



November 16, 2020


**DIVISION MEMORANDUM**

No. 266, s. 2020

**TRAINING ON PRODUCTION AND VALIDATION OF TEACHER-MADE LEARNING  
MODULES, AUDIO AND VIDEO LESSONS**

To: **Curriculum Implementation Division (CID)**  
**School Governance and Operations Division (SGOD)**  
**District In-charge**  
**Elementary and Secondary School Heads**  
**This Division**

1. To ensure appropriate and convenient delivery of quality education to the learners amidst the pressure and mental instability brought by COVID-19 pandemic, this Division shall conduct a 10-day training by learning area on the production and validation of teacher-made learning modules, audio and video lessons on November 16-20 and November 23-27, 2020 from 8:00 in the morning to 5:00 in the afternoon at the assigned venues within the Division of Tangub City, Tangub City.
2. Participants of this 10-day activity are the assigned module writers, RBI and TVBI facilitation and script writers and content-language editors in all learning areas.
3. Attached is the list of participants, dates and assigned venues by learning area.
4. Participants are expected to bring laptop, extension wire and soft/hard copies of their modules.
5. Meals and snacks of the participants shall be charged against GAA-HRTD fund (AC-20-HRTD -002 ) while travel and other incidental expenses of the participants shall be charged against school MOOE/local funds subject to usual accounting and auditing policies, rules and regulations
6. Immediate and wide dissemination of this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/duo/11-16-2020

