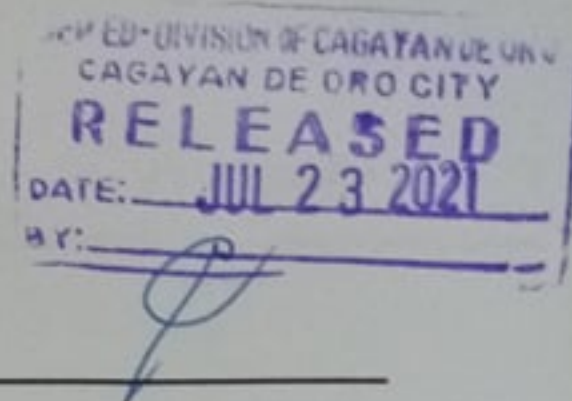




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Division Memorandum

No. 627 s. 2021

GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN MESSAGES

To: Chief, SGOD and CID
CID and SGOD Personnel
Elementary and Secondary School Heads
ALL Others Concerned

1. The field is hereby informed that any request for messages, conferences, or other engagements with the Honorable Secretary Leonor Magtolis Briones and all other officials of DepEd Central Office (CO) shall be guided by the attached guidelines and engagement template as articulated in Regional Memorandum No. 373 s. 2021 and Unnumbered Memorandum from the Office of the Secretary dated July 19, 2021 re: Guidelines on the Request for Video and Written Messages.
2. The guidelines and the template are aimed to facilitate speedy transactions and providing the basic and needed information about the event or program that concerns any of the DepEd CO officials or offices
3. For information, guidance and compliance.


ALICIA E. ANGHAY
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



For memo

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

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Office of the Regional Director

July 22, 2021

REGIONAL MEMORANDUM
No. 313, s. 2021

GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN MESSAGES

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

1. To request any messages, press conferences, or other engagements with the Honorable Secretary Leonor Magtolis Briones and all other officials of DepEd Central Office (CO), please be guided by the attached **guidelines and engagement briefer template**.
2. The guidelines and the template are aimed at facilitating faster transactions and providing the basic and needed information about the event or program that concerns any of the DepEd CO officials or offices.
3. For information and compliance.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

p.p.

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

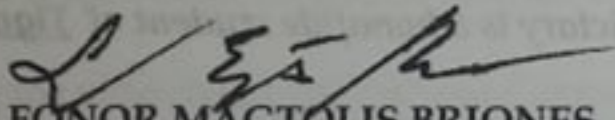
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ORD-PAU/moon

Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Minister of Basic, Higher and Technical Education, BARMM
Regional Directors
Bureau and Service Directors
Schools and Divisions Superintendents
Division Chiefs and Unit Heads

FROM : 
LEONOR MAGTOLIS BRIONES
Secretary

SUBJECT : GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN MESSAGES

DATE : July 19, 2021

In light of the voluminous requests for video and written messages being received by the Office of the Secretary (OSec) for various programs and events, the following guidelines are being issued:

- Requests for video and written messages from the DepEd Central Office, field offices, and schools should be received by OSec through email at osec@deped.gov.ph, copy furnished the Public Affairs Service (PAS) at pas.od@deped.gov.ph, at least three (3) weeks prior to the event. **Requests sent LATER THAN THE TIME FRAME will NOT BE ENTERTAINED.** External requests will be acted upon on a case-to-case basis.
- A thorough briefer must be provided. **Requests with INCOMPLETE BRIEFERS will NOT BE ENTERTAINED.** Briefers must include the following:
 - For Video Messages
 - brief description of the program;
 - list of officials / VIPs present;
 - list of attendees and/or target audience;
 - dress code (if applicable);
 - contact information of the requesting office (i.e., e-mail address, mobile

- detailed program with the names of the speakers; and
- Thorough but concise talking points

○ For Written Messages

- brief description of the program;
- theme of the message/program;
- key message/points;
- draft written message (optional);
- contact information of the requesting office (i.e., e-mail address, mobile number)

Regional and field offices may use the **Engagement Briefer Template** provided by PAS (Annex A).

For external requests, the requesting party will be asked to fill out the Engagement Briefer Template if their communication lack the sufficient details for endorsement.

- PAS will review the video requests from our Central, Regional and Field Offices before endorsing to OSec for the Secretary's approval. The Direct Support Unit (DSU) of OSec will review the external video requests received for further action before endorsing to the Secretary.
- For written messages, PAS will draft both internal and external requests for the Secretary's vetting. Should the requesting office already provide the draft written message, PAS will review the submitted message before endorsing for the Secretary's vetting.

Adherence with the following guidelines will provide PAS and DSU sufficient lead time to review, prepare and endorse the request for the Secretary's approval and delivery.

For your information and strict compliance.

Thank you.



Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

ENGAGEMENT BRIEFER

FOR: **SECRETARY LEONOR MAGTOLIS BRIONES**

ENDORSED BY PAS:

EVENT:

DATE OF EVENT:

ORGANIZER:

VENUE (or PLATFORM):

AUDIENCE:

PERSONS TO GREET:

EVENT BACKGROUND:

NOTES:

KEY MESSAGES (if applicable):

TALKING POINTS:

- I.
- II.
- III.