



Republic of the Philippines
Mountain Province State Polytechnic College
 in collaboration with
Vicariate Schools of Mountain Province
 Bontoc, Mountain Province

ACTIVITY DESIGN

I. GENERAL INFORMATION

Activity:	Training on Developing Instructional Videos
Implementing Unit:	Teacher Education Department Information Technology Department MIS Unit Vicariate Schools of Mountain Province (VSMP)
Date & Time of Activity:	September 10-12, 2020; 8:00 AM to 5:00 PM
Venue of Activity:	Admin Conference Hall and Computer Laboratory
Coordinators:	Keith Jimson B. Mang-usan Jennifer Ruth Tuazon Felix Falag-ey Jr. Amelia Mary Atiwag Hazim Gomer Pangod
Facilitators:	IT Faculty Members
Participants:	Teachers of VSMP
Source of Fund:	Extension Fund: 52,030 VSMP Counterpart: Accommodation of participants coming from the different Vicariate Schools of Mountain Province

II. Rationale

Due to the COVID 19 pandemic, the government restricted face to face teaching and learning inside the classroom this coming school year 2020-2021 until a vaccine for this pandemic will be developed. With this, the Department of Education adopted the blended learning strategy. Distance learning or modular learning is one of the teaching and learning strategies adopted by DepEd under the blended learning to be implemented this school year 2020-2021.

The Vicariate Schools of Mountain Province (VSMP), partner schools of MPSPC in its extension services is one of the private schools in the province who adopted the modular teaching-learning strategy. While modular teaching is being adopted, the VSMP wants to explore other teaching and learning strategies that would complement their modular mode of instruction to maximize learning. Thus, they decided to make and use instructional videos. However, with their limited knowledge and skills on developing and editing instructional videos and cognizant to the benefits and effects of instructional videos in the advancement of knowledge of the students, they requested the college to share their expertise on this topic. These instructional videos can be uploaded or send through website and social media and can be downloaded by students who have access to internet. However, those students who cannot access the internet may ask their parents to get a softcopy of the instructional video from the school that they can watch it in their TV sets.

Being the partner schools of the college in its extension services, the Teacher Education Department (TED) together with the Information Technology

spearhead the conduct of this training (Development of Instructional Videos) on September 10-12, 2020 at the MPSPC Admin Function Hall and IT laboratory rooms.

III. OBJECTIVES

1. To increase the level of knowledge of the teachers on the development of instructional videos.
2. To develop instructional videos.

IV. EXPECTED OUTPUT

1. Increased level of knowledge of the teachers on the development of instructional videos.
2. Developed instructional videos.

V. METHODOLOGY

This training will adopt the lecture and hands-on (workshop) methodology. On the morning of the 1st day will be the lecture on the theoretical considerations on instructional videos in the educational settings. It also includes lectures on the integration of ICT in the teaching and learning process.

The opening program and lectures will be conducted in the Administration Building Function Hall.

Immediately after the lectures, the participants will proceed to the IT laboratory rooms for the introduction of the software to be used in developing instructional videos.

The 2nd day and morning of 3rd day will focus on workshops. The participants will develop instructional videos on selected topics of their choice. On the afternoon of the workshop will be presentation of their outputs to be critiqued by selected panel from the college. After the presentation will be the closing program and planning for the next activity

Compliance to Health Protocols

The college will see to it that health protocols in the conduct of the training will be strictly observed. Participants together with the facilitators and coordinators are required to wear their face masks and face shields. Alcohol or hand sanitizers at the doors will be available for hand sanitation.

The conduct of training will be divided into two groups in parallel sessions. This will ensure social distancing among the participants.

VI. RESOURCE REQUIREMENTS

A. Budgetary Requirements

Item	Description	Quantity	Unit Cost	Total Cost
1	Meals (3 meals)	55	140	23,100
2	Snacks (6 snacks)	55	70	23,100
3	Epson Black Ink Refill	3	400	1,200
4	Tarpaulin (4'x8')	1	40/board foot	1280
5	Long Bond Paper	5 reams	200	1000
7	Ballpens	55 pcs	10	550
8	16 GB Flash Disk	1 pc	800	800
9	Alcohol	10 pcs	100	1000
			Total:	52,030

B. Human Resources

(Indicate committee members, coordinators, ushers/ usherettes, marshals, etc)

Committee/ Task	Number of Persons required	People Responsible/ Members
Certificates	1	MIS
Coordination and Facilitation	4	Keith Jimson Mang-usan Jennifer Ruth Tuazon Amelia Atiwag Felix F. Falag-ey, Jr.
Workshop Facilitators	11	All IT faculty members
Panel Members	5	Dr. Mark Preston S. Lopez Dr. Susan A. Lopez Dr. Rhoda Galangco Ms. Derine Aguid Mr. Philip Balagtey
Lecturers	4	Dr. Susan Lopez Mr. Philip Balagtey Ms. Chuwaley Taguba

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Admin Function Hall	September 10 and 12, 2020
IT Laboratory Rooms	September 10-12, 2020

VII. PROGRAM**1st Day – September 10, 2020****Opening Program:**

Singing of the National Anthem
Opening Prayer
Welcome Remarks

Message

Message

Overview of the Activity

Jennifer Ruth Tuazon
Amelia A. Atiwag
Dr. Annie Grail F. Ekid
VP for RDE
Dr. Rexton F. Chakas
College President
Rev. Fr. Allen C. Basillio
Schools Director, VSMP
Dr. Mark Preston S. Lopez
Chairperson, TED

Training Proper

Topics	Lecturer/s
Theoretical Consideration on Instructional Designs	Dr. Susan Lopez
Practical Tips in Designing Institutional Videos	Ms. Chuwaley Taguba
Power Director Applications	Mr. Philip Balagtey Ms. Chuwaley Taguba

2nd Day (September 11, 2020)

Workshop

3rd day (September 12, 2020)

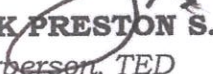
Continuation of Workshop
Presentation of Outputs

Closing Program

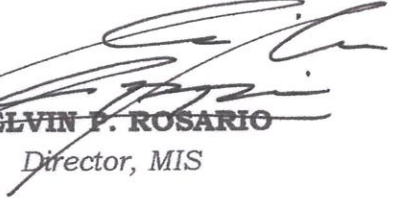
Prepared by:


KEITH JIMSON B. MANG-USAN
Activity Coordinator

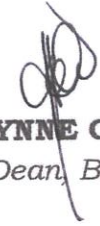
Noted:


MARK PRESTON S. LOPEZ, Ph D.
Chairperson, TED


DERINE D. AGUID
Chairperson, IT


ELVIN P. ROSARIO
Director, MIS

Reviewed:


CRISTIELYNNE C. CODOD, Ed. D.
Executive Dean, Bontoc Campus


ELMER D. RAKIPAC
Director, Extension

Funds Available:



REXON T. DAMAYAN
Accountant III

Recommending Approval:


ANNIE GRAIL F. EKID, Ed. D.
Vice-President for Research, Development and Extension

Approved:


REV. FR. ALLEN C. BASILLIO
Schools Director, VSMP


REXTON F. CHAKAS, Ph.D.
College President



**TEACHER EDUCATION DEPARTMENT and
INFORMATION TECHNOLOGY DEPARTMENT**

TERMINAL REPORT

I. GENERAL INFORMATION

Activity: **Training on Developing Instructional Videos**

Implementing Unit: **Teacher Education Department
Information Technology Department
MIS
Vicariate Schools of Mountain Province (VSMP)**

Date & Time of Activity: **September 10-12, 2020; 8:00 AM to 5:00 PM**

Venue of Activity: **Admin Conference Hall and Computer Laboratory**

Coordinators: **Keith Jimson B. Mang-usan
Jennifer Ruth C. Tuazon
Felix F. Falag-ey Jr.
Amelia Mary A. Atiwag
Hazim Gomer Pangod**

Facilitators: **IT Faculty Members, MIS Staff**

Participants: **Vicariate Schools of Mountain Province (VSMP)
Teachers**

Budget: **P52,030.00**

Source of Fund: **Extension Fund**

VSMP Counterpart – accommodation of participants coming from the different
Vicariate Schools of Mountain Province

II. NARRATIVE REPORT

The Vicariate Schools of Mountain Province (VSMP), partner schools of MPSPC in its extension services is one of the private schools in the province who adopted the modular teaching-learning strategy this SY 2020-2021 due to COVID 19 pandemic. Thus, the VSMP requested the college to share their expertise on developing instructional videos. The Teacher Education Department (TED) together with the Information Technology (IT) Department acted on their request thus the training was implemented with the following objectives:

- i. to increase the level of knowledge of the VSMP teachers on the development of instructional videos; and
- ii. to develop instructional videos.

The 3-day training on *Instructional Videos* was graced by the message of Dr. Rexton F. Chakas, College President and Rev. Fr. Allen Basillio, Schools Director, VSMP. Dr. Chakas said that this COVID 19 pandemic is not at all bad. It has made us realize the full potential and boundless possibilities of using educational technology to support the learning at home. On the other hand, Rev. Fr. Allen Basillio, emphasized Educational Leadership – how educators should act on this particular situation. This was followed by the overview of the activity presented by Dr. Mark Lopez, TED Chairperson.

Training proper followed with the following topics:

- a. Theoretical Consideration on Instructional Designs lectured by Dr. Susan Lopez;



- Chuwaley Taguba; and
c. Power Director Applications lectured by Miss Chuwaley Taguba.

Workshop at the Computer Laboratory was facilitated by the IT faculty members together with the MIS Unit staff.

Panel members during the presentation and critiquing of outputs at the Admin Conference Hall were Dr. Mark Preston Lopez, Dr. Susan Lopez, Dr. Rhoda Galangco, Ms. Derine Aguid, Mr. Jerico Limog, and Dr. Annie Grail Ekid. The order of presentation:

Senior High School

Introduction to Philo. – Mr. Melchor Suwaken
Oral Communication – Mr. Jacob Fasuyang

Elementary

Miss Prisca Lengwa

Junior High School

Values – Mr. Winfred Felimon
English – Mrs. Agustina Padong
MAPEH – Miss Mary Joy Sajonia
Filipino – Miss Elijen Agwilang
TLE – Miss Floriza Fangkingan
Christian Formation – Miss Jonalyn Marquez
Araling Panlipunan – Mr. Blaze Atin
Math – Mr. Kevin Malicdan
Entrepreneurship – Miss Sheene Pespes

After the presentation, the following are the general comments of the panel members:

1. Perspective of Instruction

Dr. Mark Lopez emphasized on the importance of the appeal to the emotions of learners; didactics - what learners want to learn in the heart and mind; too much enthusiasm and no enthusiasm; voice consistency; delivery; and loyal to the script (no adlib).

Dr. Rhoda Galangco stressed the significance of setting the psychological mindset of learners; maintaining connection – eye contact, move around; presenting self in a presentable manner (wear uniform); asking questions in between; providing adequate examples to validate experiences of learners; avoid giving wrong information; don't say thank you for watching – it is the responsibility of the learner to watch; addressing learners with special needs; be gender sensitive; don't advertise yourself – focus on the lesson; and letting your lesson flow naturally.

2. Technical Aspect

Dr. Susan Lopez highlighted on the readability; capitalization; use of color; importance of pausing; relating new lesson to the past lesson; using proper background; and volume and clarity of inserted videos.

Ma'am Derine Aguid gave emphasis to matching videos inserted to the subject matter presented. Mr. Jericho Limog commended the participants that they are now ready for *Advance Knowledge on Instructional Videos*.

Dr. Annie Grail Ekid and Miss Derine Aguid provided the prize given to selected presenters chosen by the panel members. They are the following:



Republic of the Philippines

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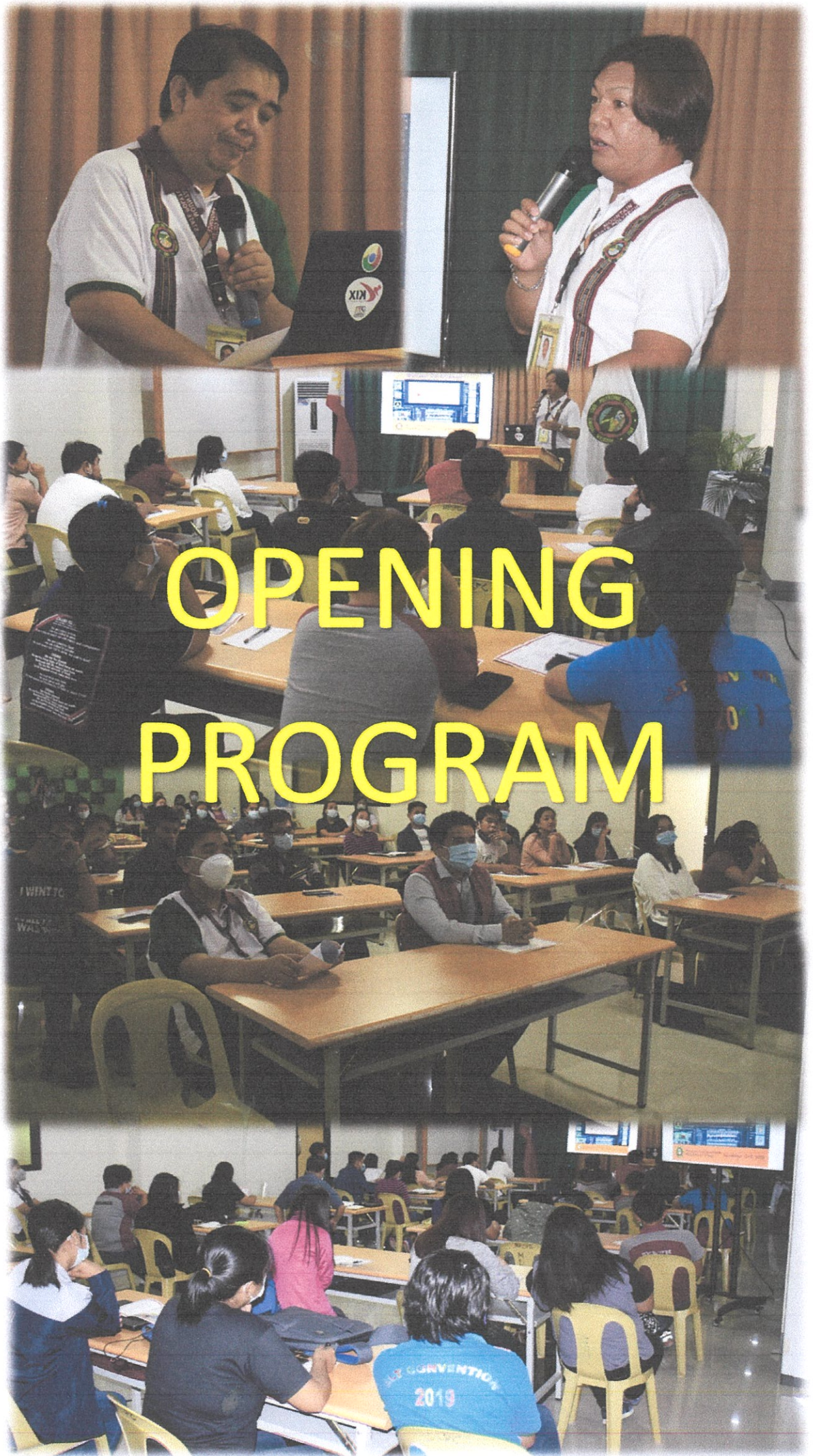
Bontoc, Mountain Province

1. *With advance knowledge on Instructional Video*- Kevin Malicdan
2. *Best Pedagogical Presentation* - Mr. Winfred Felimon
3. *Best Technical Presentation* - Miss Prisca Lengwa

“Objectives attained,” was the overall impression of Ma’am Frances Culalad, Principal, Saint Vincent High School regarding the training. Fr. Allen Basilio seconded adding that the Teacher Education Department, IT Department and MIS Unit will be always willing to cater to their future training needs.

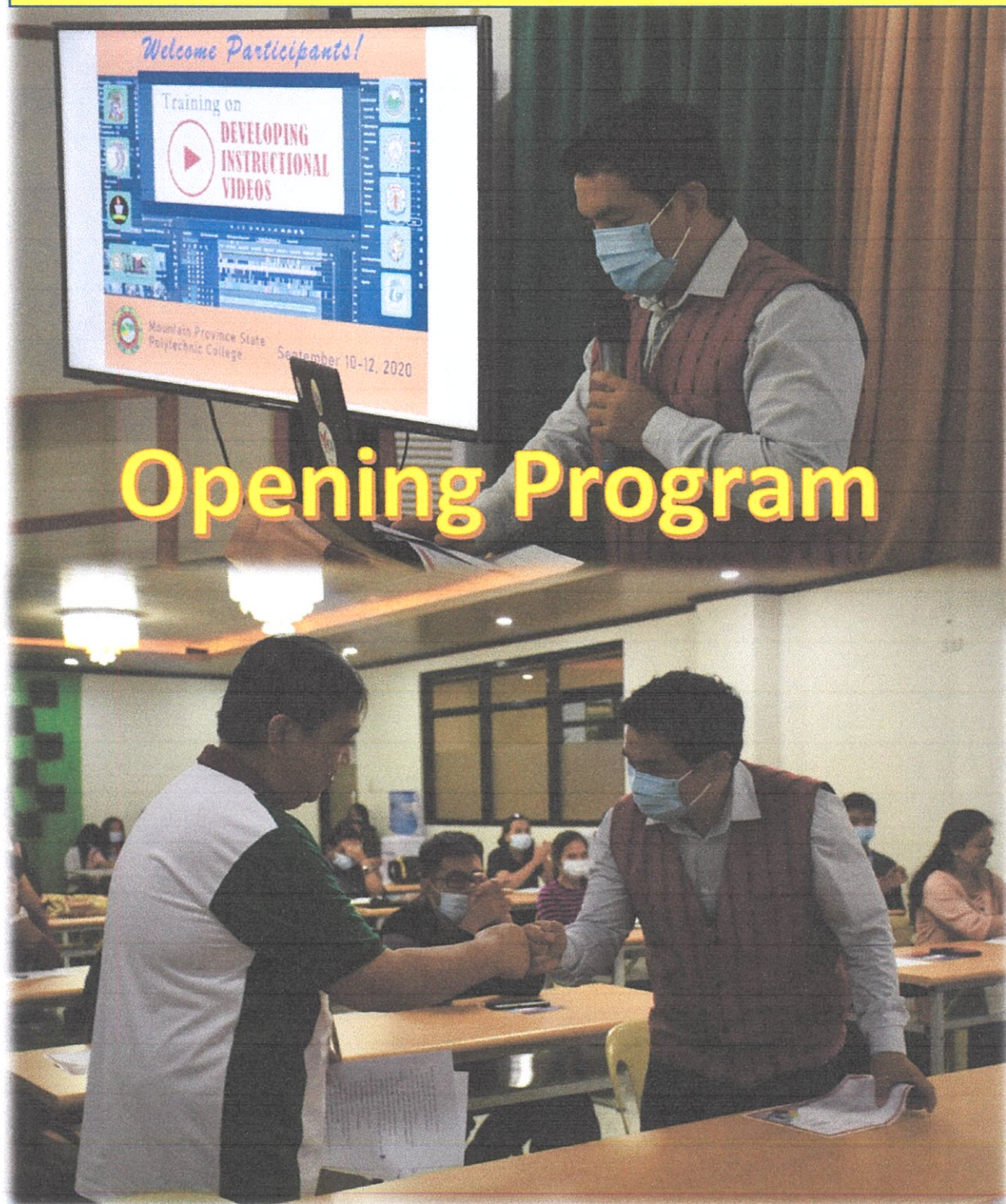
The 3-day training ended successfully.

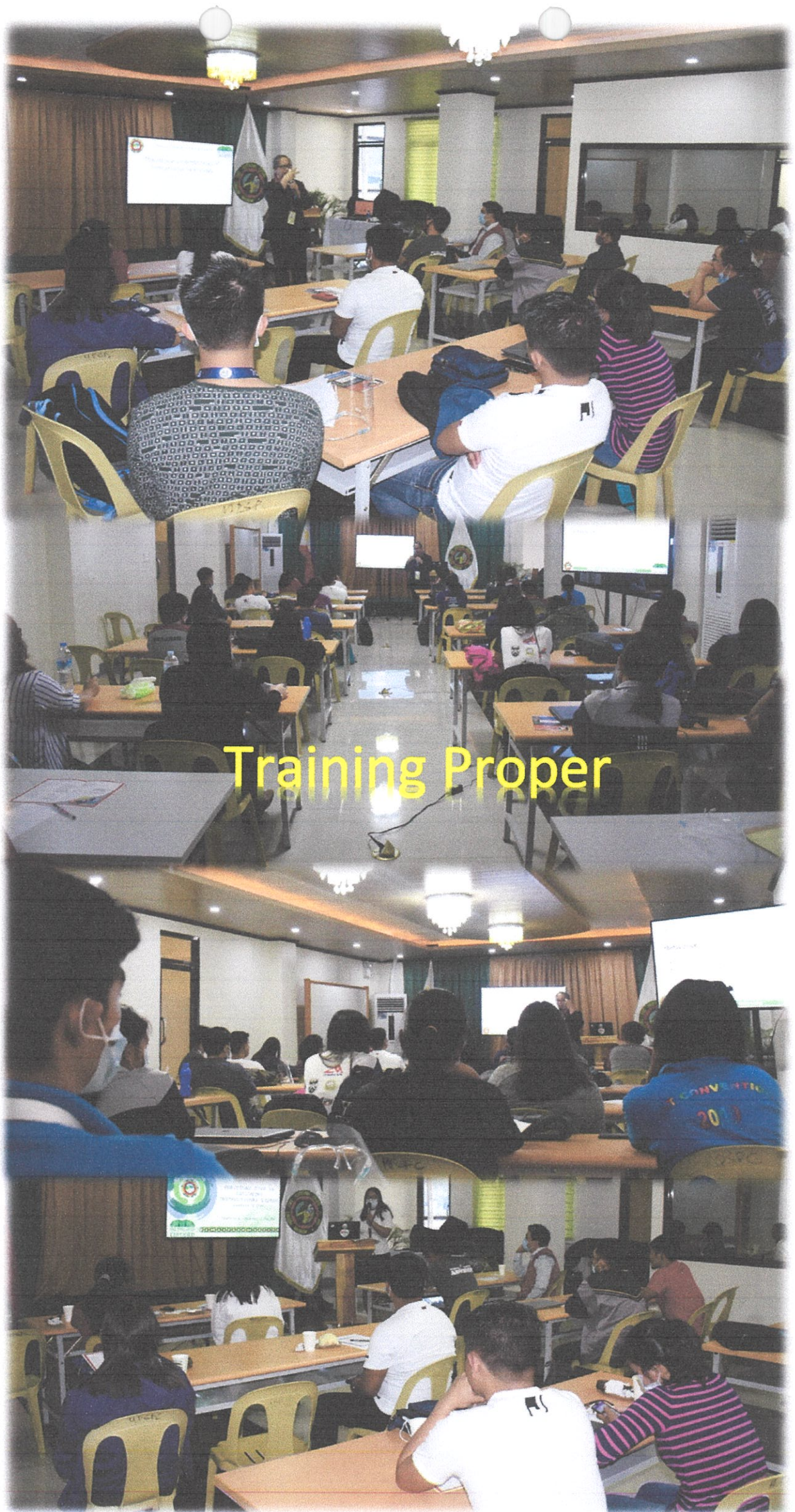
III. PHOTO DOCUMENTATION





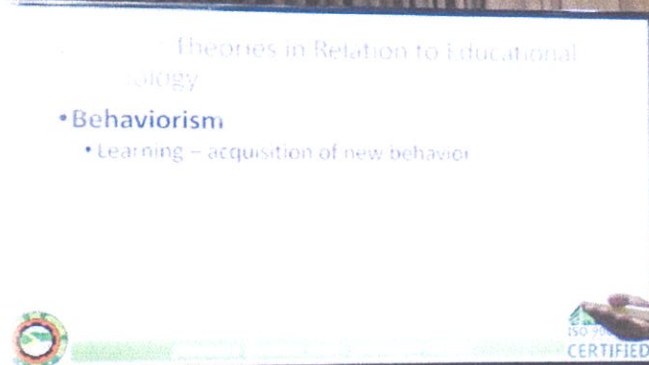
College President Dr. Rexton F. Chakas (upper photo) and Schools Director of VSMP Rev. Fr. Allen C. Basillio (lower photo) delivering their messages



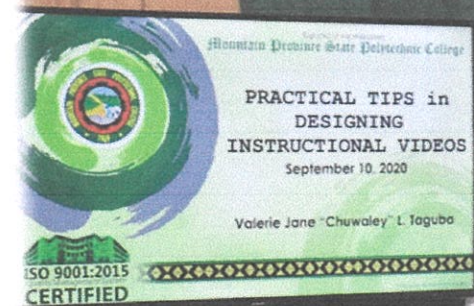


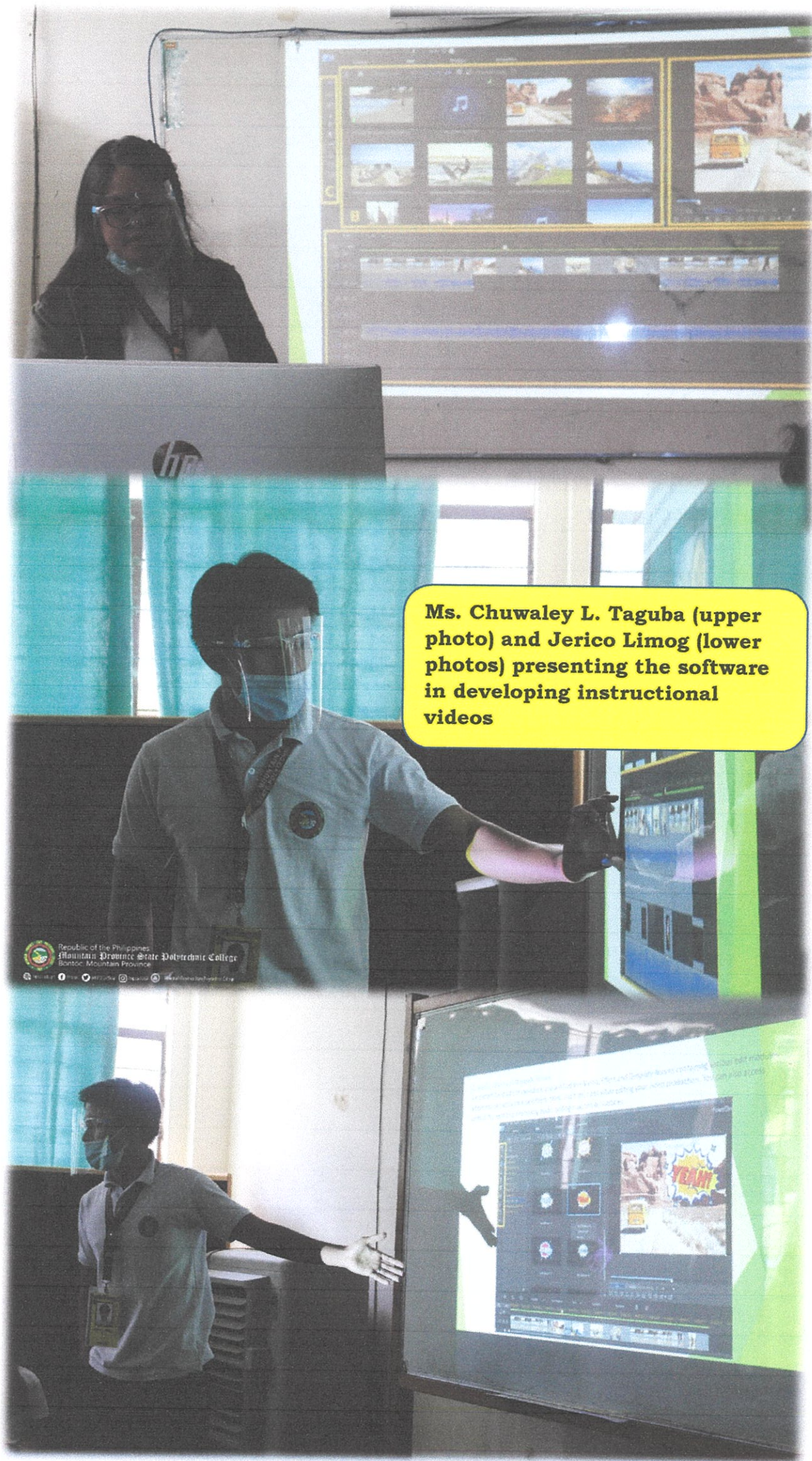


Dr. Susan A. Lopez discussing the theoretical underpinnings of educational technology

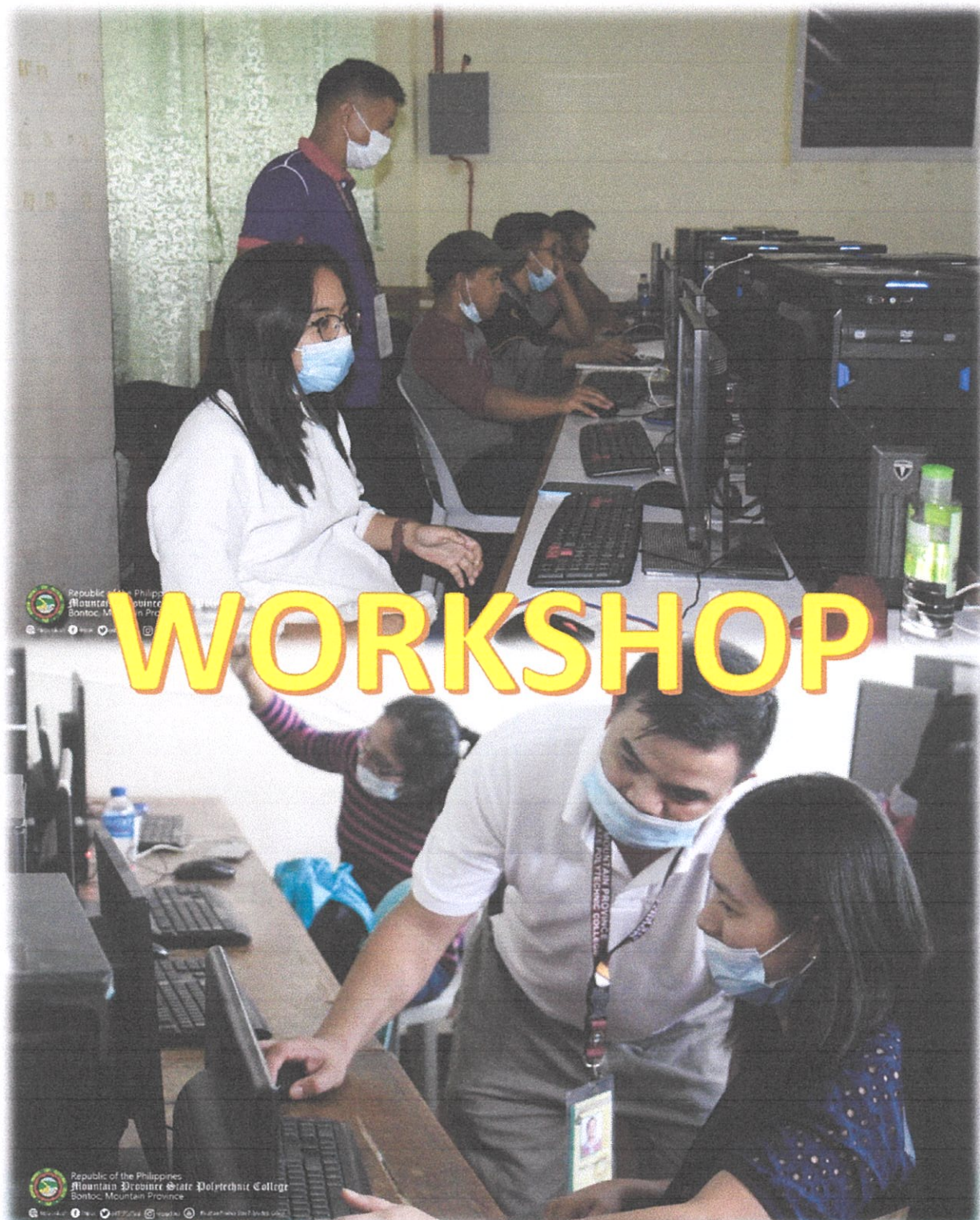


Ms. Chuwaley L. Taguba lecturing on Practical Tips in Designing Instructional Videos



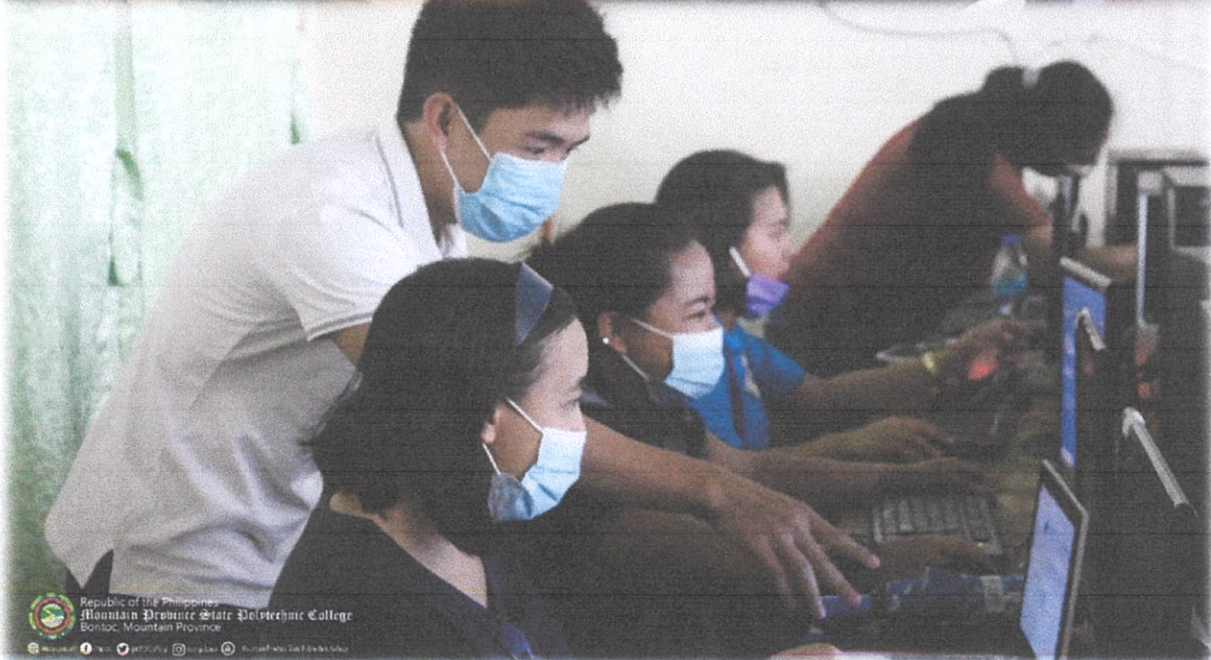
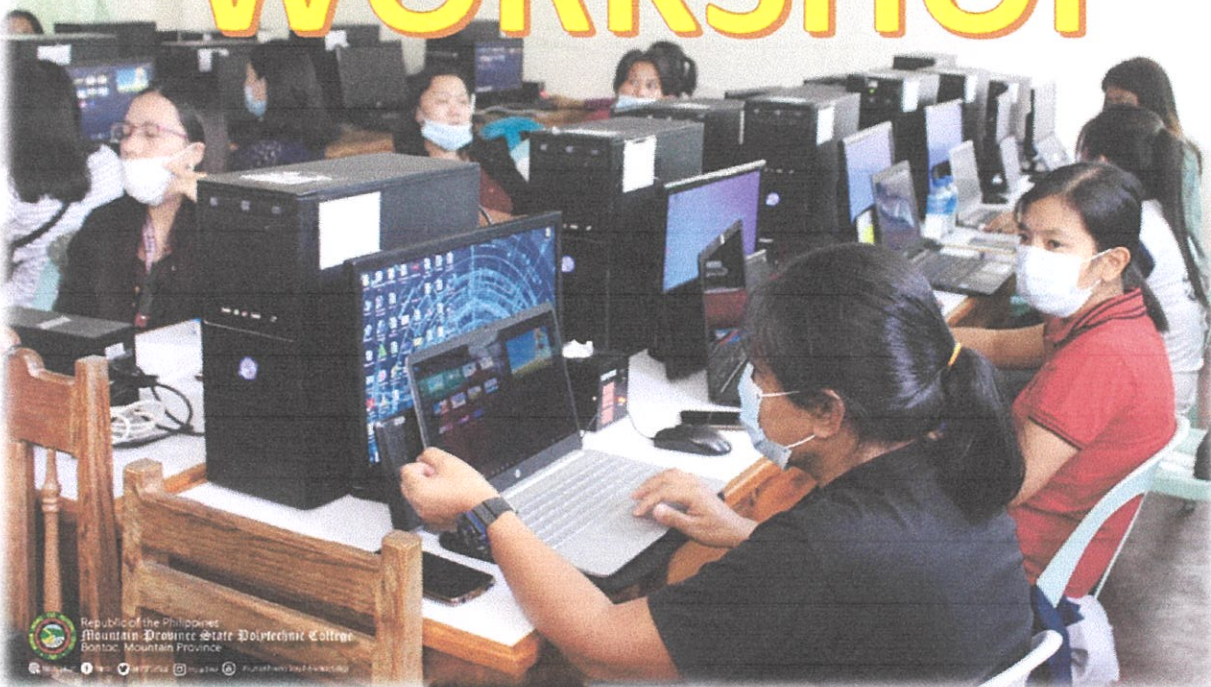


Ms. Chuwaley L. Taguba (upper photo) and Jerico Limog (lower photos) presenting the software in developing instructional videos





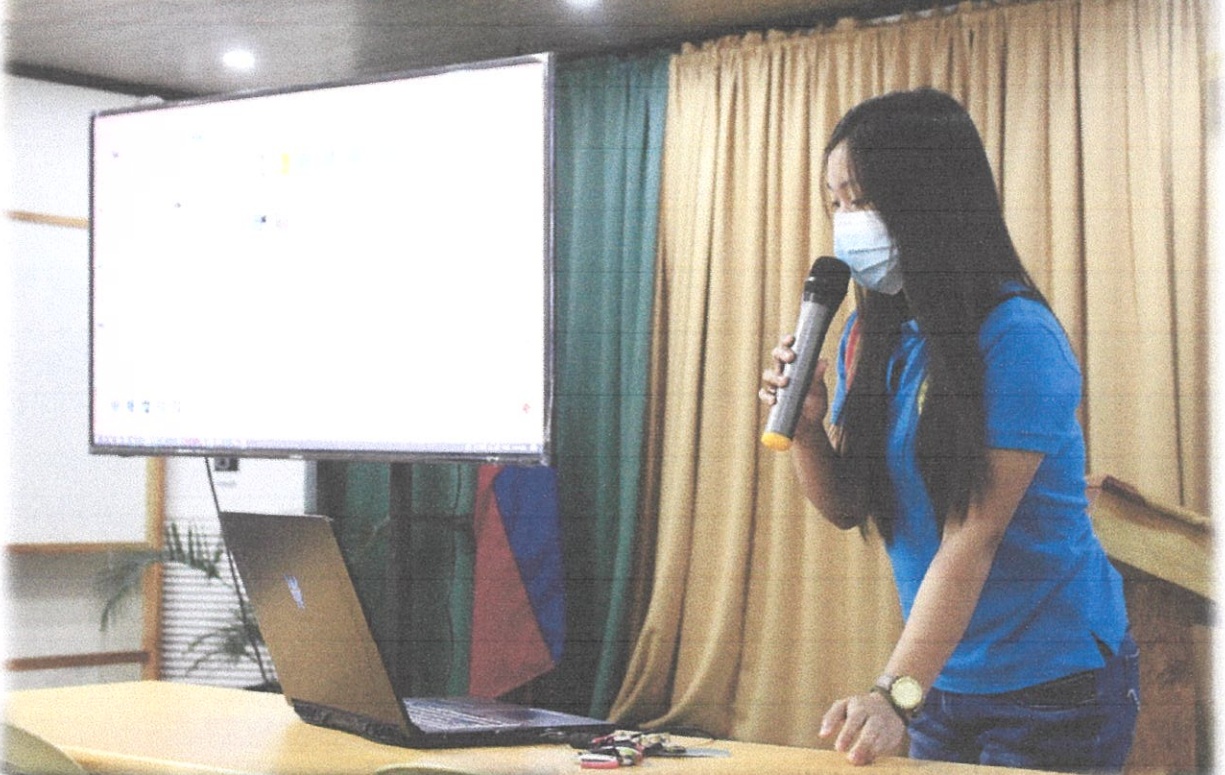
WORKSHOP





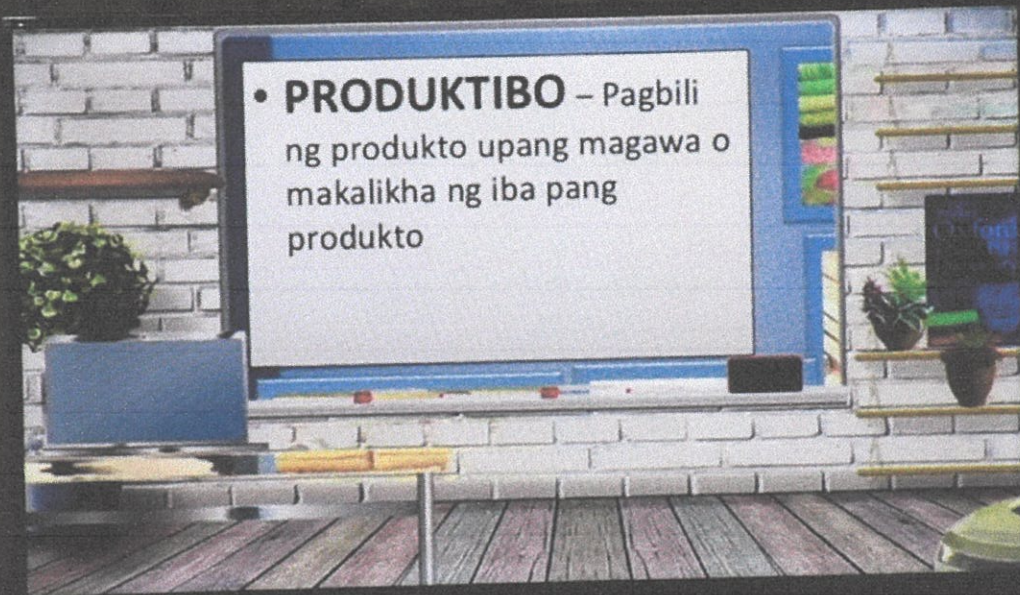
Participants presenting their outputs



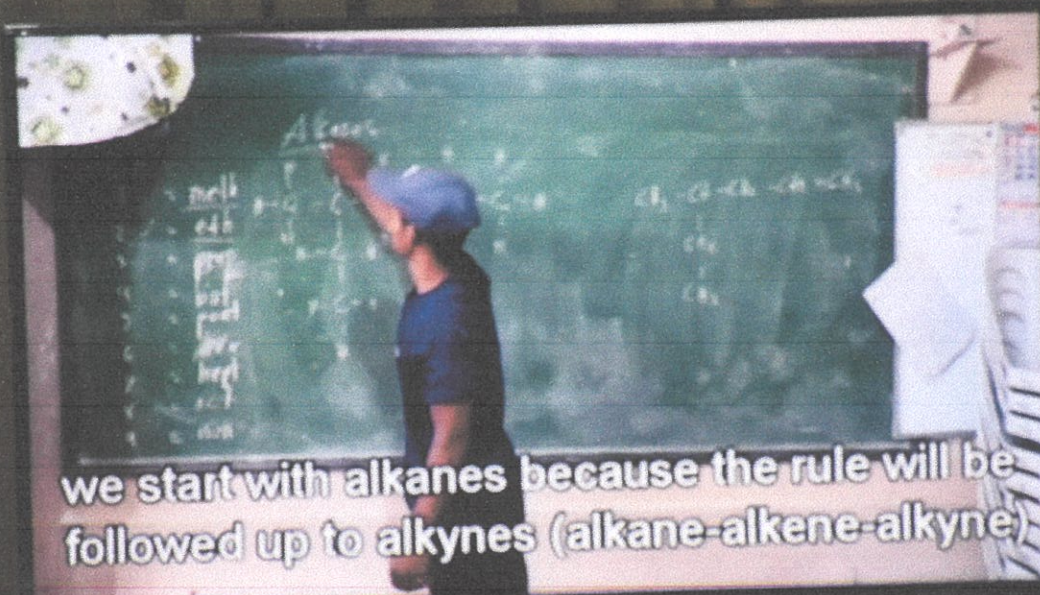



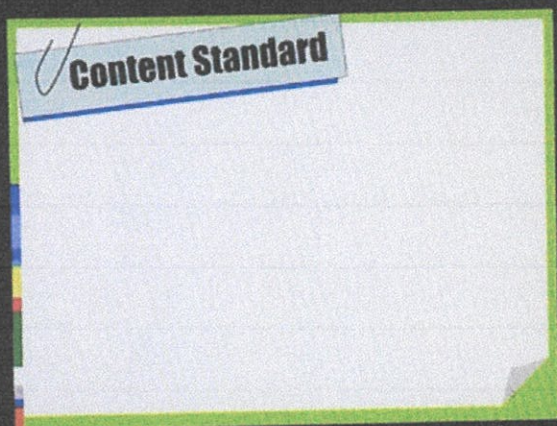
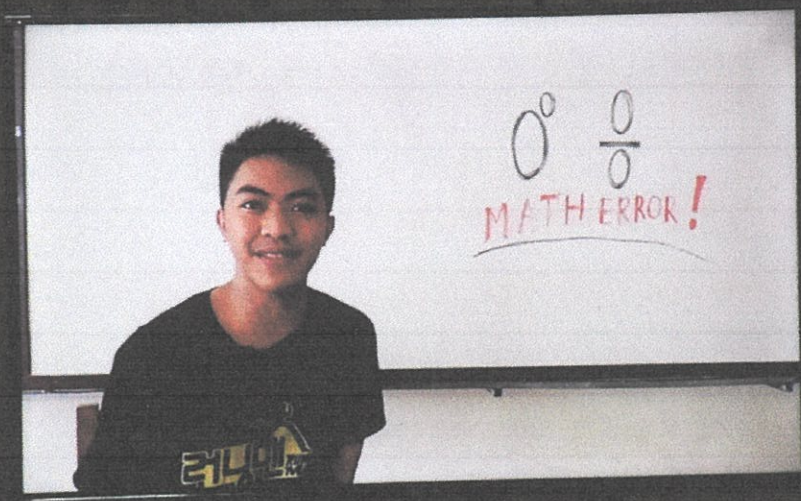


SOME VIDEO OUTPUTS (SCREEN SHOTS)

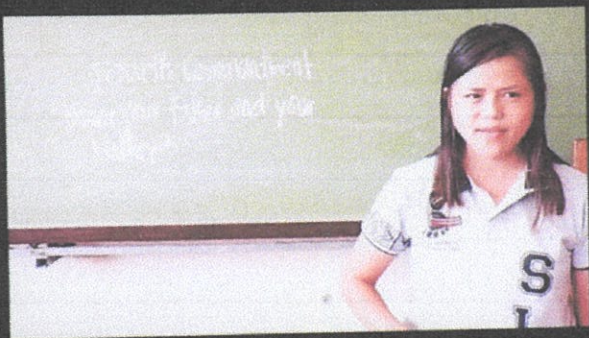


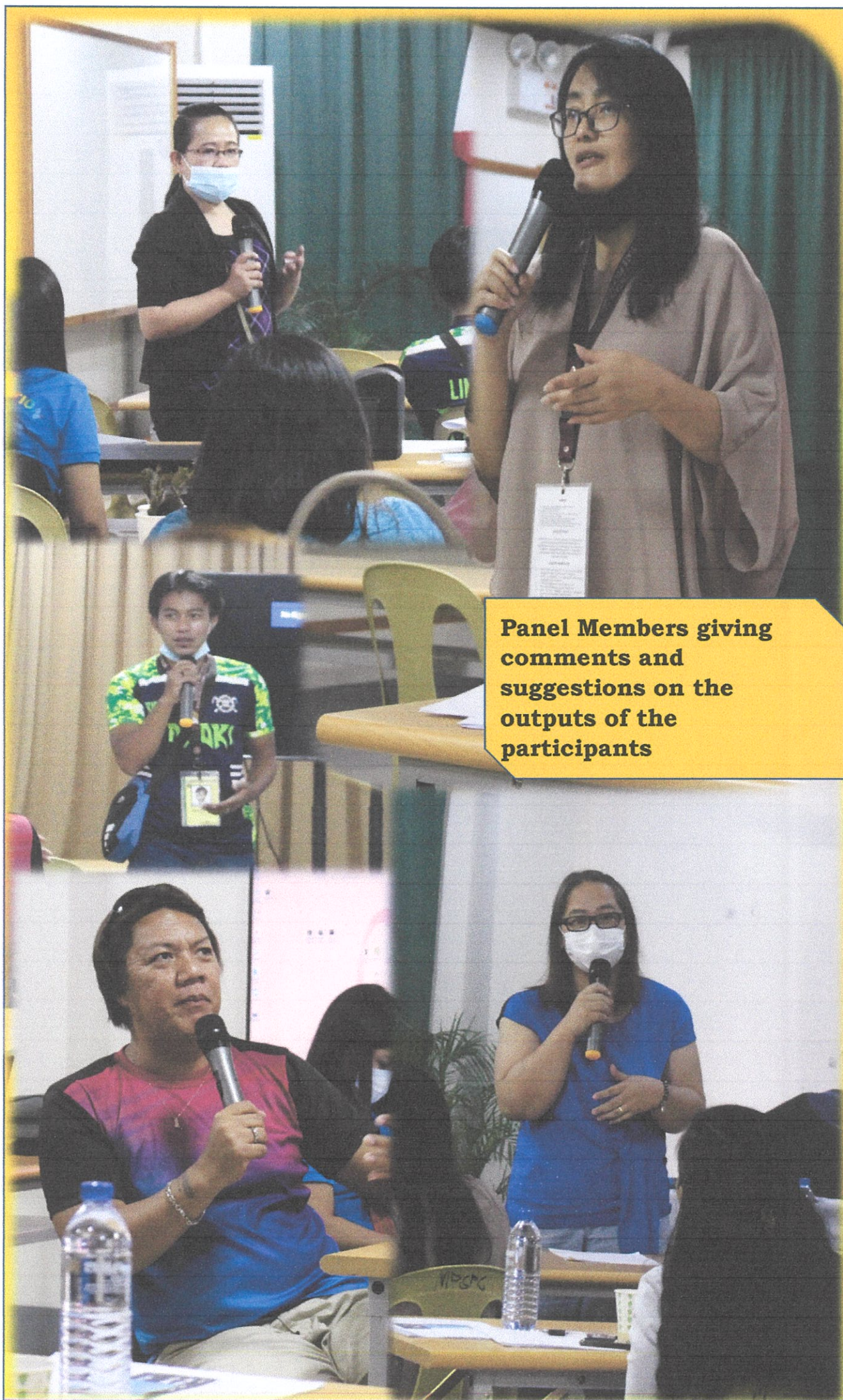
Solve for x :
 $4x^2 + 5x - 9 = 0$





For your content standard,





Panel Members giving comments and suggestions on the outputs of the participants

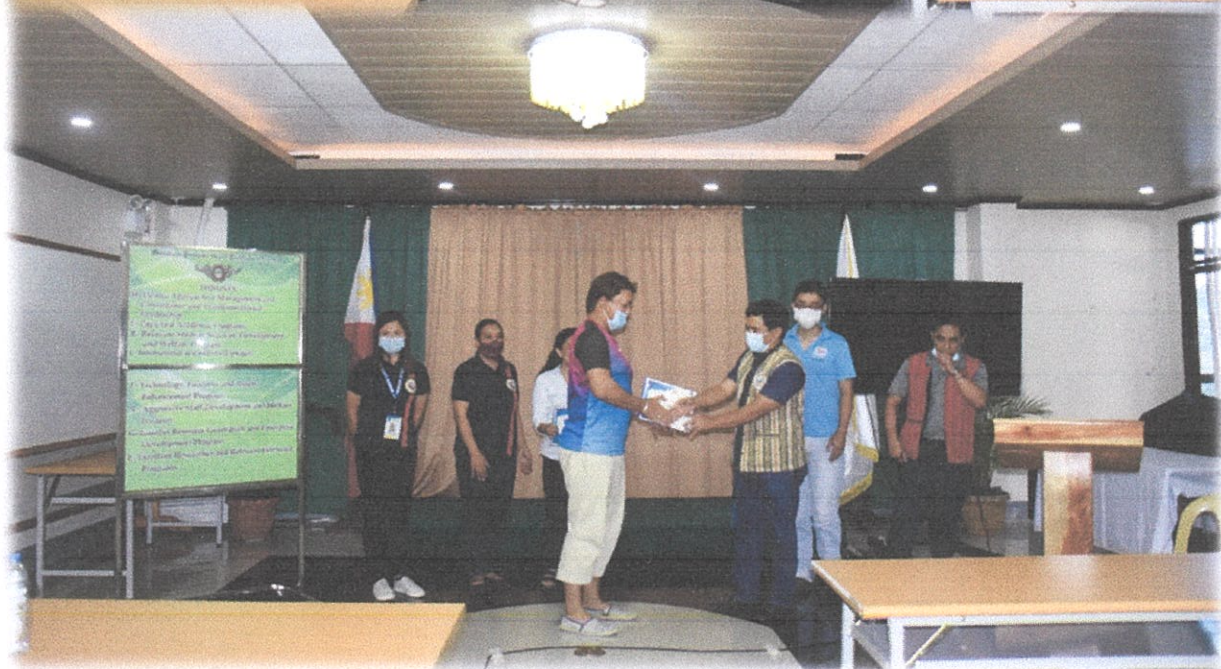
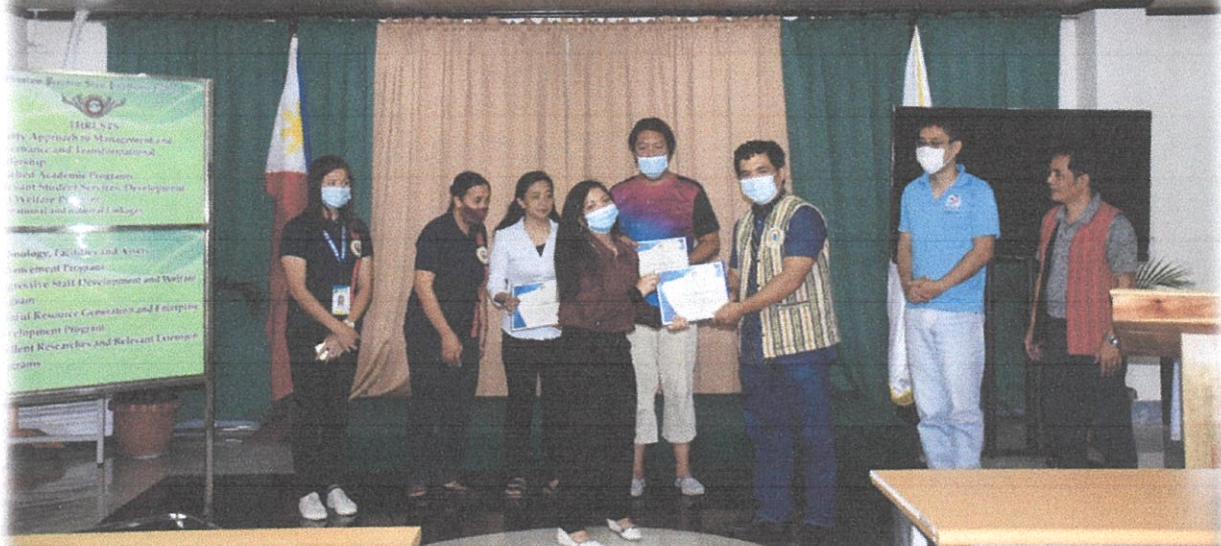


Awarding of prizes for the best instructional videos during the closing program





Schools Director of VSMP Rev. Fr. Allen C. Basillio giving certificate of appreciation to the IT Department, Teacher Education Department and the college as a whole for the extension service they rendered to the VSMP.





Ms. Frances Cullalad, Principal of SVS, giving impression of the activity and Dr. Lopez, Chairperson of TED, giving the closing remark.





IV. RECOMMENDATIONS

Based from the evaluation summary, most participants suggested that same training on Developing Instructional Videos be conducted but in the advance level. In addition, the participants rated the just concluded training with *excellent rating*. Further, Ma'am Frances Culalad, Principal, Saint Vincent High School together with Rev. Fr. Allen Basillio, Schools Director, VSMP requested the Teacher Education Department (TED) together with the IT Department to also conduct a seminar training on Indigenous Education, Accuracy Review, OBS Studio, and Use of Adobe Illustrator.

V. ATTACHMENTS

- ✓ approved activity design
- ✓ attendance sheet
- ✓ sample of certificate

Prepared by:

KEITH JIMSON B. MANG-USAN
TED Faculty Member

Noted:

ELMER D. PAKIPAC
Unit Head



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity: Developing Instructional Videos

Date & Time: September 10-12, 2020

Venue: Admin Hall/ Com. Lab 309, 310

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		
1.	Agustina A. Padong	✓			SVS HS	
2.	Venus F. Farnuying	✓			SVS	
3.	CAJONIA, MARY JOY V.	✓			SVS HS	
4.	AGWILANG, ELJHEN MAE M.	✓			SVS HS	
5.	LENGWA, PRINCA C.	✓			SVS	
6.	Damoking, Catherine F.	✓			SVS	
7.	Aswit, Marlene T.	✓			SVS	
8.	VALRIE P. NGAREYNGEY	-			SVS	
9.	FRANCES T. CULALLAD	✓			SVS	
10.	CHRISTOPHER B. CHE-ER SR.			✓	SVS	
11.	Shyla F. Mogigi	✓			SVS	
12.	Michael S. Sagupil			-	SVS	
13.	JACOB L. FASUYAPU			✓	SVS - HS	
14.	XUEN C. BASILIO			✓	SVS VSMP	
15.	Jessie Mae K. Limog	✓			SVS - HS	
16.	Rhalya Caplaan P. Pangod	✓			SVS - HS	
17.	SHAWN BARRY T. KOMOWANG			✓	SVS - HS	
18.	Melchor V. Suwaken			✓	SVS - HS	
19.	Blayne Kirk O. Abn			✓	SVS - HS	
20.	Fredeson A. Ana-ao			-	SVS - HS	
21.	Floriza S. Fangkingan	-			SVS - HS	
22.	Ivan Paul D. Canote			-	SVS - HS	
23.	Cheene Faith F. Fangtoan	-			SVS	
24.	Nadja B. Afidchoo	-			SVS - HS	
25.	Agnes Chalangon O. Bacali	✓			BS -	
26.	ERRIN A. SUHCAO	✓			SVS - HS	

CERTIFICATION

This is to CERTIFY that the above is the true and correct attendance list of the participants/facilitators/secretariat of the above-mentioned activity.

This is to CERTIFY that the meals/snacks claimed for payment by the caterer was served to the above participants.

End - User



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

ATTENDANCE SHEET

Title of Activity:

Date & Time:

Venue:.

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		

51	AGCAPEN, Chewaley F.	/			TED	<i>[Signature]</i>
52	PACHAO, Gemielyn B.	/			TED	<i>[Signature]</i>
53	ELOSA T. Fagcangan-Chungalan	/			TED	<i>[Signature]</i>
54	Jenilyn Janigao	/			TED	<i>[Signature]</i>
55	BEATRIZ L. FELIX	/			TED	<i>[Signature]</i>

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