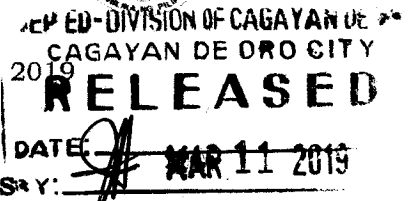




Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Father Masterson's Avenue, Upper Balulang
Cagayan de Oro City



March 5, 2019



Division Memorandum No. 96, s. 2019

REQUEST FOR OFFICIAL PHOTOS AND VIDEOS

To: **ALL DIVISION PERSONNEL**

1. In reference to Regional Memorandum, No. 126, s. 2019, you are hereby directed to join the pictorial which is scheduled on March 8, 2019, at the Division Office. This shall be facilitated by Mr. James Roberto Z. Sijo, Division IT Officer.
2. All Supervisors, Section/Unit Heads are required to wear business casual with any shade of orange button-down shirt or blouse. Other division office personnel are requested to bring Monday office uniform for the photo op.
3. The PSDS/EPS/program holders shall submit at least one photo and one video for each of the following:
 - a. classroom teaching;
 - b. summer reading camp;
 - c. SHS expo and job fair;
 - d. SPA recitals;
 - e. Alternative Learning System (ALS);
 - f. special education (SPED);
 - g. brigada eskwela;
 - h. barkada kontra droga;
 - i. gulayan sa paaralan;
 - j. early Registration;
 - k. research conventions / seminars;
 - l. School-Based Management (SBM);
 - m. best practices;
 - n. innovations;
 - o. accomplishments / awards;
 - p. involvement of parents, community, and other stakeholders in various DepEd activities;
 - q. inclusive Education; and
 - r. other DepEd Activities, Projects, and Programs.
4. All photos and videos shall be in Full HD Image Resolution (1,920x1,080 pixels) and must be submitted directly to Mr. Sijo not later than March 11, 2019, Monday. All videos must only be 5-10 seconds.
5. For your guidance, information, and compliance.

JONATHAN S. DELA PENA, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
 DepEd Region X – Northern Mindanao



February 26, 2019

DepED-X
 Cagayan de Oro City

REGIONAL MEMORANDUM

No. 126, s. 2019





28 FEB 2019

RELEASED

REQUEST FOR OFFICIAL PHOTOS AND VIDEOS

To: **Assistant Regional Director**
Schools Division Superintendents
All Others Concerned
This Region

1. Desirous of producing customized informational, promotional, and public relations materials for the use of the entire DepEd X, this Office requests the schools divisions offices (SDOs) and all others concerned to submit photos and videos of the following:

Subject	Requirements / Specifications	Examples
a. RD, ARD, SDSs, ASDSs, Supervisors, Section/Unit Heads	a.1 One medium-shot photo (chest or shoulder up) a.2 One medium-shot photo (waist up) a.3 One full-body-shot photo Note: <ul style="list-style-type: none"> • White backdrop • Attire; business casual with any shade of orange for button-down shirt or blouse 	 a.1  a.2  a.3
b. RD, ARD, SDSs, ASDSs, Supervisors, Section/Unit Heads	b.1 One office photo (landscape) b.2 One office video (in action) Sample Scenes: office consultations, office meeting with stakeholders, etc.	



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c. Regional and Divisional Offices' Personnel	c.1 One eye-level photo c.2 One high-angle photo c.3 One eye-level video c.2 One high-angle video Note: <ul style="list-style-type: none">• All must be in office uniform.• Photo/Video must be taken in front of the regional/divisional offices.• Office's/Division's name must be seen in the photo.• Landscape• For the video footage, recite the office's/division's name and tagline or slogan.
d. Flag Ceremony	d.1 At the regional/divisional offices d.2 In at least one school for each division Note: <ul style="list-style-type: none">• One eye-level photo• One eye-level video • One low-angle photo• One low-angle video • One high-angle photo• One high-angle video
At least one photo and one video for each of the following:	
e. Classroom Teaching	
f. Summer Reading Camp	
g. SHS Expo and Job Fair	
h. SPA Recitals	
i. Alternative Learning System (ALS)	
j. Special Education (SPED)	
k. Brigada Eskwela	
l. Barkada Kontra Droga	
m. Gulayan sa Paaralan	
n. Early Registration	



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- o. Research Conventions / Seminars
- p. School-Based Management (SBM)
- q. Best Practices
- r. Innovations
- s. Accomplishments / Awards
- t. Involvement of parents, community, and other stakeholders in various DepEd activities
- u. Inclusive Education
- v. Other DepEd Activities, Projects, and Programs

2. All photos and videos must be in Full HD Image Resolution (1,920 x 1,080 pixels) and must be emailed at ramon.abrera@deped.gov.ph not later than March 15, 2019, Friday.
3. All videos must only be 5-10 seconds.
4. For questions, please contact Ramon G. Abrera Jr., Public Affairs Unit (PAU), Office of the Regional Director (ORD), at 0917-670-1374.
5. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director