



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 29, 2026

DIVISION MEMORANDUM
PRS-2026- 459

**CREATION AND DESIGNATION OF THE TECHNICAL WORKING GROUP
FOR THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)
VIDEO ABSTRACT**

To : Assistant Schools Division Superintendent
SGOD and CID Chief Education Supervisors
Education Program Supervisors
School Head of Calbayog City National High School
All Others Concerned

1. In reference to Regional Memorandum No. 1166, s. 2026, entitled "Conduct of the Presentation of the Division Education Development Plan (DEDP) of the Schools Division Offices (SDOs)," the Schools Division Office of Calbayog City shall prepare a five-minute video abstract of the Division Education Development Plan (DEDP) for presentation during the scheduled activity.
2. The video abstract shall serve as the visual equivalent of the DEDP Executive Summary, providing the panel and audience with a concise, engaging, and easily understood overview of the Division's education context, key challenges, priorities, strategic interventions, and overall direction before the Schools Division Superintendent elaborates on the Plan.
3. The video abstract shall adhere to the following mechanics as stated in the aforementioned Regional Memorandum.
4. As such, the following personnel are hereby designated as members of the Technical Working Group (TWG) for the conceptualization, development, production, and finalization of the DEDP Video Abstract:

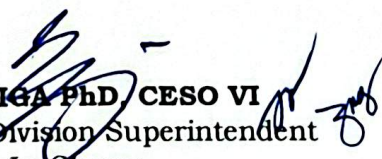
Name	Role in the TWG
Galina V. Panela	PRS Personnel
Ma. Marlie M. Mendoza	PRS Personnel
Rose Ann Menieba	TWG Member
Ruthel Conchas	TWG Member
Gente Corsiga	TWG Member
Shelumiel David Jabelo	TWG Member
Jay Angue	TWG Member
Michael Miano	TWG Member
Romeo Labine	TWG Member



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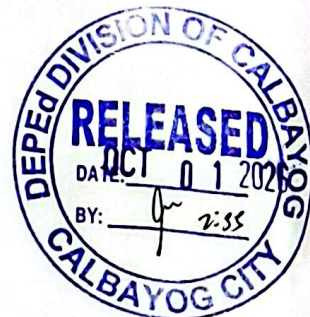
5. The TWG shall be responsible for the conceptualization, content development, scriptwriting, storyboarding, data visualization, documentation, filming, editing, graphics, voice-over coordination, post-production, and other activities necessary for the completion of the DEDP Video Abstract.
6. The TWG shall coordinate with the Planning and Research Section (PRS), Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and other concerned offices and units in the consolidation and validation of official data, DEDP highlights, photographs, video footage, and other supporting materials.
7. All concerned offices, schools, and personnel shall provide the TWG with the necessary validated data, reports, photographs, video footage, accomplishment highlights, and other relevant materials within the prescribed timeline to ensure the accuracy and completeness of the video abstract.
8. The first draft of the DEDP Video Abstract shall be completed and submitted to the Schools Division Superintendent (SDS) for review and approval on or before October 12, 2026. The TWG shall incorporate the necessary revisions and finalize the video based on the comments and recommendations of the SDS.
9. The concerned teaching personnel shall coordinate with their School Head in performing their TWG duties to ensure that classes and other school responsibilities are properly attended to and that unnecessary disruption of instruction and school operations is prevented. Appropriate arrangements shall be made whenever TWG activities require their absence from regular school duties.
10. The members of the TWG shall be granted three (3) days of **Compensatory Overtime Credit (COC)** for services rendered on October 3, 4, and 10, 2026, particularly in connection with the preparation and production of the DEDP Video Abstract, subject to existing rules and regulations on the grant and utilization of COC.
11. All concerned personnel are enjoined to extend their full cooperation and timely support to the TWG to ensure the completion of an accurate, compelling, and high-quality DEDP Video Abstract that effectively communicates the Division's education context, priorities, strategies, and intended outcomes.
12. Immediate dissemination of and compliance with this Memorandum are desired.


JOEL A. ZARTIGA PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: None
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
DEDP STRATEGIC PLAN

SGOD-PRS-GVP



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