



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



10 September 2021

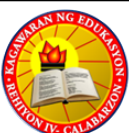
Regional Memorandum

**VISIT OF DEPED OFFICIALS TO SELECT SCHOOLS IN CALABARZON
ON SY 2021-2022 OPENING DAY**

To: **Schools Division Superintendents of the Provinces of Cavite, Laguna,
and Quezon
Concerned School Heads**

1. The Department of Education will hold the National School Opening Day Program on Monday, September 13, 2021.
2. In line with this, DepEd Central and Regional key officials will conduct an onsite visit to select schools in CALABARZON which will be the venue of their live field reporting during the said program.
3. Select schools and their respective visiting DepEd officials are the following:

	School to be Visited	Contact Persons	Visiting Officials
A.	Bagong Buhay Elementary School- Silang, Cavite	PSDS: Cecille Alvarez School Head: Lorna Bihasa De Taza ICT Coordinator: Gemma Cuesta	Director Roger Masapol
B.	Francisco Benitez Memorial School - Pagsanjan, Laguna	PSDS: Felicisimo Marana School Head: Geraldine Anacleto ICT Coordinator: Errol Baltazar	Director Joel Erestain
C.	San Pedro Central Elementary School- San Pedro City, Laguna	PSDS: Jovito Barcenas School Head: Enrique Malimata	Usec. Revsee Escobedo



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Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

	School to be Visited	Contact Persons	Visiting Officials
		ICT Coordinator: Joel Caspe	Regional Director Francis Cesar Bringas
D.	Lopez National Comprehensive High School- Lopez, Quezon	PSDS: Rejulios Villenes School Head: Marina Abueva ICT Coordinator: Jensen Ryan Lim	Usec. Diosdado San Antonio
E.	Don Emilio Salumbides Elementary School- Lopez, Quezon	PSDS: Rejulios Villenes School Head: Josefina Ladines ICT Coordinator: Hermogenes Walene Olivarez	Usec. Diosdado San Antonio

4. School heads of chosen schools are expected to conduct the necessary preparations for the visit. School ICT coordinators are advised to coordinate with their respective Division Information Officers for the live field reporting concerns.
5. All contact persons are expected to keep their communication lines open for updates regarding the technical rehearsal which will be conducted on September 11 and 12, 2021.
6. Kindly refer to the attached Memorandum issued by Director June Arvin Gudoy of the Public Affairs Service for the guidelines and further details.
7. For dissemination and compliance.


FRANCIS CESAR B. BRINGAS
 Regional Director

cc: pau/ama

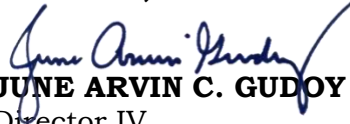


Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Office of the Director

MEMORANDUM

FOR : **REGIONAL DIRECTORS
CONCERNED REGIONAL AND DIVISION INFORMATION
OFFICERS, AND SCHOOL INFORMATION COORDINATORS**

FROM : 
JUNE ARVIN C. GUDOY
Director IV

SUBJECT : **SCHOOL OPENING DAY PROGRAM VISITATION
PROTOCOLS**

DATE : SEPTEMBER 6, 2021

The Department of Education (DepEd) will conduct the National School Opening Day Program on September 13 to provide the public with necessary information on the Department's readiness for the School Year 2021-2022. DepEd Executive Committee members and Service and Bureau Directors have identified field offices to visit for this program.

In this connection, the Public Affairs Service is respectfully requesting the concerned schools and offices to be visited by Executive Committee members and Service and Bureau Directors to monitor the following protocols presented to ensure the success of the program. This is also to safeguard the well-being of participating personnel.

1. Health and Safety Protocols:

- Follow the required health and safety protocols set by the IATF and local government units;
- Observe proper social distancing;
- Wear face masks and face shield;
- Provide alcohol and disinfectants; and
- Check the temperature of everyone involved.

2. Technical and Communication Support Protocols

- Provide an internet connection with at least 20 mpbs upload speed;
- Prepare equipment to use for feeding live footages (laptop with good camera and audio; lighting equipment; microphone and speaker);
- Coordinate with local media to cover the visiting DepEd officials;
- Prepare briefer of local initiatives and enrollment figures for DepEd officials;
- Delegate a focal and alternate person to coordinate with PAS;
- Provide an email address for the Zoom invite; and





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- Join the dry runs on September 11 and 12, and the actual program on September 13.
- 3. Visual guidance**
- Provide background for visiting DepEd official that features actual preparations of school/office for SY 2021-2022;
 - Preferably inside a room with blended learning materials of school/office (modules, radio sets, TV studios, etc.)
 - Can also be inside the local OBE command center
 - Avoid formal or 'sala' visual (Surrounding should communicate that school/office is preparing for the school year, not welcoming a visitor or a dignitary).
 - Use PAS-produced OBE 2021 collaterals as props if available
- 4. Coordination**
- For field coordination, please contact:
 - **Rego Tumaneng, TA II - Office of the Director**
0906 712 3909 | regobel.tumaneng@deped.gov.ph
 - **Erika Antonio, AO IV - Communications Division**
0926 462 0868 | ma.antonio001@deped.gov.ph
- 5. OBE 2021 Collaterals**
- OBE backdrop and other collaterals can be accessed through bit.ly/OBE2021Editable

Attached in this memo is the list of schools or field offices to be visited by Execom and Mancom members.

For queries or clarifications, please contact Ms. Sofhia De Guzman of the Public Affairs Service through (02) 8633-21-20 or email her at sofhia.deguzman@deped.gov.ph.

Thank you.