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Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

Division Memorandum : 188  
Series 2020

September 28, 2020

To: Chief Education Program Supervisor -CID  
Education Program Supervisors, Public Schools District Supervisors  
Librarian II, PDO II, LRMS  
School Heads  
Public Elementary, Secondary Teachers, Developers

**ALIGNING OF AUDIO AND VIDEO LESSONS (MP4) TO THE DOWNLOADED DEPED MODULES**

1. The office through the LRMS acknowledges the efforts exerted by developers who have initially prepared M3 and M4 outputs. The initiative made by the teacher-developers made significant contribution to the preparation of the new normal educational delivery. Hence, there is a great need to see relevance and alignment with the modules downloaded to the Schools Division Offices for use by all the schools.
2. As based from the initial quality assurance made by the LRMS pool of evaluators who looked into the technical aspect and content of the materials, they recommend the essence to align the audio and video materials to the Central Office MELC-based modules.
3. To ensure the alignment, the LRMS presents the following parts adopted from the School -On- Air Script format of the RBI;

Intro (mentions the grade level, learning area, lesson, quarter, week)	1 minute
Review of Previous Lesson	3 minutes
Musical Break	1 minute
Lecture for the Day	10 minutes
Concept Formation, Generalization	3 minutes
Announcement/Reminders and closing (extro)	2 minutes

4. Local Module- Developers, and School Heads are highly motivated to inspire other teachers to use centrally developed modules and use as a reference in this activity covering all the competencies. However, locally made modules are recommended as other preferences.
5. The outputs will be used to supplement the modules in terms of substantial discussion of the lesson.
6. The developers can use any of the recommended applications in the creation of the audio and radio materials such as; Audacity, filmora, kinemaster, power director, OBS Studio, video maker and **UPDATED POWERPOINT RECORD SLIDE SHOW. The LRMS will no longer restrict the use of uniform ppt template for those who will be using the OBS,PPT slideshow. It will be dependent on the creativity of the developer, however, simplicity and 7X7 rule per slide will be observed.**
7. In the absence of Radio, TV, Cellular phone, **school heads** are advised to review data of the LESF and LCOP where the need of such is urgent for instructional delivery. School Heads are encouraged to create networks of support to produce the gadgets for audio and MP4. As Instructional Leaders, they are advised to provide the necessary guidance at the school level.
8. The office anticipates developers' acceptance of this continual improvement, **ALIGNMENT**, revision and modification processes. As the Department's frontliners, developers' expression of dedication and commitment is highly appreciated.
9. Certificate of Recognition will be given to the Developers upon submission.
10. For the submission and inclusion to the non-print inventory, the outputs will be submitted to <https://forms.gle/DtSkU2SUuy34DBo19> with this correct filename format sample, MATH\_G10\_Q1\_W1\_VICENTA\_CHAN-ABRA. The submission link will also be uploaded at the Libro Ni Abrenio facebook group.
11. Widest dissemination of this memorandum is deemed necessary.

*GLORIA B. BUYA-AO*  
Schools Division Superintendent



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