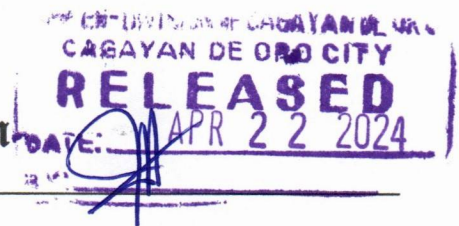




Republic of the Philippines  
**Department of Education**  
CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

18 April 2024

DIVISION MEMORANDUM

No. 295 s.2024

**COORDINATION MEETING WITH PUBLICATION COMMITTEE FOR  
LAMBAGO ISSUE FOR REGIONAL SCHOOLS PRESS CONFERENCE 2024**

TO: Chief – CID  
Chief – SGOD  
Concerned CID Personnel  
Concerned SGOD Personnel  
Concerned School Heads  
Concerned Public School Teachers

1. In preparation for the Special Issue of Lambago for the 2024 RSPC on May 2-4, 2024, members of the Publication Committee are informed of the coordination meeting on April 22, 2024, 2:00PM at Cagayan de Oro National High School Junior High Conference Room.
2. The assigned teams for Mobile Journalism and Facebook Vlogs should bring their initial scripts.
3. Distribution Manager together with ICT Team and layout artists shall facilitate the printing and distribution of the Lambago Identification IDs during the meeting.
4. ICT team shall set up the Facebook Page of RSPC 2024 before the coordination meeting.
5. Attendance is a must. Attached is the list of committee members for reference.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. Immediate dissemination with this Memorandum is desired.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

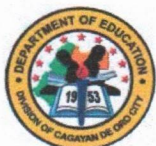
Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

LAMBAGO                      PUBLICATION                      R S P C

RAL/DM coordination meeting with publication committee for lambago issue for regional schools press conference 2024  
April 19, 2024



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

**Teams and Focus Area**

Team	Role	Task Description	Focal Personnel
<b>Brochure</b>	Managing & Associate Editors	Provide a “go signal” if the material is ready for posting in facebook and printing.  Proofread the content and compliance of brochure.	Dr. Rochelle A. Luzano Dr. Joel D. Potane
	Content Creators	Write the content and layout the brochure	Dr. Joel D. Potane Dr. January Gay Valenzona Margelina Tabian
	Reproduction Team	Overseer the printing of the brochure and segregate for distribution.	Robily Castulo Joan Mae Tabla Irish Corpuz Noribelle Baculio
	Distribution Team	Distribute the brochure at the Billeting Quarters and Opening Program	Ignacio T. Gabule Jr. Lanie Signo Gleven Chito Manaop Noelfred Balarote
<b>Newsletter</b>	Managing Editors	Provide a “go signal” if the material is ready for posting in facebook and printing	Dr. Rochelle A. Luzano Dr. Joel D. Potane
	Associate Editors	Proofread the content and compliance of newsletter.	Dr. Hasima N. Salic Darlenie Tulang Dr. Jean Loquillano Dr. Helen Lucman Dr. Phoebe Taruc
	Writers and Contributors	Write the articles assigned.	Darlenie Tulang Shera May L. Guchoco Dr. January Gay T. Valenzona Dinah Zamora Rodwena Loquero Jeselinda M. Rola Shahara Mapandi Erwin Gantalao Honey Cartel Blessel La Victoria Winnie Cristie Manatad Shenny Mae P. Acera
	Photographers	Take pictures taken for newsletter use.	Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Richelle Diaz Rene Camasin Krista Marie Llenas
	Photo Editors	Edit pictures taken by documentation committee for newsletter use.	Ninia Marie Estillore Margelina Tabian Mark Edward Olango
	Illustrator and Layout Artists	Layout the newsletter when the articles are already edited and compliant.	Ryan Z. Roa Michael A. Maestrado
	Reproduction Team	Overseer the printing of the brochure and segregate for distribution.	Robily Castulo Joan Mae Tabla Irish Corpuz



			Noribelle Baculio
	Distribution Team	Distribute the newsletter at the Billeting Quarters and Contest Areas	Ignacio T. Gabule Jr. Lanie Signo Gleven Chito Manaop Noelfred Balarote
<b>Social Media Timeline Update</b>	Managing/Associate Editors	Proofread and provide a “go signal” if the social media content is ready for posting in facebook.	Dr. Rochelle A. Luzano Dr. Hasima N. Salic
	Caption Generators	Generate Caption for the facebook post.	Grace J. Tumanda Rosalinda Tantiado
	Photographers	Take pictures for facebook use.	Allan Guibone Ma. Socorro Guibone Rey Misael Daabay Richelle Diaz Rene Camasin
	Photo Editors and Station (FB) Logo/Video Promotions	Edit pictures taken by photographers for facebook posting.	Ninda Mandawe Jessie Ivan Gaspar Christian Daohog Beverly Anne Nicolasora
	FB Manager	Create FB page for the RSPC 2024. Post the approve SMM content after “go” signal of managing editors. Increase the engagement of the page through various social media generators.	James Sijo Rodel Megollas Loridel Tacandong Ninda Mandawe Jessie Ivan Gaspar Christian Daohog Mark Edward Olango
<b>Vlogs</b>	Managing Editors	Provide a “go signal” if the material is ready for posting in facebook or printing	Dr. Rochelle A. Luzano Dr. Joel Potane
	Associate Editors	Proofread the content and compliance of article, video, or fb post.	Shera May L. Guchoco Dr. Rochelle Nala
	Content and Social Media Quality Checker	Check the social media compliance of the video before forwarding to the associate editors.	Jeanley T. Albiso Krista Mari Llenas Jellinek G. Jabines Margarita B. Enerio Reynoza B. Nodado
	Content Creators	Create the content of the vlog, record and edit the video.	Abegail I. Seva Juan Antonio C. Andres Arby Brille Cabañeros Crizza Pearl Gomez Princess Alipio Rhojamah Celetaria Rex Soriano Cheska Dimple Ledesma Denise Mari Inocian



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			<p>Jethro Lañas</p> <p>Alexis Yamoway</p> <p>Marielle Paguia</p> <p>Rychee Pahapay</p> <p>Ezekiel Abrio</p> <p>Rey Babia</p> <p>Rheal Dado</p> <p>Paige Albacete</p> <p>Sihanie Pahaman</p> <p>Phimichaela Bonda</p> <p>Jhielliane Valdez</p> <p>Najwa Launto</p> <p>Maria Celine Aquino</p> <p>Nina Angela T. Cortez</p> <p>Czaina Rabia B. Macapundag</p> <p>Patrisha Mae R. Quilab Gianclark</p> <p>Benedict E. Peralta</p>
<b>Mojos</b>	Managing Editors	Provide a “go signal” if the material is ready for posting in facebook.	<p>Dr. Joel Potane</p> <p>Charlyn S. Baylon</p> <p>Dr. Jean T. Loquillano</p>
	Associate Editor	Proofread the content and compliance of video.	Shera May L. Guchoco
	Content and Social Media Quality Checker	Check the social media compliance of the video before forwarding to the associate editors.	Maria Cuarteros-Carillo
	Content Creators	Write the content and serve as the journalist/reported in the mobile journalism. Edit the video before then forward to the content and social media quality checker.	<p>BELHOT, CAMYLL JHEY P.</p> <p>CABUNOC, ALEXA KYLE R.</p> <p>RIVERO, GABE DANIEL S. ROJO,</p> <p>MA. NICOLE CYSE. L.</p> <p>SARAPUDDIN, VASH KYLY M.</p> <p>BUTCON, JAEVE JOSHUA C.</p> <p>CABUS, JHAN RICHER U. GALIA,</p> <p>IAN JASON Y. HALASAN, FRENZZY</p> <p>KYLA C. YABO, SAIREL A.</p>



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