Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

May 21, 2026

DIVISION MEMORANDUM
No. 301, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 290, s. 2026 TITLED FROM VISUAL TO VIRTUAL: TRAINING-WORKSHOP ON MULTIMEDIA RESOURCE DEVELOPMENT FOR QUALITY LEARNING RESOURCES

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 290, s. 2026 titled "From Visual to Virtual: Training-Workshop on Multimedia Resource Development for Quality Learning Resources," this Office announces the revised schedule of activities and the inclusion of additional sessions for third part of the training-workshop and storybook.

2. Attached are Enclosures 1, 2, 3 and 4 for the updated schedule of activities, updated list of participants, workshop groupings and TWG members.

3. Teacher-participants shall be entitled to service credits in accordance with DepEd Order No. 13 s. 2024 – Revised Guidelines on the Grant of Vacation Service Credits for Teachers. In addition, non-teaching personnel shall be granted Compensatory Time Off (CTO) pursuant to Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004, Non-Monetary Renumeration for Overtime Service Rendered.

4. Immediate and wide dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent
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MAY 25 2026

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Enclosure 1. Updated schedule of activities

Part 1: Foundational Training on Animation Principles and Digital Illustration Techniques

Date	Time	Activity	Facilitator/ Resource Speaker
May 19, 2026	8:00 AM – 8:30 AM	Opening Program	Mr. Alzien S. Malonzo and Mr. Allen A. Moran
	8:30 AM - 10:00 AM	Session 1: Understand animation fundamentals (12 Principles of Animation)	
	10:00 AM – 10:15 AM	Health Break	
	10:15 AM – 12:00 NN	Session 2: Digital tools for 2D Animation (Adobe Animate/Adobe Flash	
	12:00 NN – 1:00 PM	Lunch Break	
	1:00 PM – 2:00 PM	Session 3: 2D Animation Process Chart	
	2:00 PM – 3:00 PM	Session 4: In-between clean-up drawing (IBCU)/ Exposure sheet	
	3:00 PM – 3:15 PM	Health Break	
	3:15 PM – 5:00 PM	Workshop 1: Produce digital in-between drawings	
		Workshop 2: Produce digital cleaned-up key drawings	
May 20, 2026	8:00 AM – 8:30 AM	MOL	Mr. Alzien S. Malonzo and Mr. Allen A. Moran
	8:30 AM – 9:30 AM	Session 5: Character model sheet, walk and run cycle	
	9:30 AM – 10:15 AM	Session 6: Adobe Animate Symbols	
	10:15 AM – 10:30 AM	Health Break	
	10:30 AM – 12:00 NN	Workshop 3: Create Model Sheet and Walk Cycle from big book	
	12:00 NN – 1:00 PM	Lunch Break	

	1:00 PM – 3:00 PM	Session 7: Timing and Motion (Using mouth chart)	
	3:00 PM – 3:15 PM	Health Break	
	3:15 PM – 4:00 PM	Workshop 4: Create mouth chart	
	4:00 PM – 5:00 PM	Workshop 5: Applying timing and motion in all layers	
May 21, 2026	8:00 AM – 8:30 AM	MOL	Mr. Alzien S. Malonzo and Mr. Allen A. Moran
	8:30 AM – 10:00 AM	Session 8: Animation Techniques and Post Production	
	10:00 AM – 10:15 AM	Health Break	
	10:15 AM – 12:00 NN	Workshop 6: Creating and developing required scenes based on the requirements of the story	
	12:00 NN – 1:00 PM	Lunch Break	
	1:00 PM – 3:00 PM	Session 9: Recording, using and applying audio on animation	
	3:00 PM – 3:15 PM	Health Break	
	3:15 PM – 4:30 PM	Workshop 7: Finalizing the video animation	
	4:30 PM – 5:00 PM	Closing Program	

Part 2: Applied Workshop on Digital Animation Production and Story-Based Resource Development

Date	Time	Activity
May 25, 2026	8:00 AM – 10:00 AM	Creating Digital Copy of Character
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Creating Digital Copy of Background and Props
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Producing digital in between drawings
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Producing digital cleaned-up key drawings
May 26, 2026	8:00 AM – 10:00 AM	Creating Model Sheet
	10:00 AM – 10:15 AM	Health Break

	10:15 AM – 12:00 NN	Creating Model Sheet
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Creating walk cycle
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Creating walk cycle
May 27, 2026	8:00 AM – 10:00 AM	Creating Mouth Chart
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Creating Mouth Chart
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Applying timing and motion in all layers
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Applying timing and motion in all layers
May 28, 2026	8:00 AM – 10:00 AM	Creating required scenes based on requirements of the story
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Creating required scenes based on requirements of the story
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Creating required scenes based on requirements of the story
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Creating required scenes based on requirements of the story
May 29, 2026	8:00 AM – 10:00 AM	Recording, using and applying audio on animation
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Recording, using and applying audio on animation
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Finalizing the video animation
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Finalizing the video animation

Part 3: Finalization of output

Date	Time	Activity
May 30, 2026	8:00 AM – 10:00 AM	Output Enhancement and Content Revision
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Animation Editing and Technical Refinement
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Coaching and Mentoring Session
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Workshop Proper and Output Finalization
June 6, 2026	8:00 AM – 10:00 AM	Opening Activities and Progress Checking
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Presentation of Initial Outputs
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Technical Coaching on Multimedia Enhancement
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Storyline, Audio, and Visual Improvement Session
June 13, 2026	8:00 AM – 10:00 AM	Technical Review of Multimedia Outputs
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Feedbacking and Critiquing Session
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Integration of Revisions and Enhancements
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Final Editing and Quality Assurance Checking
June 20, 2026	8:00 AM – 10:00 AM	Final Quality Checking of Outputs
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Packaging and Preparation of Multimedia Resources
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Submission of Final Outputs
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Evaluation and Preparation for Presentation

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June 27, 2026	8:00 AM – 10:00 AM	Presentation of Multimedia Learning Resources
	10:00 AM – 10:15 AM	Health Break
	10:15 AM – 12:00 NN	Presentation of Multimedia Learning Resources
	12:00 NN – 1:00 PM	Lunch Break
	1:00 PM – 3:00 PM	Critiquing, Feedbacking, and Recommendations
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 5:00 PM	Critiquing, Feedbacking, and Recommendations

Enclosure 2. Updated list of participants

Facilitators:

1. Princess Maylene M. Maniacop – Education Program Supervisor I
2. Analea D. Tubig – Librarian II
3. Elaine D. Chua – Project Development Officer II

Resource Speakers:

1. Alzien S. Malonzo – Master Teacher I – SHS in Apalit (Stand Alone 1 - Cluster VI
2. Allen A. Moran – Master Teacher I – San Juan High School - Cluster IV

Name	Position/ Designation	School	District/ Cluster	Role
1. Ma. Christina B. Viola	Teacher I	Galang Elem. Mem. Sch.	Apalit District	Illustrator
2. Anthonie Guimba	Administrative Aide I	Calibutbut ES	Bacolor North District	Illustrator
3. Rachel Ann C. Manguerra	Teacher I	Bacolor IS	Bacolor South District	Illustrator
4. Jhaybee C. De Leon	Teacher II	Candaba ES	Candaba West District	Illustrator
5. Roland M. Suarez	Master Teacher II	Floridablanca ES	Floridablanca East District	Illustrator / Voice Artist
6. Mark Lloyd M. Sunga	Teacher I	Caduang Tete ES	Macabebe East District	Illustrator
7. Janina N. Salonga	Teacher I	Alauli ES	Masantol South District	Illustrator
8. Precious Ann R. Yodo	Teacher II	Masantol ES	Masantol North District	Illustrator
9. Edward S. Yabut	Teacher I	Bebe Anac ES	Masantol South District	Illustrator
10. Edlynn Hershey M. Agulto	Teacher III	San Juan ES	San Luis District	Illustrator
11. Janette R. Sumat	Master Teacher I / Art Coordinator	San Carlos ES	San Luis District	Illustrator
12. Michelle Amor T. Tobias	Teacher III	San Luis CS	San Luis District	Illustrator
13. Maria Fatima R. Cabral	Teacher III	Sta. Monica ES	San Simon District	Illustrator
14. Carlo D. Yambao	Teacher III	Concepcion IS	San Simon District	Illustrator / Voice Artist
15. Catherine P. Siojo	Teacher lll	San Pablo ES	Sta. Ana District	Illustrator
16. Rachel P. Balajadia	Master Teacher II	San Roque ES	Sta. Ana District	Illustrator
17. Harvey M. Reyes	Teacher I	Don Jesus Gonzales HS, Mexico	Cluster IV	Illustrator
18. Allwena M. Mayati	Teacher III	San Juan HS	Cluster IV	Illustrator
19. Katy Chenee S. Napao	Teacher III	San Luis NHS, San Luis	Cluster V	Illustrator

20. Archilyn S. Semanero	Principal I	Tagulod HS	Cluster V	Illustrator
21. Mary Rose P. Salenga	Teacher II	Tagulod HS	Cluster V	Illustrator
22. Arlene Macapacal	Teacher II	Tagulod HS	Cluster V	Illustrator
23. John Patrick A. Soto	Teacher I	Mandili HS	Cluster V	Illustrator
24. Zandra M. Delos Reyes	Teacher VI	Mandili HS	Cluster V	Illustrator
25. Richard M. Payawal EdD	Master Teacher I	Pasig NHS	Cluster V	Illustrator
26. Jon Steven A. Lugue	Teacher I	BAGTECH	Cluster VI	Illustrator
27. Christian Dale G. Lacsina	Teacher I	Camba NHS	Cluster I	Animator
28. Mark Francis S. Ocampo	Teacher V	Potrero NHS	Cluster IV	Animator
29. Analou V. Pongco	Teacher III	San Vicente ES	Apalit District	Voice Artist
30. Cecille R. Laxamana	Teacher III / Kinder Coordinator	Basa Air Base ES	Floridablanca West District	Voice Artist
31. Madonna A. Valencia	ALS Mobile Teacher (Mag-Indi)	San Jose ES	Floridablanca West District	Voice Artist
32. Mary Gracelyn G. Feliciano	Teacher III	Pulungmasle ES	Guagua West District	Voice Artist
33. Leha L. Regala	Teacher III	Maquiapo ES	Guagua West District	Voice Artist / TWG
34. Jayson A. Purca	Teacher III	San Isidro Resettlement ES	Magalang North District	Voice Artist / TWG
35. Joseph Ace B. Balingit	Teacher III	San Isidro ES	Masantol North District	Voice Artist / TWG
36. Reyna M. Adolfo	Master Teacher I	Malino ES	Mexico North District	Voice Artist
37. Abigail M. Juliano	Teacher III	Sto. Rosario ES	Mexico North District	Voice Artist
38. Marietta L. Manayag	Master Teacher II	Sto. Domingo ES	Minalin District	Voice Artist / TWG
39. Anneth T. Mañalac	Teacher III	Mitla ES	Porac West District	Voice Artist
40. Irish M. Tuazon	Teacher III	San Matias ES	Sto. Tomas District	Voice Artist
41. Erwin H. Iruma	Teacher III	San Basilio High School, Sta. Rita	Cluster II	Voice Artist
42. Willy R. Arceo	Master Teacher I	Suclayin ES	Arayat East District	Illustrator
43. Felix Leo A. Villena	Teacher III	Ascomo ES	Guagua West District	Illustrator
44. Aladin M. Suede	Master Teacher I	Benedicto ES	Floridablanca West District	Illustrator

Enclosure 3. **Workshop Groupings**

Title of Story	Group Members
Si Ekat, ya Anak ka Matapat (Ayta Mag-indi)	Mark Lloyd M. Sunga Ma. Fatima R. Cabral Madonna A. Valencia
Bik Bisikleta	Roland M. Suarez Rachelle P. Balajadia Arlene Macapagal
Sunshine	
Tatlong kamay ng orasan	Archilyn S. Semanero Cecille R. Laxamana Mary Rose P. Salenga
Ima, ngeni pu ba ing kakung kapitung kebaitan?	Allwena M. Mayati Jhaybee C. De Leon Carlo D. Yambao Anthonie Guimba Joseph Ace B. Balingit Abigail M. Juliano
Ano ang mayroon sa kahon?	
Anyang memulat ya i Makmak?	Edlynn Hershey M. Agulto Precious Ann R. Yodo Mark Francis S. Ocampo Erwin H. Iruma
Ang mahal kong sapatos	John Patrick A. Soto Zandra M. Delos Reyes Harvey M. Reyes Janina N. Salonga Marietta L. Manayag Irish M. Tuazon Reyna M. Adolfo
Ang Buhok ni Lotlot	
Pol na lang po!	Richard M. Payawal EdD Edward S. Yabut Anneth T. Mañalac
Itlog Ng...?	Ma. Christina B. Viola Jon Steven A. Lugue Leha L. Regala
Sorpresa	Catherine P. Siojo Rachel Ann C. Manguera Analou V. Pongco
Here comes Rigor!	Katy Chenee S. Napao Janette R. Sumat Jayson A. Purca
Caloy's Treasure Hunting	Michelle Amor T. Tobias Christian Dale G. Lacsina Mary Gracelyn G. Feliciano
Kapa	Willy R. Arceo Felix Leo A. Villena Aladin M. Suede

Enclosure 4. **TWG Members**

1. Marietta L. Manayag
   Master Teacher II
   Sto. Domingo Elementary School
   Minalin District

2. Leha L. Regala
   Teacher III
   Maquiapo Elementary School
   Guagua West District

3. Joseph Ace B. Balingit
   Teacher III
   San Isidro Elementary School
   Masantol North District

4. Jayson A. Purca
   Teacher III
   San Isidro Resettlement Elementary School
   Magalang North District

5. Mary Gracelyn G. Feliciano
   Teacher III
   Pulungmasle Elementary School
   Guagua West District

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