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November 18, 2016

DIVISION MEMORANDUM
No. 0144 s. 2016

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Division Information Officer
Division Information Technology Officer

**SUBMISSION OF THE WRITE-UPS OF ALL DIVISION PROGRAMS,
ACTIVITIES, INITIATIVES AND BEST PRACTICES IN THE FORM OF
NEWS AND/OR FEATURES**

1. In view of DepEd Cavite's thrust to disseminate vital information of its programs, projects and initiatives, Assistant Schools Division Superintendents, (ASDSs), Division Chiefs, Education Program Supervisors and Senior Education Program Specialists are directed to religiously submit to this Office write-ups of all Division programs, activities, initiatives and school's best practices in the form of news and/or features through depedcavite.dio@gmail.com.
2. The write-ups must be submitted with 3 to 5 photos of people in action and products if there is any. It may be submitted in English or Filipino.
3. The submitted articles must be edited within 24 hours by Punto Cavite Editorial Board through the coordination of the Division Information Officer who is the accountable person in submitting the edited write-ups to the Public Affairs Unit of DepEd Region IV-A.
4. In addition, minimum of 30 photos of all Division activities must be uploaded to DepEd Cavite Facebook account with 3 to 5 sentences description of the activity on the FB wall. The personnel-in-charge of the activity must coordinate with the Division Information Technology Officer for the uploading of photos within five hours upon the opening of the activity.
5. It is highly expected that Division personnel concerned will strictly comply to the provisions in this Memorandum. Non-compliance requires letter of explanation to be submitted to the Office of the Schools Division Superintendent.
6. ASDSs and Division Chiefs are accountable on the compliance of personnel under their care regarding this matter.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent