Committee from the Curriculum and Instruction Strand should vet all materials being uploaded into the DepEd Commons including the Ready-to-Print SLMs as errors are also being reported in the said materials even after their finalization.

As such, the OUA has proposed an 18-step workflow process for the DepEd TV production in which there are 4 steps of quality assurance where the CI strand should be involved. The OUA respectfully requests that Subject Experts be provided to make sure that quality assurance is done quickly so production schedules are not delayed. Please see Annex A (OUA Memo to OUCI Requesting Concurrence and Confirmation of Agreements on QA as discussed between ICTS and CI on August 22, 2020) hereto attached.

Learning from the obstacles encountered in the Dry Run period, OUA—through the ICTS, Admin Service, and School Health Division—has already prepared the workflow, health protocols, logistics, studios, equipment, teacher broadcasters, and production personnel that would allow DepEd to record scenes for 100 broadcast quality episodes per week. The efforts made to build this capability would be lost if Subject Experts needed for the QA process are not made available.

But we would want to emphasize that writing of video scripts cannot proceed if SLMs are not made available to the teacher broadcasters, hence the call for non-delays of quality assurance on submitted materials.

For TV episodes to be broadcasted on schedule, the final video output should be transmitted to the broadcasting station two weeks (14 days) before airing. Moreover, the TV episode production, barring delays, requires two weeks (14 days) of continuous work. As such, quality-assured TV materials for October 5 school opening and the week thereafter must be submitted to ICTS not later than September 5, 2020.

### III. Current Situation of SLMs in the Teams Account

The OUA hereby raises its concern **that the figures given in the recent Learning Resources and Platforms Committee (LRPC) meeting on August 24, 2020 where 701 Ready-to-Print SLMs were reported to have been uploaded (421 for the first month, and 280 for the second month) do not match with the 555 Ready-to-Print SLMs in the Teams account** that was created for the purpose of sharing SLMs.

Annex B hereto attached shows the presence or absence of and other circumstances surrounding the SLMs at the Teams account. Those **highlighted in green are uploaded files that have been deleted because of copyright issues**, while those **highlighted in blue have been uploaded and then deleted because of content issues** (grammar, etc.).

The OUA would also like to raise its concern that **Ready-to-Print SLMs which were withdrawn due to copyright and content issues are still circulating** because several websites have been created by Division personnel releasing the



said materials prior to their withdrawal from the Teams account and the DepEd Commons. **Decisive action must be undertaken to recall these SLMs with content and/or copyright issues which might have been downloaded before they were withdrawn and printed by various schools and teachers.** This might place the Department at risk of legal action and vicious attacks from critics. A thorough scrutiny of already printed SLMs must be undertaken to verify if the versions printed were the versions withdrawn.

OUA suggests that appropriate announcements of SLMs being withdrawn must be instantly made to warn members of Teams account and the regional and division offices not to disseminate nor print the same. Subsequent announcements of uploading of replacement/corrected versions must likewise be made.

The OUA looks forward to working closely with the CI Strand to address all these and related concerns and challenges.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0820-0137**  
**MEMORANDUM**  
23 August 2020

**For: Diosdado San Antonio**  
Undersecretary for Curriculum and Instruction

**Subject: AGREEMENTS BETWEEN OUA AND OUCI**  
**ON DEPED TV AND RADIO PRODUCTIONS**

The Office of the Undersecretary for Administration (OUA) requests the official concurrence of the Office of the Undersecretary for Curriculum Instruction (OUCI) on the following agreements which were made in the meeting between the CI Strand and Admin Strand, thru the ICTS, on 22 August 2020:

- OUA/ICTS shall manage the teacher-broadcasters who will produce the video lectures needed for DepEd TV and Radio;
- OUA/ICTS shall adopt the attached Workflow for DepEd TV and Radio Production with participation from the CI Strand in steps 1, 4, 10 and 13;
- The teacher-broadcasters shall prepare the video and radio scripts. They shall be allowed to make the necessary and appropriate corrections in the video and radio script if errors are found in the self-learning modules (SLMs). They shall also be allowed to incorporate additional contents that are needed to better explain the subject competency. All corrections and additions shall be appropriately referenced for approval by the CI Review Committee which will be composed of subject experts. On the average, a teacher-broadcaster will write 5 scripts per week;
- The CI Strand shall provide subject experts who will review the video and radio scripts and ensure that any corrections and additions made in the scripts have no errors. They shall also make sure that the SLM being used as reference are immediately corrected whenever errors identified by the teacher-broadcasters are confirmed;
- The teacher-broadcasters shall make use of the ready-to-print SLMs that were approved by the Bureau of Learning Resources (BLR) in preparing video and radio scripts. In cases where there are still no ready-to-print SLMs, the teacher-broadcasters shall use the SLMs that are still under conformance review. If there are no SLMs available yet, the BLR shall take



**Office of the Undersecretary for Administration (OUA)**

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)

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charge of finding an SLM that the teacher-broadcaster will use. All SLMs for the first quarter shall be made available by 26 August 2020 so OUA/ICTS can already proceed with the production process.

- The CI Subject Experts shall assist the ICTS and the teacher-broadcaster in quality assuring the video lecture in step 10 of the Workflow for DepEd TV Production.

The OUA also hereby requests that the CI Review Committee provide feedback on the video and scripts within a maximum period of two (2) hours from the time of submission by OUA/ICTS. This is to ensure that the length of waiting time that the teacher-broadcasters and OUA/ICTS personnel have to stay on-site in the studio will be minimal, and the risk of being exposed to the COVID-19 virus is minimized.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



OUA/ICTS-2020-0121  
To: All Schools Division Offices  
Issued: 2020 Aug 20, 10:00



### **Workflow for DepEd TV Production**

1. Review the module - by CI Subject Experts and EdTech (not applicable for Ready-to-Print SLMs)
2. Script writing following correct DepEd style guide, complete with GFX requirements, props, additional video-audio materials, etc. - by Teacher-Broadcaster
3. Check the script for TV presentation - by Executive Producer
4. Review and approve script - by CI Subject Experts
5. Shoot
6. Script revisions (double check all graphics, spelling, style.) - by Teacher-Broadcaster and EdTech
7. Same script to be double checked - by EP with Teacher-Broadcaster
8. Offline edit
9. Place all graphics to the video without effects and music, etc
10. QA by DepEd team. Check the structure, all texts, graphics, captured soundbytes of the lesson by teacher, etc. - by Teacher-Broadcaster, EdTech staff, and CI Subject Expert
11. Apply DepEd revisions - by Editor and Graphics Artist
12. Preview revised video - by Executive Producer
13. Final review by DepEd team - by Teacher Broadcaster, EdTech staff, and CI Subject Expert
14. Mastering
15. Preview of Executive Producer and EdTech for revision
16. Master editor to revise for final
17. Final preview
18. Final Export

