



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

NOV 04 2022

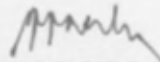
DIVISION MEMORANDUM

No. 849, s. 2022

DISSEMINATION OF REGIONAL MEMORANDUM NO. 0913, s. 2022 RE: "SUBMISSION OF PHOTOS/VIDEOS AND DETAILS OF BEST PRACTICES OF SCHOOLS IMPLEMENTING IN-PERSON CLASSES"

TO : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge/Caretakers
Education Program Specialists II-ALS
Division Information Officer
Public Elementary & Secondary School Administrators
School Information Coordinators
All Others Concerned

1. For the information and guidance of all concerned, attached is a Regional Memorandum No. 0913, s. 2022 containing a Memorandum from the Public Affairs Service – Department of Education, about the submission of photos/videos and details of best practices of schools implementing in-person classes **due until November 2, 2022**.
2. For complete details, please see attached Memorandum.
3. Immediate dissemination and compliance of all concerned


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

11/4/22

SPPP/JMA-MKP-NLR/CID-NLR/ching
November 2, 2022



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director


OCT 28 2022

REGIONAL MEMORANDUM
No. **0913**, s. 2022

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

To: All Schools Division Superintendents/OICs
All Division Information Officers
All School Information Coordinators
All Others Concerned

1. For the information and guidance of all concerned, attached is a Memorandum from the Public Affairs Service- Department of Education, about the submission of photos/videos and details of best practices of schools implementing in-person classes **due until November 2, 2022**.
2. The said communication materials shall be used for social media posting, disseminating updates on the preparation and details on best practices for the full implementation of face-to-face classes. Attention is invited to paragraph 2 of the said Memorandum, relative to the guidelines for documentation. Hence, all Division Information Officers with the assistance of the School Information Coordinators shall submit the said materials.
3. Kindly submit/email them at ro7.pau@deped.gov.ph **until November 2, 2022**, as these shall be uploaded in the Google Drive link on the said date. Please see the attached Memorandum for further reference.
4. Immediate dissemination of and compliance with this Memorandum is enjoined.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/PAU/ARV



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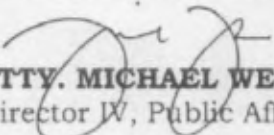


Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

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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- 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.



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