



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

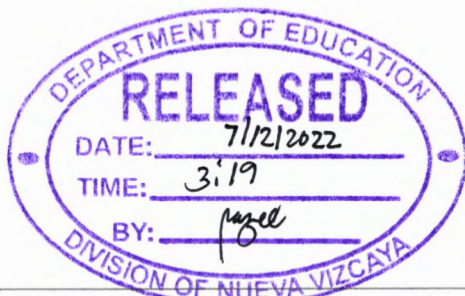
July 11, 2022

DIVISION MEMORANDUM
No. 232 s, 2022

**NEW EDTECH BANK (NEB) and MEDIA CENTER
MANUAL OF POLICIES AND PROCEDURES**

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors/ Districts In-Charge
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Office of the Schools Division Superintendent through the Curriculum Implementation Division (CID) and Learning Resource Management (LRMS) Section announce the utilization of the **NEW EDTECH BANK (NEB) and MEDIA CENTER** for simultaneous virtual meetings, seminars and recording audio-visual learning materials.
2. The NEB Center was established to:
 - a. Put up a local broadcast studio of RBI materials for the SY 2021-2022,
 - b. establish/create a production floor for RBI and TBI Materials,
 - c. set-up the cubicles for webinar and virtual trainings.
3. Projected users of the center include:
 - a. Teachers
 - b. Learners
 - c. SDO NV Personnel
4. Anent this, users are advised to read the attached **NEW EDTECH BANK (NEB) and MEDIA CENTER MANUAL OF POLICIES AND PROCEDURES** for the reservation and utilization guidelines.
5. For information, dissemination, guidance, and compliance.




RACHEL R. I. LANA PhD, CESO V
Schools Division Superintendent



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**MANUAL OF POLICIES AND PROCEDURES
NEW EDTECH BANK and MEDIA CENTER
POLICY AND PROCEDURES**

PURPOSE

The **NEW EDTECH BANK (NEB) and MEDIA CENTER** or the NEB Center shall serve as a production floor for Radio and Television Based learning materials in the Schools Division Office (SDO) of Nueva Vizcaya. Also, this shall be used as webinar room for simultaneous virtual meetings and seminars.

BACKGROUND

The LRMS currently houses Learning Materials that are locally developed by the teachers in the SDO of Nueva Vizcaya. When the global pandemic paralyzed the usual face to face classroom set-up, the utilization of Radio and Television based learning materials have become one of the most feasible and in demand modalities in the implementation of the BELCP in the Schools Division Office of Nueva Vizcaya. During its pilot episodes through FB page and local broadcasting networks, it has reached thousands of viewers and listeners. Commendations from viewers and learners were also evident during the said broadcast.

However, issues on producing and broadcasting RBI and TBI learning materials are inevitable. There were no specific production areas, radio channel host and webinar rooms. On the other hand, conference rooms play a vital role in accomplishing the SDO NV continuous and expanding mission during the pandemic times. The integration therefore of the purpose of using the same venue for webinars and virtual endeavors is necessary. Hence, the creation of New EdTech Bank and Media Center or commonly known as NEB Center.

NEB Center has four cubicles intended for meeting, conference, video Teleconference and recording studio. Reservation of cubicles maybe accepted or declined by the NEB managers depending on the purpose of the user and availability of the rooms.

POLICY

Cubicles are maintained and utilized in a tiered prioritization model. **No prior reservation shall mean, no utilization of the NEB center.** This prioritization ensures that conference rooms meet the employees' needs, and are prioritized as follows:

1. RBI and TBI Production
2. Official Meetings and other online gathering
3. Official Training on virtual platform



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Organizational or personal needs outside the above prioritization should be brought to the attention of the NEB Manager for his assistance.

RESPONSIBILITIES

The NEB Center staff is organized under the LRMS Office. The Staff provides oversight and overall management of NEB Center activities. On the other hand, the meeting participants shall:

- a. Clean up after each meeting. Throw away any trash and align chairs to walls and tables.
- b. Turn off lights and equipment.
- c. End all meetings on time so the next scheduled meeting can start promptly.
- d. Wipe-down/erase white boards.

Also, the Meeting participants **shall not:**

- e. Change the configuration of conference rooms.
- f. Remove furniture or equipment from conference rooms.

PROCEDURES

NEB Center Scheduling General Practices:

1. Users can make reservation using the AHA Bestkaya FB Page **Book Now** button through the following procedure:
 1. Click on **BOOK NOW** button
 2. Tick on **AVAILABLE** schedule only
 3. Select your preferred time of arrival (8:00 a.m.; 8:30 a.m. or 9:00 a.m.)
 4. You will be prompted to the **MESSAGE TO PROVIDER** screen fill out the following fields:
 - Name: (of Requestor)
 - Purpose: (for Webinar/Meeting or to record RBI or TBI IM)
 - Name of Activity: (For Meeting/Conference)
 - Name of Learning Area: (For RBU and TBI Recording)
 5. Hit **REQUEST APPOINTMENT** and wait for the NEB manager to approve or decline your request.
 6. You shall be asked to reschedule an appointment should there be more urgent and important activities slated for your chosen dates.
 7. Note that utilizing the center is FREE of use. However, there shall be potential penalties/charges to users damaging NEB's property.
 8. Non DepED NV shall not be allowed to use NEB Center.
 9. Reservation shall be made at least 3 days before using the center.



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DEFINITION OF TERMS

- **NEB Center Manager:** The NEB Center Manager is responsible for day-to-day management of the center which includes; accepting and declining meetings, relocating meetings, approving cubicle room set-up request.
- **Users:** Shall include all DepEd SDO NV Personnel, teachers, and learners. They shall be required to attend the meetings during the scheduled time allotted, leave the rooms in good condition, and notify NEB Center Manager of any issues found in the room.
- **Cubicle:** There are only three cubicles available for meeting and recording namely, Center 2-3. Center 1 shall serve as the control and radio room for the NEB manager.
- **TBI Studio** – The studio shall be utilized for TV IM recording. It shall also serve as holding area for 2-3 person during meeting and conferences.

EFFECTIVITY

This manual of policies and procedures for the New EdTech Bank and media Center shall be effective upon the date of approval of the Schools Division Superintendent.

Prepared by


HERMINIGILDO U. GANDEZA
PDO II/NEB Center Manager

Recommending Approval:


MARICEL S. FRANCO PhD, CESE
Chief, CID

Approved:


RACHEL R. ILLANA, PhD, CESO V
Schools Division Superintendent