



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



11 November 2021

Regional Memorandum

**GUIDELINES ON REQUESTING FOR VIDEO OR WRITTEN MESSAGE
FROM THE REGIONAL DIRECTOR AND THE ASSISTANT REGIONAL DIRECTOR**

To **SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
SCHOOL HEADS**

1. The Department of Education Region IV-A CALABARZON through the Public Affairs Unit issues the following guidelines in requesting for video or written message from the Regional Director and the Assistant Regional Director.
2. Requests for video or written messages should be sent to the Regional Office at region4a@deped.gov.ph **at least two weeks prior to the event.** For **requests addressed to the Regional Director**, please copy furnish pau.calabarzon@deped.gov.ph. For **requests addressed to the Assistant Regional Director**, please copy furnish ard.calabarzon@deped.gov.ph.
3. Requesting offices are reminded that request letters must contain the following information:
 - a. brief description of the program;
 - b. date and time of the program;
 - c. theme of the program, if any;
 - d. key points or highlights of the program;
 - e. expected date of submission; and
 - f. contact information of the requesting office (i.e. email address)
4. **Priority will be given to requests that followed the guidelines.**
5. Wide dissemination and strict compliance is desired.


FRANCIS CESAR B. BRINGAS
Regional Director *ama*

pau/mjpd



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
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