



September 2, 2016

DIVISION MEMORANDUM
NO. 110 s. 2016

COMPOSITION OF SCHOOLS DIVISION OFFICE (SDO) CREATIVE TEAM

TO :

- Assistant Schools Division Superintendent
- OIC - Assistant Schools Division Superintendent
- CID Chief
- SGOD Chief
- Education Program Supervisors
- Public Schools District Supervisors
- Elementary and Secondary School Heads

DepEd Cavite organizes teams of talented teaching and non-teaching personnel who will be in-charge of all interactive media presentations of the division. The teams are divided into two (2) categories where the compositions are as follows:

1. Video Production/Short Documentary

- a. Arlene dela Costa – Tanza NCHS, Team Leader
- b. Julie Ann Vertudes – Carmona ES
- c. Andrea Salas – Tagaytay City Science NHS
- d. Greg Sangalang – Francisco Tolentino MNHS
- e. Earvin Hardi Sakilayan – Emilio Tria Tirona MNHS

2. Audio Visual Presentation, Infographics, Animation, Photo Layouting and Editing

Team Leader: Mignon Cecille Mangoba, SDO

Team A

- a. Michael Joseph Lapid – Rosario SHS
- b. Mark Emann Sabaldica – Sunny Brooke ES
- c. Junel Inky Santiago - SDO
- d. Lou Junel Velasco - SDO
- e. Mary Joy Mendoza - SDO

Team B

- a. Owen Enriquez – Lumampong NHS – Indang Annex
- b. Jimmy Ray G. Cimafranca – Ternate West NHS
- c. Kristine Gener, SDO
- d. Kevin Herick Avilla – SDO
- e. Romnick Cuachin- SDO

TERMS OF REFERENCE


I. Video Production/Short Documentary

1. Development. The team will be in-charge of developing all video production and documentary type of presentations using any preferred video editing tool.
2. Conceptualization. This includes creation of storyboard and writing the scripts prior to the shoot.
3. Production. This is to capture the project assets that entails animation, doing interviews, filming and design.
4. Post Production. This includes editing pictures; embedding music, audio effects, and voice over; and creating special effects.

II. Audio Visual Presentation, Infographics, and Animation, Photo Layouting and Editing

1. Development. The team will be responsible for the production of all audio-visual presentations with infographics, animation and videoclips using various presentation software like MS PowerPoint, Prezi, etc. and video editing software like Proshow Producer or Sony Vegas.
2. Conceptualization. This includes creation of the storyboard and conceptualizing the AVP design.
3. Production. This includes designing the interface; creation of graphical icons or logos; photo editing; embedding video clips and sounds; and inserting animation and transitions.

For immediate dissemination to all concerned.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent