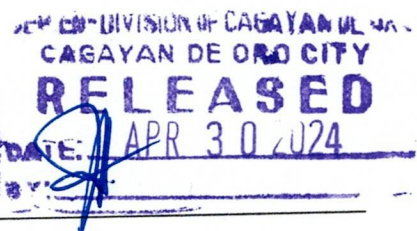




Republic of the Philippines
Department of Education
CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 April 2024

DIVISION MEMORANDUM

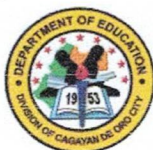
No. 326 s.2024

**PUBLICATION COMMITTEE FOR 2024 REGIONAL SCHOOLS PRESS
CONFERENCE**

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

1. Relative to the assigned task as Publication Committee for the 2024 Regional Schools Press Conference on May 2-4, 2024, members of the Publication Committee are hereby informed of their assigned role and its description.
2. Headquarters of the Publication Committee will be at Cagayan de Oro City National High School – Junior High School.
3. Committee is expected to make preparatory works on May 1, 2024 such as printing of newsletter.
4. Service credits or compensatory time-off (CTO) shall be granted for working days that will fall on holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.
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



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

Encl.:

Reference: As stated

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

LAMBAGO

PUBLICATION

R S P C

RAL/DM 2024 publication committee for regional schools press conference
April 30, 2024

Competence
Diligence
Outstanding Integrity



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Attachment 01

Teams and Focus Area

Team	Role	Task Description	Focal Personnel
Brochure	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
Newsletter	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. Gochuco Dr. January Gay T. Valenzona Dinah Zamora Rodwena Loquero Jeselinda M. Rola Shahara Mapandi Erwin Gantalao Honey Cartel Blessel La Victoria-Perez 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



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	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
Social Media Timeline Update	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 Rachelle Diaz Rene Camasin
	Photo Editors and Video Promotions for FB Timeline	Edit pictures and videos taken by documentation or billeting schools for facebook posting.	Nida Mandawe Jessie Ivan Gaspar Christian Daohog
	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
Vlogs	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. Gochuco 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 Reynosa B. Nodado Kristene P. Reyes
	Content Creators	Create the content of the vlog, record and edit the video.	Abegail I. Seva Juan Antonio C. Andres Arby Brille Cabañeros



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			Crizza Pearl Gomez Princess Alipio Rhojamah Celetaria Rex Soriano Cheska Dimple Ledesma Denise Mari Inocian Jethro Lañas Alexis Yamoway Marielle Paguia Rychee Pahapay Ezekiel Abrio Rey Babia Rheal Dado Paige Albacete Sihanie Pahaman Phimichaela Bonda Jhielliane Valdez Najwa Launto Maria Celine Aquino Nina Angela T. Cortez Czaina Rabia B. Macapundag Patrisha Mae R. Quilab Gianclark Benedict E. Peralta
Mojos	Managing Editors	Provide a “go signal” if the material is ready for posting in facebook.	Dr. Joel Potane Charlyn S. Baylon Dr. Jean T. Loquillano
	Associate Editor	Proofread the content and compliance of video.	Shera May L. Gochuco
	Content and Social Media Quality Checker	Check the social media compliance of the video before forwarding to the associate editors.	Ma. Theresa C. 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.	Camyll Jhey P. Belhoy Alexa Kyle R. Cabunoc Gabe Daniel S. Rivero Ma. Nicole Cyse L. Rojo Vash Kyly M. Sarapuddin Jaeve Joshua C. Butcon Jhan Richer U. Cabus Ian Jason Y. Galia Frenzzy Kyla C. Halasan Sairel A. Yabo



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