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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1121-0172

MEMORANDUM

17 November 2021

For: **Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
CLMD/CID, ESSD/SGOD Chiefs
PSDS, Principals, School Heads, and Teachers**

Subject: **CREATION OF ETULAY PRODUCTION TEAM FOR IBC 13**

The Office of the Undersecretary for Administration through the Information and Communications Technology Service - Educational Technology (ICTS-EdTech) Unit, in partnership with IBC 13, will air the ETUlay online tutorial recorded videos that aim to expand learning possibilities, provide free learning access, and meet the needs of every learner all over the country through television-based instruction. This also served as a backup for DepEd TV episodes which still undergo a post-production process. The OUA and ICTS-EdTech hereby issue the official list of the ETUlay Production Team Members for IBC 13.

The OUA would like to request the Schools Division Offices of the personnel listed in **Annex A** to support them as they perform vital tasks as members of the ETUlay production team. Attached as **Annex B** are their specific roles and responsibilities.

For more information, questions, and concerns, kindly contact Mr. Neil Arvin V. Bautista, Project Lead of Adobe for Instructional Video Development, through email at neilarvin.bautista@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A**LIST OF ETULAY PRODUCTION TEAM MEMBERS**

ETULAY SUPERVISING HEADS		
NAMES	SCHOOL	DIVISION
Neil Arvin V. Bautista	Rajal Centro Elementary School	Nueva Ecija
Danna Rose C. Javier	Narvacan II Elementary School	Nueva Ecija
Alvin A. Sy	Burgos National High School	SDO I Pangasinan

ETULAY TEAM LEADERS		
NAMES	SCHOOL	DIVISION
Haydee L. Dela Cruz	Sta. Veronica Elementary School	Nueva Ecija
Adriyel M. Santiago	Cabiao National High School	Nueva Ecija
Roderick A. Fajardo	Botao National High School	SDO I Pangasinan
Maria Camille L. Villanueva	Bartolome Sangalang National High School	Nueva Ecija
Ma. Remalyne G. Cruz	Northville 15 Integrated School	Angeles City
Lorenz G. Villaflor	Hacienda Elementary School	Nueva Ecija

ETULAY ASSISTANT TEAM LEADERS		
NAMES	SCHOOL	DIVISION
Arvin Key N. Barles	Sibug Elementary School	Nueva Ecija
Diosdado A. Parungao	Concepcion East Elementary School	Nueva Ecija
Marjun L. Sinuto	Salvacion 2nd Elementary School	Nueva Ecija
Faye Marie S. Ilano	San Francisco Elementary School	Nueva Ecija
Denise A. Evangelista	Dagupan City National High School	Dagupan City
Glenn L. Huraño	San Jose National High School - Talibon	Bohol

ETULAY VIDEO EDITORS		
NAMES	SCHOOL	DIVISION
Karl Gabriel G. Buenafe	Mandaragat San Miguel Senior High School	Puerto Princesa City
Mark Dommel M. Aceveda	Lemery Pilot Elementary School	Batangas Province
Lenjun M. Boiser	San Roque National High School - Alburquerque	Bohol
Roel R. Rabang	Pantay Elementary School	Vigan City
Edward John T. Madrid	Lambakin National High School	Nueva Ecija
Rolando B. Lavarias	Pulong Buhangin National High School	Bulacan
Yob Rasec RJ V. Zosa	Buenavista National High School	Guihulngan City
Arjay D. Tella	Noveleta National High School	Ternate Cavite
John Bryan R. Balolong	Kalalake National High School	Olongapo City
Walter D. Domingo	Luzong Elementary School	Ilocos Norte
Angelie C. Mariano	Jose Rizal Elementary School	Pasay City



Carmela M. Velasco	Northern Naguilian National High School	La Union
Benedicto S. Calingasan	Cahigam Elementary School	Batangas Province
Aaron James M. Mabuyo	President Jose P. Laurel National High School	Tanauan City
Jireh F. Orobia	Oro Site High School	Legazpi City
Louie Lucas L. Marcelo	A.Bonifacio Norte Elementary School	Nueva Ecija
Richard D. Dioteles	Himamaylan National High School	Himamaylan City
Garry S. Villaverde	Froilan E. Lopez Elementary School	Tayabas City
Joseph Ian O. Gempeso	Oton National High School	Iloilo
Rey P. Acojido	Bacarra National Comprehensive High School	SDO Ilocos Norte
Krislene Ida N. Mercado	Bonifacio V. Romero High School	Angeles City
Noel S. Reganit	SDO Angeles City	Angeles City
Winston Mendoza	Anunas Elementary School	Angeles City
Lithos F. Sto. Domingo	Sapangbato National High School	Angeles City
Felix Rafael A. Balde	Cabangan High School	SDO Legazpi City
Daryl Y. Paglinawan	Calamba National High School	Guihulngan City
Michaelo B. Resohento	Sandayao Elementary School	Guihulngan City
Kenneith A. Edu	Pandan Integrated School	Ilocos norte
Gloricel H. Flores	Manguiring Elementary School	Camarines Sur
Edison D. Ocampo	Sta Cruz National High School	Pampanga
Rainier G. De Jesus	Manuel Luis Quezon High School	SDO Caloocan
Shella Mae W. Pareja	Golden Acres National High School	SDO Las Piñas
Earl Aaron O. Villanoza	Patul National High School	SDO Santiago City
Mary Joyce Angeline S. Driz	Cabanatuan City Senior High School	Cabanatuan City
Jan Noel B. Lumotan	Marcos National High School - Agunit Campus	Ilocos Notte
Eljay A.Campos	Emiliano Tria Tirona Memorial National Integrated High School	Cavite Province
Jayson V. Perez	Gogon Central School	Legazpi City
Allan Custodio	Julia Ortiz Luis National High School	Nueva Ecija
Jan Vincent B. Llaguno	Cabangan High School	Legazpi City
Edgar P. Garcia	Dusita High School	Bohol
Mark Donald P. Bagsic	Apelo Cruz Elementary School	Pasay City
Joyce Vanne Rances	Mangga Elementary School	Isabela



ANNEX B

DUTIES AND RESPONSIBILITIES OF ETULAY PRODUCTION TEAM MEMBERS

1. ETUlay Supervising Heads

- a. accomplish the program's objectives by supervising, organizing, and monitoring the team members' work processes;
- b. responsible for the technical quality assurance of all video episodes produced by the ETUlay video editors; and
- c. provide guidance and support to each team member based on their development needs in video editing.

2. ETUlay Team Leaders

- a. responsible for delegating team members' tasks, implementing timelines to achieve targets, and managing day-to-day activities of the team;
- b. consolidate and assess the quality of submitted videos by their team members; and
- c. manage the problems that may occur in the production process.

3. ETUlay Assistant Team Leaders

- a. assist the Team Leaders in monitoring and communicating tasks to team members; and
- b. support Team Leaders in collecting and reviewing videos provided by their team members.

4. ETUlay Video Editors

- a. generally responsible for editing the recorded raw material into suitable, finished, and quality assured videos; and
- b. will also be playing the role of Streamyard Director, enabling them to instruct and guide the ETUlay tutors in the recording sessions.



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