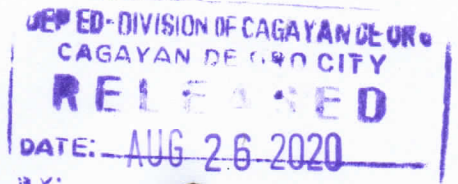




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



August 25, 2020

DIVISION MEMORANDUM

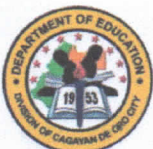
No. 076, 2020

To: All Education Program Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Teachers
This Division

**ONLINE SUBMISSION OF THE BEST LITERARY WORKS (AUDIO/VIDEO CLIPS) FOR
THE RBI AND TVBI ADVERTISEMENTS**

1. The field is hereby informed on the submission of 3-4 min audio and video clips on the different literary works conducted and initiated by the schools from SY 2018-2019 onward. These literary pieces include but are not limited to songs, music, dances, short stories, and spoken poetry.
2. All schools are encouraged to submit their best literary works, especially those with **Special Program in the Arts (SPA)** offering on or before September 11, 2020 through this link: <http://bit.ly/RBI-TVBI-ADVERTISEMENTS>
3. The files shall be labeled using this format: **Title of the Literary work_Type of Lit work (ex. song/dance, etc.)_time limit (ex 3-min)_clips (ex. RBI or TVBI)**. For queries, pls contact Lanie M. Signo, Division Librarian II through this email address: lanie.signo@deped.gov.ph
4. For strict compliance.


CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

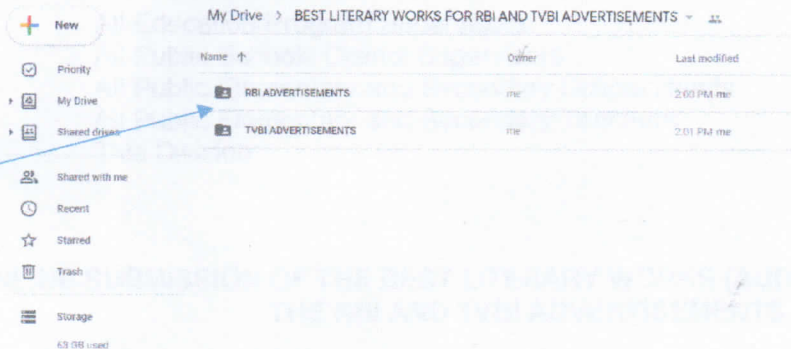


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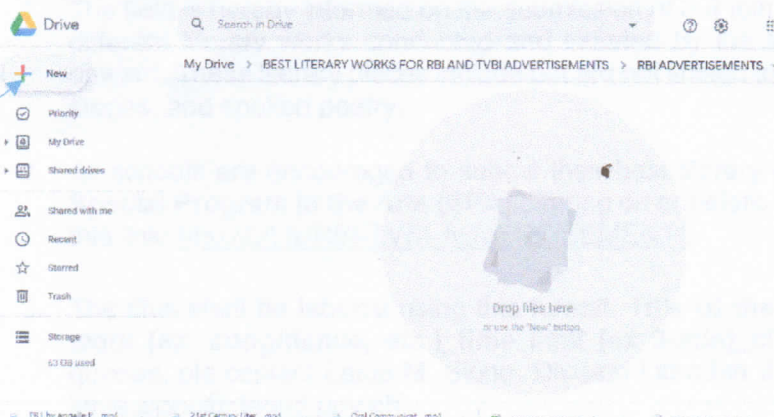
Enclosure 1

Guide in uploading the files

Step 1: Open the RBI (Audio) or TVBI (Video) folders

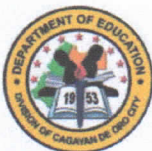
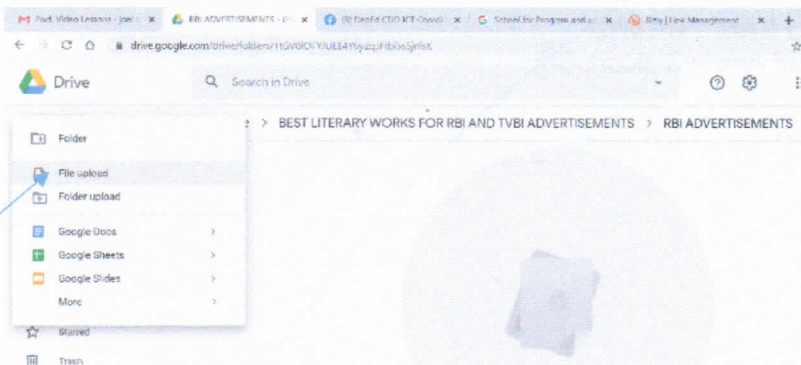


Step 2 Click +sign



Step 3 Click File Upload, Find your File/s in your PC and Click Open

Example of Filing System The Twin Rocks_Spoken Poetry_2.5min_TVBI



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