



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 284, s. 2022

TO: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS (CID & SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SCHOOL HEADS (ELEM. & SEC.)
SCHOOL ICT COORDINATORS
ADMINISTRATIVE OFFICER V
ALL OTHERS CONCERNED
This Division

FROM: 
FELIX ROMY A. TRIAMBULO
Schools Division Superintendent

DATE: July 20, 2022

SUBJECT: 5-DAY TRAINING-WORKSHOP ON THE USE OF ADOBE SOFTWARE
AND OTHER MULTIMEDIA TOOLS

1. The DepEd, Dapitan City Division through the Information and Communication Technology Services - Education Technology Unit (ICTS-EdTech) will conduct a "5-day Training-Workshop on the use of Adobe Software and other Multimedia Tools" on August 8-13, 2022 at Manuel Resort, Piñan, Zamboanga del Norte.
2. This activity aims to:
 - a. establishment of SDO's official multimedia team and production group;
 - b. creation and production of different multimedia instruction materials that can be used by the school's division;
 - c. empower teachers with digital arts and multimedia skills and knowledge;
 - d. understand multimedia terminologies and provide teacher participants with the necessary multimedia production skills;
 - e. design a multimedia learning environment that promotes meaningful learning experiences;
 - f. provide software and application training used in the production of different multimedia materials; and
 - g. introduce different equipment used in multimedia production.



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Department of Education
Division of Dapitan City
RELEASED
NO. 284 DATE 7/21/2022
TIME 4:35 BY [Signature]



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3. Participants of the workshop are the following:
 - 15 pax - Central Office
 - 8 pax - Division Office
 - 72 pax - selected from Schools
 - 95 pax - total number of participants
4. Please see attached list of participants. Each Participants is advised to bring laptop to be used during the workshop.
5. Board and lodging, materials, meals and snacks of the participants are chargeable against ICTS-EDTECH funds while travel expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.



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List of Participants from Central Office

NO.	NAME	POSITION
1	Dir. Abran Y.C. Abanel	CESO VI-Director, ICTS
2	Mark Anthony C. Sy	Head, Educational Technology Unit
3	Neil Arvin V. Baustista	Supervising Educational Technology Specialist
4	Adriyel M. Santiago	Senior Educational Technology Specialist
5	Alvin A. Sy	Senior Educational Technology Specialist
6	Arvin Key N. Barles	Senior Educational Technology Specialist
7	Danna Rose Javier	Senior Educational Technology Specialist
8	Glenn H. Hurano	Senior Educational Technology Specialist
9	Lorenz G. Villaflor	Educational Technology Specialist
10	Diosdado A. Parungao	Educational Technology Specialist
11	Dennis A. Evangelista	Educational Technology Specialist
12	Karl Gabriel G. Buenafe	Educational Technology Specialist
13	Roderick A. Fajardo	Educational Technology Specialist
14	Faye marie S. Illano	Educational Technology Specialist
15	Maria Camille L. Villanueva	Educational Technology Specialist

List of Participants from Schools Division Office

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TRAINING MATRIX

Time	Day 0 (Travel) (August 8, 2022)	
5:00 AM - 8:00 AM	Travel of Speakers to DepEd Central Office, Dapitan City	
9:00 AM - 10:00 AM	Antigen Testing	
10:00 AM – 5:00 PM	Travel going to host SDO	
Time	Day 1 For Participants (August 9, 2022)	Speakers
8:30 AM - 9:00 AM	Opening program	
9:00 AM - 10:30 AM	The Multimedia: Understanding the Process and Terminologies	Neil Arvin V. Bautista
10:30 AM – 12:00 PM	Multimedia Studio Set-up: Equipment and Functions	Danna Rose C. Javier
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 3:00 PM	Cameras Compositions, Set-up, and Framing: Introduction to Videography	Roderick A. Fajardo
3:00 PM - 5:00 PM	Going Live: Broadcast and Streaming using OBS	Lorenz G. Villaflor
Time	Day 2 (August 10, 2022)	Speakers
8:30 AM - 9:00 AM	Management of Learning	
9:00 AM - 10:30 AM	Reporters on Field: Showcasing What's the Best	Faye Marie S. Illano
10:30 AM – 12:00 AM	Infomercials: A Creative Way to Promote and Inform	Danna Rose C. Javier
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:30 PM	Documentaries and Stories: A Way to Inspire	Adriyel M. Santiago
2:30 PM – 4:00 PM	Digital Storytelling: A Creative Way to Tell Stories	Diosdado A. Parungao
4:00 PM - 5:00 PM	Tips and Tricks in Video Editing	Neil Arvin V. Bautista



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Time	Day 3 (August 11, 2022)	Speakers
8:30 AM - 9:00 AM	Management of Learning	
9:00 AM - 10:30 AM	Adobe Photoshop Banners and Templates: Think, Design, and Create	Arvin Key N. Barles
10:30 AM – 12:00 PM	Adobe Illustrator Digital Illustrations: Lines, shapes, colors, and drawings	Dennis A. Evangelista
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Adobe Character Animator A Product of Real-Time Live Motion-Capture 2D Illustrations	Roderick A. Fajardo
2:00 PM – 4:00 PM	Adobe Premiere Pro It's all about videos: Cuts, Framing, and Transitions	Adriyel M. Santiago
4:00 PM – 5:00 PM	The Rules in Multimedia: Knowing the Standards	Alvin A. Sy
Time	Day 4 (August 12, 2022)	Speakers
8:30 AM - 9:00 AM	Management of Learning	
9:00 AM - 10:30 AM	Adobe for Education: Utilizing Adobe in the Classroom	Karl Gabriel G. Buenafe
10:30 AM – 12:00 PM	ACE Level 1 Course: Your Ticket to DepEd Free Adobe License	Glenn H. Hurano
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Workshop	Multimedia Team
Time	Day 5 (August 13, 2022)	Speakers
8:30 AM - 9:00 AM	Management of Learning	
9:00 AM - 11:00 PM	Presentation of Outputs	Participants
11:00 PM – 12:00 PM	Awarding of Certificates	Multimedia Team
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Checkout	Participants



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