



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

4 November 2022

DIVISION MEMORANDUM

No. 427 s.2022

**SUBMISSION OF PHOTOS/VIDEOS AND DETAILS OF BEST PRACTICES OF
SCHOOLS IMPLEMENTING IN-PERSON CLASSES**

TO:

All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All School Information Coordinators
This Division

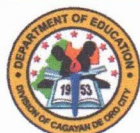
1. Relative to the Regional Memorandum No. 669, s.2022, the field is hereby informed about the submission of photos/videos and details of best practices of schools implementing in-person classes.
2. The submission guideline is stipulated in the Memorandum PAS-OD-2022-101, items 1-5 (enclosed). Refer to this division link in uploading the aforesaid photos/videos, brief written report and details of practices in implementing the full in-person classes: <https://bit.ly/3Ta54QW>
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
4. Immediate compliance with this Memorandum is desired.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent

Encl.: As stated
Reference: RM 699, s.2022
To be indicated in the Perpetual Index
under the following subjects:

CLASSES PHOTOS VIDEOS

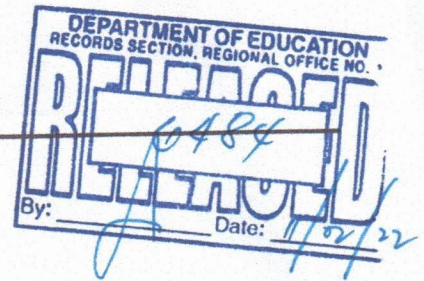
JDP /DM-in-person documentation
November 4, 2022



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



November 2, 2022

REGIONAL MEMORANDUM
No. 669, s. 2022

**SUBMISSION OF PHOTOS/VIDEOS AND DETAILS OF BEST PRACTICES
OF SCHOOLS IMPLEMENTING IN-PERSON CLASSES**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This issuance refers to **MEMORANDUM PAS-OD-2022-101** on the **Submission of Photos/Videos and Details of Best Practices of Schools Implementing In-person Classes**.
2. To facilitate the prompt and complete submission of the requested photos/videos and details, please email them at pas.cmu@deped.gov.ph, cc'd pau.region10@deped.gov.ph. Likewise, please upload the same documentation via Google Drive link at <https://bit.ly/FullF2FDocumentation>.
3. Please refer to the attached Memorandum for the complete details.
4. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer
Officer-in-Charge
Office of the Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

CLASSES PHOTOS VIDEOS

ORD PAU/mcn



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Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>





Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Office of the Director IV

MEMORANDUM
PAS-OD-2022-101

FOR : **REGIONAL AND DIVISION INFORMATION OFFICERS**

FROM : **ATTY. MICHAEL WESLEY T. POA**
Director IV, Public Affairs Service

SUBJECT : **SUBMISSION OF PHOTOS/VIDEOS AND DETAILS OF BEST PRACTICES OF SCHOOLS IMPLEMENTING IN-PERSON CLASSES**

DATE : October 26, 2022

With the start of the full five-day in-person classes in public schools this November 2022, the Public Affairs Service (PAS) is instructing all Regional Information Officers (RIOs) and Division Information Officers (DIOs), with the help of School Information Coordinators (SICs), to submit photo documentation of schools' best practices in implementing in-person classes. These will be utilized for social media posting and press releases.

For reference, the following guideline is set for the documentation of the in-person classes:

1. Photos/videos shall have a corresponding caption highlighting the best practice/s of public schools. Caption must provide the name of the school and division, and a short description of the in-person classes best practice/s.
2. All materials should display adherence to the latest health protocols and standards of the Office of the President, the IATF, and the Department of Health (DOH).
3. Photos/videos may feature the following:
 - a. Setup of safety features, physical structures, signages and markers, WASH facilities and supplies, personal protective equipment (PPEs), and learning materials in the school
 - b. Classroom layout and structure, and other areas of the school (designated waiting areas, school gate, restroom, school clinic, library, school administrative office, etc.)
 - c. Interface and involvement of external stakeholders and LGUs in implementing in-person classes
 - d. Orientation of learners, parents, guardians, teaching, and non-teaching personnel on procedures in conducting in-person classes



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Office of the Director IV

- f. Actual implementation of in-person classes
5. The recommended minimum specifications are as follows:

a. Photo

- iv. File format: JPG or PNG
- v. Resolution: 72-150 ppi
- vi. Orientation: Landscape or Portrait

b. Video

- v. File format: MP4 or MOV (with 1080p or 720p resolution)
- vi. Aspect Ratio: 16:9 or 9:16
- vii. Orientation: Landscape or Portrait
- viii. Frame rate: 30fps

For your submissions, please email the files to pas.cmu@deped.gov.ph or upload them in the Google Drive link: <https://bit.ly/FullF2FDocumentation> according to your region. Create a new folder for the school and follow this naming convention for the folder: Name of school + Region + Division. (Example: Bigaa Elementary School, Region IV-A, Laguna)

Please be guided accordingly.

For clarifications, your staff may get in touch with Mr. Janssen S. Cabrera through mobile number 09273168211 or email at janssen.cabrera@deped.gov.ph.

Thank you.