



4-27-23

24 April 2023


Division Memorandum

No. 100, s. 2023

**REQUEST FOR SUBMISSION OF BENEFICIARY TESTIMONIAL  
AVP FOR PARTNERS FORUM**

To: Chiefs ) SGOD, CID  
Public Schools District Supervisors  
School Head of Co Tek Chun NTS  
School Head of ZSSAT  
All Others Concerned  
This Division

1. This is in connection with the Regional Memorandum No. 172, s. 2023 on the **Request for Submission of Beneficiary Testimonial AVP for Partners Forum** in line with the conduct of the Department of Education (DepEd) Partners Forum, formerly known as Official Development Assistance (ODA) on May 25, 2023.
2. The requested testimony shall be a **3 to 5-minute audio-visual presentation (AVP)** featuring the testimonies of teaching and non-teaching personnel, learners, and/or parents directly benefitting on ongoing initiatives of DepEd and its various partners.
3. As cited in par. 5 of the DepEd Memorandum, in developing the AVP, the testimonies must depict the proactive collaboration of DepEd and partners in pursuing the MATATAG agenda.
4. With this, Co Tek Chun NTS and Zamboanga Del Sur School of Arts and Trade (ZSSAT) are requested to submit a 3 to 5-minute audio-visual presentation (AVP) to be submitted to the **Division Office SGOD - SocMobNet** on or before **May 8, 2023**, through this email address: **honeysahara.aleman@deped.gov.ph**.
5. Enclosed are Annexes for the following guidelines:
  - Suggested guide questions
  - Recommended shot list
  - Format and technical specifications
6. Immediate dissemination of this Memorandum is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

hsb/Div.Memo/SocMob\_SGOD/\_init.mpm/SGOD Chief  
Control No. \_\_\_/04/26/2023







### ANNEX A SUGGESTED GUIDE QUESTIONS

1. Paano mo nalaman ang programa/proyekto?
2. Paano nakatulong ang nasabing program sa iyong pag-aaral/paaralan?
3. Kumusta ang iyong karanasan bilang benepisaryo ng nasabing programs?
4. Gaano kahalaga na nagkaroon ng ganitong programa ang DepEd at partner sa inyong paaralan?
5. Ano ang inyong mensahe sa mga partners ng DepEd?

**NOTE:** *These are standards queries you may ask your interviewers during the video shoot.*







## ANNEX B SUGGESTED SHOT LIST FOR THE AVP

- The following scenarios may be included in the shot list for the AVP:
  - Donated school buildings and infrastructure
  - Donated teaching and learning materials, laboratory equipment, computer set, appliances, and other gadgets.
  - Interface and involvement of external stakeholders and LGUs in the implementation of the MATATAG agenda
  - Participation of learners, parents, guardians, teaching and non-teaching personnel in orientations, turnovers, and other activities organized by partners.
  - Implementation of face-to-face classes
  - School vicinity, nearby communities, and local landmarks
- Testimonials and Interviews from learners, parents, school personnel and officials, and stakeholders will provide more context to the support of DepEd partners.
- The following procedures are recommended when recording a video:
  - The subject must be positioned in the left or right third of the frame (i.e. rule of thirds must be observed);
  - Two camera setup is recommended. One for medium shot (i.e. from the top of their head to roughly their waist) or a loose close up shot (i.e. from the top of their head to around their chest), and one for extreme close up shot (i.e. focusing on the face);
  - Check the framing of the subject and give enough head room between the top of the subject's head and the top of the screen frame:
  - Choose a good background. A natural environment (e.g. living room, classroom, office) feels authentic, but remove any unnecessary or distracting items. Avoid positioning the subject against the light source.
  - Illuminate the subject by using a ring light or any source of light (e.g. by facing the window).
- Refer to the following screenshots for examples of recommended visuals:

a. Testimonials







b. School Building and Infrastructure



c. Learning materials and resources



d. Partnership activities



e. Capacity building









## **ANNEX C FORMAT AND TECHNICAL SPECIFICATIONS**

Schools must also adhere to the following format and technical specifications:

- File Format: MP4
- Dimensions: 1920x1080 px (16:9)
- Frame rate: 30fps
- Provide learner, teacher, and/or school name and location
- Consent form must be obtained if the video will feature learners/minors



