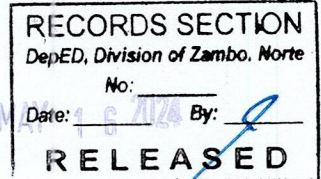




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 14, 2024

Division Memorandum
No. 269, s. 2024

COMPOSITION OF THE DISTRICT VIDEO PRODUCTION TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All PSDSs/PICDs
EPSs
Elementary and Secondary School Principals/Heads and Teachers
Other Concerned Personnel

1. In support to the **MATATAG** and the Division Reform Agenda on the observance of “Teacher- Field-Centric” service culture in the development and implementation of PPAs and maximization and optimization of human and financial resources, aligned with the strategic directions of **ABANTE** (Assess, Build, Assist, Nurture, Transform, Engage) and backed up with the activities relevant to learning resource development as embedded in the **RAINBOW** (Reinforce Action, Innovate, Nurture and Build Opportunities Wholeheartedly) program, this Office embarks on a sophisticated teaching and learning delivery through the establishment of the **35 District Video Production Studio**. Hence, the **Composition of the District Video Production Team** is deemed a boon.
2. The structure and responsibilities of the video production team that will be established in each district are herein outlined. The team shall be responsible for creating high-quality educational videos that shall form part of the learning resources of the SilverTek Management System to support the teaching-learning process.
3. All PSDSs/PICDs, Principals and School Heads shall submit names of potential members of the District Video Production Team per learning area on or before **May 22, 2024** via <https://forms.office.com/r/XHppHuXfXL> . The terms of reference, along with the roles and responsibilities of the team, are hereby attached for your perusal.
4. For strict compliance and immediate dissemination.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

CIDLRMS/ECL/DM- Composition of the District Video Production Team
DM No. 09/ May 15, 2024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
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Annex

District Video Production Team

Role	Terms of Reference/Responsibility
Project Manager	<ul style="list-style-type: none">• Oversees the entire production process, ensures timely delivery, and coordinates between team members and educational authorities.• Develop production schedules and manage workflow.• Coordinate with education officials and ensure adherence to deadlines.• Ensure compliance with all relevant regulations and policies.
Content Specialist	<ul style="list-style-type: none">• Works with educators to develop and approve the educational content of the videos, ensuring alignment with curriculum standards.• Ensure content is accurate and pedagogically effective.• Align content with curriculum requirements.• Work with scriptwriters to translate educational content into engaging scripts.
Scriptwriter	<ul style="list-style-type: none">• Develops scripts based on the content provided by the Content Specialist, making sure the material is engaging and pedagogically sound.• Write and revise scripts in collaboration with Content Specialists.• Ensure scripts are clear, engaging, and appropriate for the target audience.
Director	<ul style="list-style-type: none">• Manages the actual filming process, directs the on-screen talent, and ensures that the vision for each video is realized.• Plan and direct video shoots.• Manage on-set activities and direct the on-screen talent.• Ensure the visual style aligns with educational objectives.



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Camera Operator	<ul style="list-style-type: none">• Handles the technical aspects of filming, including setting up shots, operating the camera, and managing lighting.• Set up and operate cameras during shoots.• Ensure the technical quality of the video footage.• Assist with lighting and shot composition.
Editor	<ul style="list-style-type: none">• Edits the footage into a coherent final product, adding graphics, effects, and ensuring high-quality production standards• Edit video footage to create a final product.• Add graphics, effects, and sound to enhance the educational value.• Ensure the final product is polished and professional.
Graphic Designer	<ul style="list-style-type: none">• Creates any necessary visual aids, animations, or graphics that enhance the educational content.• Create visual aids and graphics.• Develop animations and other multimedia elements.• Work with editors to integrate visuals seamlessly
Sound Technician	<ul style="list-style-type: none">• Manages all aspects of audio recording and editing to ensure clear, high-quality sound.• Manage audio recording during shoots.• Edit audio to ensure clarity and quality.• Add sound effects and music as needed.
On-Screen Talent/Broadcaster	<ul style="list-style-type: none">• Educators or presenters who deliver the educational content on camera.• Present educational content clearly and engagingly.• Work with directors to deliver effective performances.• Participate in rehearsals and take direction.



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