





Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

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**MEMORANDUM**

**TO :** Assistant Schools Division Superintendent  
CID Chief  
LRMDS Education Program Supervisor  
LRMDS Program Development Officer  
Education Program Supervisors and Division Coordinators

**FROM :**  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

**DATE :** November 27, 2020

**SUBJECT :** **COORDINATION MEETING ON THE DEVELOPMENT OF VIDEO LESSONS**

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1. In preparation for the series of development activities on the production of video lessons for all learning areas, this Office through the Curriculum Implementation Division will conduct a coordination meeting with the Education Program Supervisors and Division Coordinators involved in the development of video lessons at 9:00 A.M on December 1, 2020 at the CID Office, Balogo Sports Complex, Brgy Balogo, Sorsogon City.
2. The activity aims to:
  - a. present the timeline of the activities to be conducted relevant to the development of video lessons
  - b. identify other materials required in the development of video lessons
  - c. discuss all other concerns relevant to the project
3. For information, guidance and compliance of all concerned.

