

DM 4020 - 07- 277

DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: 4 2020 TIME:

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DIVISION MEMORANDUM No. 277 .s. 2020

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**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 (1

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)

- 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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telefax No.: 088-314-0094; Telephone No.: 088-813-1246



Enclosure No. 1

#### SCHEDULE OFACTIVITIES

#### 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 Worsheets
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	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
<ul> <li>via Google Meet link</li> <li>https://meet.google.com/bwx-f</li> <li>kvo-fww</li> </ul>			

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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	- 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	- 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	- 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	- 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	- Division Steering Committee with Technical Staff: - Paul Arias - Manuel Dinlayan - Emelyn Razo - Gretchen V. Catane

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- Learning Episode No. 1 of	July 31, 2020	Grade level	- prepare ahead of time
Grades 1 to 6		TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
	<b>!</b>	and live program	technical staff for the
		host	recording details.
- Learning Episode No. 1 of	August 3, 2020	-Grade level	- prepare ahead of time
Grades 7 to 12		TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 2 of	August 4, 2020	-Grade level	- prepare ahead of time
Grades 1 to 6		TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 2 of	August 5, 2020	-Grade level	- prepare ahead of time
Grades 7 to 12		TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 3 of	August 6, 2020	-Grade level	- prepare ahead of time
Grades 1 to 6	, 2020	TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 3 of	August 7, 2020	-Grade level	- prepare ahead of time
Grades 7 to 12	11ugust 1, 2020	TWG	needed materials
Siddle / to 12		Chair/Co-chair	/copies of the scripts,
L	l	Спан/Со-спан	reoptes of the scripts,

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ts, played in the scripts - Coordinate with the technical staff for the recording details. el prepare ahead of time needed materials chair /copies of the scripts,	with their		
- Coordinate with the ogram technical staff for the recording details prepare ahead of time needed materials /copies of the scripts,	1		
ogram technical staff for the recording details.  el - prepare ahead of time needed materials chair /copies of the scripts,	voice talents,		
recording details.  el - prepare ahead of time needed materials  chair /copies of the scripts,	script director		
el - prepare ahead of time needed materials /copies of the scripts,	and live program		
needed materials chair /copies of the scripts,	host		
chair /copies of the scripts,	-Grade level	August 10,	- Learning Episode No. 4 of
· · · I · · · · · · · · · · · · · · ·	TWG	2020	Grades 1 to 6
r music to be used/	Chair/Co-chair		
i illuste to be used	with their		
ts, played in the scripts	voice talents,		
ctor - Coordinate with the	script director		
ogram technical staff for the	and live program		
recording details.	host		
el - prepare ahead of time	-Grade level	August 11,	- Learning Episode No. 4 of
needed materials	TWG	2020	Grades 7 to 12
hair /copies of the scripts,	Chair/Co-chair		
1 • · ·	with their		
ts, played in the scripts	voice talents,		
	script director		
	and live program		
recording details.	host		
	-Grade level	August 12,	- Learning Episode No. 5 of
needed materials	TWG	2020	Grades 1 to 6
chair /copies of the scripts,	Chair/Co-chair		
1 1	with their		
ts, played in the scripts	voice talents,		
· 1 · · · · · · · · · · · · · · · · · ·	script director		
•	and live program		
recording details.	host		
	-Grade level	August 13,	- Learning Episode No. 5 of
needed materials	TWG	2020	Grades 7 to 12
chair /copies of the scripts,	Chair/Co-chair		
1 '	with their		
l l	voice talents,		
·   • • • • • • • • • • • • • • • • • •	script director		
l l	and live program		
recording details.	host		
	-Grade level	August 14,	- Learning Episode No. 6 of
needed materials	TWG	2020	Grades 1 to 6
	Chair/Co-chair		
	1 ' '		
1 2	script director		
chair /copies of the scripts, r music to be used/	Chair/Co-chair with their	2020	Grades 1 to 6
	voice talents,		

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		I	
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 6 of	August 17,	-Grade level	- prepare ahead of time
Grades 7 to 12	2020	TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 7 of	August 18,	-Grade level	- prepare ahead of time
Grades 1 to 6	2020	TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 7 of	August 19,	-Grade level	- prepare ahead of time
Grades 7 to 12	2020	TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 8 of	August 20,	-Grade level	- prepare ahead of time
Grades 1 to 6	2020	TWG	needed materials
·		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	recording details.
- Learning Episode No. 8 of	August 21,	-Grade level	- prepare ahead of time
Grades 7 to 12	2020	TWG	needed materials
		Chair/Co-chair	/copies of the scripts,
		with their	music to be used/
		voice talents,	played in the scripts
		script director	- Coordinate with the
		and live program	technical staff for the
		host	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  Submission of RBI recorded episodes to the radio station ready for airing / live broadcast (a separate memorandum shall be	August 26-27, 2020 August 28, 2020	Division RBI Steering Committee  Division RBI Steering Committee	Prepare the materials needed in the preparation of the RBI canned materials - Submit the RBI recorded episodes to the radio station
issued as to the specific day and time allotment of airing for each episode)  Start of an Interactive Live broadcast/airing of RBI learning episode facilitated by a live program host (fb live streaming will also be utilized)	September 4, 2020	Division RBI Steering Committee	-Facilitate the activity and conduct monitoring and gather customer's feedback for improvement

#### 3<sup>rd</sup> and 4<sup>th</sup> Quarters (January - April 2021)

Activity	Date	Persons Responsible	Duties and Responsibilities
Orientation by Grade level prior to the writeshop of 3 <sup>rd</sup> and 4 <sup>th</sup> 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	in accordance to the
		Grade level	information/
		TWG	knowledge gained
			from the webinar
			- TWG closely
			monitored the activity
			and provide technical
			assistance accordingly
Grade level QA RBI Material	August 3-4,	Grade level	- Evaluate the material
Evaluation	2020	TWG lead by	as to the quality
		the Chairman/	assurance of the
		Co-Chairman	content, quality,
			technicalities and
			specification
Division QA Evaluation of RBI	August 5-7,	Division QA	- Division QA Team
Material	2020	Team lead by	shall evaluate the
		the LRMDS	material in accordance
		In-Charge Ms.	to specification and
		Purisima J. Yap	standard
		with the Grade	- Grade level TWG
		level Chairman/	Chair/Co-Chair shall
		Co-chairman	present the material for
	:	Co-chairman	evaluation
	<b>.</b>		- Submit the final soft
·			copies of the material
			to Gretchen V. Catane
Finalization of Species Children	A	Session Guide	·
Finalization of Session Guides per	August 5-10,		- All the findings and
findings and recommendations	2020	Writers with the	recommendations shall
from the Division QA Team		technical	be incorporated in the
		assistance and	learning materials
		supervision of	- Quality Assurance
		the Grade Level	standard is complied as
		TWG	to the content, quality
<u> </u>		<u> </u>	and specifications
Submission of Final Soft copies of	August 11,	-Grade Level	- Submit the final Soft
the Quality Assured Teacher's	2020	TWG Chair/	Copies of the QA RBI
RBI Session Guides and Learner's		Co-chair	materials to
Worksheets for collation and		-Division	Gretchen V. Catane,
printing		Steering	Division Asst. RBI
		Committee	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	/copies of the scripts,
	with their	
		music to be used/
	voice talents,	played in the scripts
	script director	- Coordinate with the
	and live program	technical staff for the
	host	recording details.
- Learning Episode No. 10 of September 2,	-Grade level	- prepare ahead of time
Grades 1 to 6 2020	TWG	needed materials
	Chair/Co-chair	/copies of the scripts,
	with their	music to be used/
	voice talents,	played in the scripts
	script director	- Coordinate with the
	and live program	technical staff for the
	host	recording details.
- Learning Episode No. 10 of September 3,	-Grade level	- prepare ahead of time
Grades 7 to 12	TWG	needed materials
Stades 7 to 12	Chair/Co-chair	/copies of the scripts,
	with their	music to be used/
	voice talents,	played in the scripts
	script director	- Coordinate with the
ţ		technical staff for the
	and live program	
T : D: 1 N 11 C   0 / 1 4	+ · · · · · · · · · · · · · · · · · · ·	recording details.
- Learning Episode No. 11 of September 4,	-Grade level	- prepare ahead of time
Grades 1 to 6 2020	TWG	needed materials
	Chair/Co-chair	/copies of the scripts,
	with their	music to be used/
	voice talents,	played in the scripts
	script director	- Coordinate with the
	and live program	technical staff for the
	host	recording details.
- Learning Episode No. 11 of September 7,	-Grade level	- prepare ahead of time
Grades 7 to 12   2020	TWG	needed materials
	Chair/Co-chair	/copies of the scripts,
	with their	music to be used/
	voice talents,	played in the scripts
	script director	- Coordinate with the
	and live program	technical staff for the
	host	recording details.
- Learning Episode No. 12 of September 8,	-Grade level	- prepare ahead of time
Grades 1 to 6 2020	TWG	needed materials
	Chair/Co-chair	/copies of the scripts,
	with their	music to be used/
	voice talents,	played in the scripts
Learning Enjeads No. 12 of Santamber 9	voice talents, script director and live program host	played in the scripts - Coordinate with the technical staff for the recording details.

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

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

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