



DM 2020-06-206
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 02 2020 TIME: 9:50
JMN glaw

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 206, s. 2020

**To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Secondary School Heads
All Others Concerned
This Division**

From: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

Subject: DEVELOPMENT OF VIDEO LESSONS FOR SECONDARY SCHOOLS

Date: June 1, 2020

- To provide learners with materials for blended learning modality, the Curriculum Implementation Division-Learning Resources Management Section requires all Secondary Schools to develop video lessons in different learning areas based on the Most Essential Learning Competencies (MELC) which can be downloaded from <https://mlyblycitylrmds.weebly.com/extra-download.html>.
- There will be a Division Orientation on June 9, 2020 at 9:00AM via meet.google.com/gpo-gabg-gsa which shall be participated in by the Secondary School Heads, School LRMDS Coordinators, and School ICT Coordinators.
- The following timeline shall be observed:

DATE	ACTIVITY	RESPONSIBLE PERSONS
June 9, 2020	Division Orientation	EPS-LRMDS and staff
June 10, 2020	School Orientation	School Head, School LRMDS and ICT Coordinators
June 11-30, 2020	Development of Video Lessons	Teacher-developers
July 1-3, 2020	School Quality Assurance of	School Quality Assurance Team



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

	Video Lessons (Phase 1)	
July 6-10, 2020	Enhancement of Video Lessons (First Phase)	Teacher-developers
July 13-15, 2020	School Quality Assurance of Video Lessons (Phase 2)	School Quality Assurance Team
July 16-24, 2020	Enhancement and Finalization of Video Lessons (Phase 2)	Teacher-developers School Quality Assurance Team
July 27, 2020	Submission to Division LRMS for Approval and Adaption	School Heads
August 17-21, 2020	Uploading to Portal and Distribution of Video Lessons to Secondary Schools	CID-LRMS Staff

4. The Guidelines on the development of video lessons are as follow:
1. All teachers teaching their major field of specialization from Grade 7 to Grade 12 shall be involved in the development of offline video lessons on the assigned learning area and grade level (see Enclosure No. 1).
 2. Schools shall consider all the MELCs in every quarter as topics in the video lessons. Competencies found in the Digital Library Portal for digital interactive learning resources shall not anymore be included in the video lessons.
 2. Teachers are given freedom as to what software/program/application/tools to adapt in the making of video lessons as long as it can be used offline.
 3. Video lessons shall be 6-10 minutes only excluding the activities to be performed by the learners (such as but not limited to exercises, tests, written works).
 4. The material shall be free of errors (typographical, factual, grammatical, conceptual, or computational) before submission to the Division LRMS.
 5. Originally created graphics shall be used in the material. Graphics can also be imported from free sites preferably from LR Portal (Gallery), canva.com, or creativecommons.org with proper attribution.





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

6. Video lessons shall be based on active learning principles. The following design principles shall be observed in developing the material:
 - a. Combine visualizations with spoken text but without too much text.
 - b. Use highlighting elements (arrows, colors, intonation, etc).
 - c. Distractions shall be avoided such as music, background noise, and extra features that can divert attention.
 - d. Keep it simple and short.
 - e. Provide structure like allowing students to take time to navigate and breaking down of presentations into smaller parts.
 - f. Tell and show a story by inventing a story for content to sustain the interest of the learners.
 - g. Speak to your audience through using a conversational style of language.
 - h. Expand the learning space by integrating virtual field trips to any place of interest.
7. School Quality Assurance team shall be composed of the following:
Chairman: School Head
Co-Chairman: School LRMSD Coordinator
Members: ICT Coordinator
Department Head
Language Editor
Subject Matter Expert
8. School QA Team shall use the following tools for evaluation:
 - a. LRMSD Educational Soundness General Evaluation Checklist
 - b. Evaluation Rating Sheet for Non-Print Materials
 - c. Technical Evaluation Guidelines and Checklist
 - d. Guidelines and Checklist to Support Intellectual Property Rights and Management





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

9. Teacher-developers shall observe the Social Content Guidelines and must accomplish the following forms as attachments to their final output (to be given during the orientation):

- a. LR Submission Form
- b. Writers/Developers Agreement Form
- c. Artwork Agreement Form
- d. Inventory of Third Party Contents
- e. Proforma Communications
- f. Model Release Form
- g. Inventory of Original Contents
- h. Writers/Developers Profile

10. Each digital file of the video lesson shall be named following this format:

learning area with grade level_quarter number_video lesson number_lesson title_version number

Example: science8_q1_v1_natureofbiology_v1

5. Final outputs shall be submitted to the Division, Attention: Purisima J. Yap, EPS-LRMDS, on or before July 27, 2020.

6. Shall there be queries, contact Purisima J. Yap via mobile number 09364882591 or email at mlyblycity.lrmads@gmail.com.

Copy furnished: CID-Learning Resource Management Section

TO BE POSTED IN THE WEBSITE





Enclosure No. 1

Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DEVELOPMENT OF VIDEO LESSONS FOR SECONDARY SCHOOLS
GRADE LEVEL AND SUBJECT ASSIGNMENT

SCHOOL	SUBJECT	GRADE LEVEL	QUARTER/SEMESTER
Bukidnon NHS	Core Subjects	Grade 11 and 12	First and Second Semester
	Mathematics Science	Grade 10 Grade 10	1 st to 4 th Quarters 1 st to 4 th Quarters
Casisang SHS	Core Subjects	Grade 11 and 12	First and Second Semesters
Bangcud NHS	Science	Grades 9	1 st to 4 th Quarters
	Filipino	Grade 10	1 st to 4 th Quarters
Malaybalay City NSHS	Science	Grades 7 and 8	1 st to 4 th Quarters
Managok NHS	English	Grades 9 and 10	1 st to 4 th Quarters
San Martin AINHS	English	Grades 7 and 8	1 st to 4 th Quarters
Malaybalay City NHS	Mathematics	Grades 7 and 8	1 st to 4 th Quarters
Casisang NHS	Mathematics	Grades 9	1 st to 4 th Quarters
Silae NHS	Filipino	Grades 9 and 10	1 st to 4 th Quarters
Kalasungay NHS	Filipino	Grades 7 and 8	1 st to 4 th Quarters
St. Peter NHS	AP	Grades 7 and 8	1 st to 4 th Quarters
Dalwangan NHS	AP	Grades 9 and 10	1 st to 4 th Quarters
Can-ayan IS (Sec)	T.L.E.	Grade 10	1 st to 4 th Quarters
Miglamín NHS (Sec)	T.L.E.	Grade 9	1 st to 4 th Quarters
Simaya IS (Sec)	T.L.E.	Grade 7	1 st to 2nd Quarters
Kibalabag IS (Sec)	T.L.E.	Grade 8	1 st to 2nd Quarters
Capitan Angel IS (Sec)	T.L.E.	Grade 7	3 rd to 4 th Quarters
Kilap-agan IS (Sec)	T.L.E.	Grade 8	3 rd to 4 th Quarters
Apo Macote NHS	MAPEH (Music)	Grades 7 to 10	1 st to 4 th Quarters
Lalawan NHS	MAPEH (Arts)	Grades 7 to 10	1 st to 4 th Quarters
Busdi IS (Sec)	MAPEH (Health)	Grades 7 to 10	1 st to 4 th Quarters
Casisang Central IS (Sec)	MAPEH (PE)	Grades 7 to 10	1 st to 4 th Quarters
Tuburan IS (Sec)	EsP	Grade 7	1 st to 4 th Quarters
Magsaysay IS (Sec)	EsP	Grade 8	1 st to 4 th Quarters
Imbayao NHS (Sec)	EsP	Grade 9	1 st to 2nd Quarters
Candiisan IS (Sec)	EsP	Grade 9	3 rd to 4 th Quarters
Luyungan IPHS	EsP	Grade 10	1 st to 4 th Quarters



Purok 6, Casisang, Malaybalay City
 Telefax (088) 314-0094
 Email: malaybalay.city@deped.gov.ph