



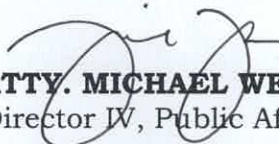
Republic of the Philippines
Department of Education
PUBLIC AFFAIRS SERVICE

Office of the Director IV

MEMORANDUM

PAS-OD-2022-101

FOR : **REGIONAL AND DIVISION INFORMATION OFFICERS**

FROM :  **ATTY. MICHAEL WESLEY T. POA**
Director IV, Public Affairs Service

SUBJECT : **SUBMISSION OF PHOTOS/VIDEOS AND DETAILS OF BEST PRACTICES OF SCHOOLS IMPLEMENTING IN-PERSON CLASSES**

DATE : October 26, 2022

With the start of the full five-day in-person classes in public schools this November 2022, the Public Affairs Service (PAS) is instructing all Regional Information Officers (RIOs) and Division Information Officers (DIOs), with the help of School Information Coordinators (SICs), to submit photo documentation of schools' best practices in implementing in-person classes. These will be utilized for social media posting and press releases.

For reference, the following guideline is set for the documentation of the in-person classes:

1. Photos/videos shall have a corresponding caption highlighting the best practice/s of public schools. Caption must provide the name of the school and division, and a short description of the in-person classes best practice/s.
2. All materials should display adherence to the latest health protocols and standards of the Office of the President, the IATF, and the Department of Health (DOH).
3. Photos/videos may feature the following:
 - a. Setup of safety features, physical structures, signages and markers, WASH facilities and supplies, personal protective equipment (PPEs), and learning materials in the school
 - b. Classroom layout and structure, and other areas of the school (designated waiting areas, school gate, restroom, school clinic, library, school administrative office, etc.)
 - c. Interface and involvement of external stakeholders and LGUs in implementing in-person classes
 - d. Orientation of learners, parents, guardians, teaching, and non-teaching personnel on procedures in conducting in-person classes



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- f. Actual implementation of in-person classes
- 5. The recommended minimum specifications are as follows:
 - a. Photo
 - iv. File format: JPG or PNG
 - v. Resolution: 72-150 ppi
 - vi. Orientation: Landscape or Portrait
 - b. Video
 - v. File format: MP4 or MOV (with 1080p or 720p resolution)
 - vi. Aspect Ratio: 16:9 or 9:16
 - vii. Orientation: Landscape or Portrait
 - viii. Frame rate: 30fps

For your submissions, please email the files to pas.cmu@deped.gov.ph or upload them in the Google Drive link: <https://bit.ly/FullF2FDocumentation> according to your region. Create a new folder for the school and follow this naming convention for the folder: Name of school + Region + Division. (Example: Bigaa Elementary School, Region IV-A, Laguna)

Please be guided accordingly.

For clarifications, your staff may get in touch with Mr. Janssen S. Cabrera through mobile number 09273168211 or email at janssen.cabrera@deped.gov.ph.

Thank you.