



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

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DIVISION MEMORANDUM

No. 277, s. 2020

TO : Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
School Heads
All Others Concerned
This Division

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

DATE : July 13, 2020

SUBJECT : CORRIGENDUM TO DIVISION MEMORANDUM NO. 223, S. 2020
(Development of Learning Resources for the Adaption of Radio-Based
Instruction (RBI), A Distance Learning Program Designed for Formal
School)

1. In consideration to the non-negotiable conflict of schedules that involves the trainers of the scheduled webinar on RBI Scriptwriting and its participants, **this Office hereby informs the field on the changes of schedule of some of the activities as regards to the development of the learning resources for the Radio-Based Instruction (RBI) for formal school.**

2. Enclosure no. 1 is the list of activities and its specific date of conduct. It is advised that respective grade level TWG Chairman and Co-Chairman shall disseminate the changes and act accordingly on the details prescribed per activity.

4. Shall there be queries, contact Jasmin J. Adriatico, Education Program Supervisor at 09177714505.

Copy furnished: CID-Learning Resource Management Section

TO BE POSTED IN THE WEBSITE





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Enclosure No. 1

SCHEDULE OF ACTIVITIES

1st and 2nd Quarters (September - December 2020)

Activity	Date	Persons Responsible	Duties and Responsibilities
Finalization of Session Guides per findings and recommendations from the Division QA Team	July 13-14, 2020	Session Guide Writers with the technical assistance and supervision of the Grade Level TWG	- All the findings and recommendations shall be incorporated in the learning materials - Quality Assurance standard is complied as to the content, quality and specifications
Submission of Final Soft copies of the Quality Assured Teacher's RBI Session Guides and Learner's Worksheets for collation and printing	July 15, 2020	-Grade Level TWG Chair/ Co-chair -Division Steering Committee	- Submit the final Soft Copies of the QA RBI materials to Gretchen V. Catane , Division Asst. RBI Coordinator for Communication and Program Operations
Design/ Layout cover page and final packaging of the RBI Session Guides and Learner's Worksheets	July 15-17, 2020	Division QA Team/ LRMDS staff	- Design or layout cover page for the final packaging of each grade level RBI Teacher's Session Guides and Learner's Worksheets
Webinar on Translating RBI Session Guides into Interactive Radio Scripts and Audio Recording of the Learning Episodes - All Grade level TWG, identified script writers and live program hosts shall attend the Webinar - via Google Meet link https://meet.google.com/bwx-fkvo-fww	July 17, 2020 8:00AM - 5:00PM	Division RBI Steering Committee	- Facilitate the preparation and the conduct of the Webinar - Invite Resource Persons - Prepare the Program and Certificates of Recognition and Participation



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Writeshop on translating RBI Session Guides into interactive RBI script	July 20-26, 2020	Grade level script writers with the supervision of the Grade level TWG	<ul style="list-style-type: none">- Write scripts in accordance to the information/ knowledge gained from the webinar- TWG closely monitored the activity and provide technical assistance accordingly
Preparation and recording of Radio Plug/spot for the RBI program	July 24, 2020	Division Steering Committee	<ul style="list-style-type: none">- Division Steering Committee shall prepare the script for the RBI Program radio plug/spot and record the same for the purpose
Script Evaluation by Grade Level TWG and enhancement of the script if necessary	July 27, 2020	Grade level TWG lead by the Chairman/ Co-Chairman	<ul style="list-style-type: none">- Evaluate the script as to the quality assurance of the content, quality, technicalities and specification
Script Evaluation by the Division QA Team and Enhancement of the script (if necessary) Then submit the final script immediately after the enhancement	July 28-30, 2020	Division QA Team lead by the LRMDS In-Charge Ms. Purisima J. Yap with the Grade level Chairman/ Co-chairman	<ul style="list-style-type: none">- Division QA Team shall evaluate the scripts in accordance to specification and standard- Grade level TWG Chair/Co-Chair shall present the script for evaluation- Submit the final script to Ms. Gretchen Catane
Audio Recording of the interactive RBI learning episodes with the following specific schedule:	July 31, 2020 - August 21, 2020	Division Steering Committee	<ul style="list-style-type: none">- Division Steering Committee with Technical Staff:<ul style="list-style-type: none">- Paul Arias- Manuel Dinlayan- Emelyn Razo- Gretchen V. Catane





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- Learning Episode No. 1 of Grades 1 to 6	July 31, 2020	Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 1 of Grades 7 to 12	August 3, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 2 of Grades 1 to 6	August 4, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 2 of Grades 7 to 12	August 5, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 3 of Grades 1 to 6	August 6, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 3 of Grades 7 to 12	August 7, 2020	-Grade level TWG Chair/Co-chair	- prepare ahead of time needed materials /copies of the scripts,





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		with their voice talents, script director and live program host	music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 4 of Grades 1 to 6	August 10, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 4 of Grades 7 to 12	August 11, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 5 of Grades 1 to 6	August 12, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 5 of Grades 7 to 12	August 13, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 6 of Grades 1 to 6	August 14, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the





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		and live program host	technical staff for the recording details.
- Learning Episode No. 6 of Grades 7 to 12	August 17, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 7 of Grades 1 to 6	August 18, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 7 of Grades 7 to 12	August 19, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 8 of Grades 1 to 6	August 20, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 8 of Grades 7 to 12	August 21, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.





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Orientation of School Heads on the Guidelines of RBI - Formal School Implementation	August 25, 2020	Division RBI Steering Committee	Provide Division Memorandum on RBI Formal School Program Implementation and orient the field on the guidelines
Prepare the canned materials from the RBI recorded learning episodes for a flexible RBI Implementation	August 26-27, 2020	Division RBI Steering Committee	Prepare the materials needed in the preparation of the RBI canned materials
Submission of RBI recorded episodes to the radio station ready for airing / live broadcast (<i>a separate memorandum shall be issued as to the specific day and time allotment of airing for each episode</i>)	August 28, 2020	Division RBI Steering Committee	- Submit the RBI recorded episodes to the radio station
Start of an Interactive Live broadcast/airing of RBI learning episode facilitated by a live program host (<i>fb live streaming will also be utilized</i>)	September 4, 2020	Division RBI Steering Committee	-Facilitate the activity and conduct monitoring and gather customer's feedback for improvement

3rd and 4th Quarters (January - April 2021)

Activity	Date	Persons Responsible	Duties and Responsibilities
Orientation by Grade level prior to the writeshop of 3 rd and 4 th Quarter RBI Session Guides and Worksheets	July 21, 2020	Grade level TWG Chair/Co-chair	- Orient the writers and evaluators on the elements and mechanics of writing RBI Session Guides and Worksheets - Consider the time frame in performing the tasks assigned
Writeshop Proper	July 22-31, 2020	Grade level writers with the supervision of	- Write RBi Teacher's Session Guide and the Learner's Worksheets





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		the Grade level TWG	in accordance to the information/ knowledge gained from the webinar - TWG closely monitored the activity and provide technical assistance accordingly
Grade level QA RBI Material Evaluation	August 3-4, 2020	Grade level TWG lead by the Chairman/ Co-Chairman	- Evaluate the material as to the quality assurance of the content, quality, technicalities and specification
Division QA Evaluation of RBI Material	August 5-7, 2020	Division QA Team lead by the LRMDS In-Charge Ms. Purisima J. Yap with the Grade level Chairman/ Co-chairman	- Division QA Team shall evaluate the material in accordance to specification and standard - Grade level TWG Chair/Co-Chair shall present the material for evaluation - Submit the final soft copies of the material to Gretchen V. Catane
Finalization of Session Guides per findings and recommendations from the Division QA Team	August 5-10, 2020	Session Guide Writers with the technical assistance and supervision of the Grade Level TWG	- All the findings and recommendations shall be incorporated in the learning materials - Quality Assurance standard is complied as to the content, quality and specifications
Submission of Final Soft copies of the Quality Assured Teacher's RBI Session Guides and Learner's Worksheets for collation and printing	August 11, 2020	-Grade Level TWG Chair/ Co-chair -Division Steering Committee	- Submit the final Soft Copies of the QA RBI materials to Gretchen V. Catane , Division Asst. RBI Coordinator for Communication and Program Operations
Writeshop on translating Session	August 12-20,	Grade level	- Write scripts in





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Guides into interactive RBI script	2020	script writers with the supervision of the Grade level TWG	accordance to the information/ knowledge gained from the webinar - TWG closely monitored the activity and provide technical assistance accordingly
Script Evaluation by Grade Level TWG and enhancement of the script if necessary	August 21, 2020	Grade level TWG lead by the Chairman/ Co-Chairman	- Evaluate the script as to the quality assurance of the content, quality, technicalities and specification
Script Evaluation by the Division QA Team and Enhancement of the script (if necessary) Then submit the final script immediately after the enhancement	August 25-28, 2020	Division QA Team lead by the LRMDS In-Charge Ms. Purisima J. Yap with the Grade level Chairman/ Co-chairman	- Division QA Team shall evaluate the scripts in accordance to specification and standard - Grade level TWG Chair/Co-Chair shall present the script for evaluation - Submit the final script to Ms. Gretchen Catane
Audio Recording of the interactive RBI learning episodes with the following specific schedule:	August 31, 2020 - September 21, 2020	Division Steering Committee	- Division Steering Committee with Technical Staff: - Paul Arias - Manuel Dinlayan - Emelyn Razo - Gretchen V. Catane
- Learning Episode No. 9 of Grades 1 to 6	August 31, 2020	Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 9 of Grades 7 to 12	September 1, 2020	-Grade level TWG	- prepare ahead of time needed materials





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		Chair/Co-chair with their voice talents, script director and live program host	/copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 10 of Grades 1 to 6	September 2, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 10 of Grades 7 to 12	September 3, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 11 of Grades 1 to 6	September 4, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 11 of Grades 7 to 12	September 7, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 12 of Grades 1 to 6	September 8, 2020	-Grade level TWG Chair/Co-chair with their voice talents,	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts





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		script director and live program host	- Coordinate with the technical staff for the recording details.
- Learning Episode No. 12 of Grades 7 to 12	September 9, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 13 of Grades 1 to 6	September 10, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 13 of Grades 7 to 12	September 11, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 14 of Grades 1 to 6	September 14, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 14 of Grades 7 to 12	September 15, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.





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- Learning Episode No. 15 of Grades 1 to 6	September 16, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 15 of Grades 7 to 12	September 17, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 16 of Grades 1 to 6	September 18, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
- Learning Episode No. 16 of Grades 7 to 12	September 21, 2020	-Grade level TWG Chair/Co-chair with their voice talents, script director and live program host	- prepare ahead of time needed materials /copies of the scripts, music to be used/ played in the scripts - Coordinate with the technical staff for the recording details.
Prepare the canned materials from the RBI recorded learning episodes for a flexible RBI Implementation	September 23-25, 2020	Division RBI Steering Committee	Prepare the materials needed in the preparation of the RBI canned materials
Submission of RBI recorded episodes to the radio station ready for airing / live broadcast <i>(a separate memorandum shall be issued as to the specific day and time allotment of airing for each episode)</i>	September 30, 2020	Division RBI Steering Committee	- Submit the RBI recorded episodes to the radio station

