



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

November 4, 2022

DIVISION MEMORANDUM
NO. 497, s. 2022

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

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In connection with the attached Regional Memorandum No. 669, s. 2022, this Office directs the schools 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, each school is directed to create a sub-folder under the folder marked **"Division of El Salvador City"** thru this link: <https://bit.ly/FullF2FDocumentation>.
3. Deadline for the submission of photos/videos shall be on or before November 11, 2022.
4. In the compliance of this directive, all are reminded to adhere to Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.

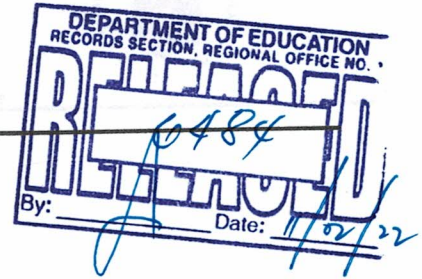

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

Reference: RM 669, s. 2022
OASDS/DLL





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

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DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>



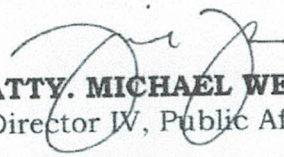


Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

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

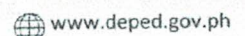
With the start of the full five-day in-person classes in public schools this November 2022, the Public Affairs Service (PAS) is instructing all Regional Information Officers (RIOs) and Division Information Officers (DIOs), with the help of School Information Coordinators (SICs), to submit photo documentation 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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Telephone No.: (02) 6316033; 6332120; 6337254





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PUBLIC AFFAIRS SERVICE

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.

