

May 23, 2018

DIVISION MEMORANDUM
NO 152 s. 2018

**PUNTO CAVITE MONTHLY NEWSLETTER NEWS GATHERING
AND FEEDBACK MECHANISM**

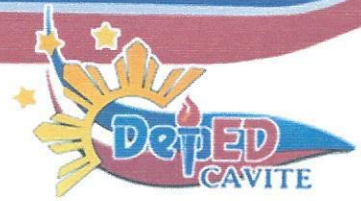
To : OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Paper Advisers
All concerned

1. DepEd Cavite recognizes its internal and external clients' feedback as essential elements in continuously improving its services.
2. Punto Cavite, the official newsletter of DepEd Cavite, are among this Office's services which facilitates the information dissemination of the programs, projects, and activities for its Division Office and school-based personnel or clients. It also allows the sharing of best practices among schools within the Division.
3. In reference with Regional Memorandum No. 261, this Office thus encourages all school paper advisers (SPAs) and writers from the field to submit their articles to the Division Information Officer (DIO) through the official email address depedcavite.dio@deped.gov.ph
4. SPAs are hereby tasked to review the articles before the submission to the DIO to avoid misrepresentations and secure that the reports are substantial, comprehensive, and factual.
5. If due to the urgency of the report and/or the unavailability of an immediate editor, a writer may directly submit his/ her article (in Word format only).
6. The DIO reserves the rights in reviewing, editing, and revising the submitted articles if deemed necessary.
7. Articles, as well as comments and suggestions, regarding the Official Publication of DepEd Cavite may be sent directly to the DIO's official email address or through answering the following links:

News Gathering Form: <https://tinyurl.com/submit@punto>
Feedback for Punto Cavite: <https://tinyurl.com/puntofeedback>



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



8. Immediate and widest dissemination of this Memorandum is highly desired.

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
For **CHERRYLOU D. DE MESA**
Schools Division Superintendent *gsm*

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