




DM 2020-06-247
DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 247, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Others Concerned
This Division

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent 

Date: June 23, 2019

Subject: **PROJECT ICON DIGITAL LIVE STREAM**

1. In line with the Human Resource Strategic Plan on Dissemination of Opportunities in responding to the needs of the Teaching and Non-Teaching Personnel of the Division and the call of action to deliver information amidst the Pandemic situation even working from home. This Office, in coordination with the Human Resource Development Section will launch a live streaming program entitled **“PROJECT ICON DIGITAL LIVE STREAM”** that will be broadcast live on Facebook powered by StreamYard.com starting July onwards.

2. The objectives of the activity are the following:

- a. provide updates, deliver announcements, solicit feedback on the Division’s delivery of services amidst the pandemic;
- b. accommodate teaching and non-teaching’s issues and concerns (voice of the client);
- c. deliver services through live broadcast on Social Media (Facebook Private Group and YouTube Channel);
- d. encourage participation among teaching and non-teaching personnel by viewing and sharing comments during live stream broadcast.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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3. The PROJECT ICON DIGITAL LIVE STREAM Committee Chairmans is hereby directed to attend the *Special Coordination Meeting* on *June 24,2020 (9:00 am-12:00 noon)* at the School Governance and Operations Division Conference Room for finalization of mechanics and guidelines.

6. Should there be queries, contact *WOODROW WILSON B. MERIDA*, Senior Education Program Specialist - Human Resource Development at *09178122754*.

Copy furnished:
Records Unit
HRD

TO BE POSTED IN THE WEBSITE



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Enclosure 1 of Division Memorandum no. _____ s. 2019

VICTORIA V. GAZO
Schools Division Superintendent
Over-all Chairman

PROJECT ICON (I can (ONnect) DIGITAL LIVE STREAM
"Bridging Opportunities, Embracing Change"

Committee	In-charge	Function
Division Executive Committee	Chairman: Victoria V. Gazo Co-chairman: Sunny Ray F. Amit Lorenzo O. Capacio Ralph T. Quirog	Over-all in-charge of the program
Project ICON Digital Committee	Chairman: Woodrow Wilson B. Merida Ria K. Alcuizar Don Deximo Pamela Astudillo John Michael M. Vincent Gayosa	Directs the Program and in-charge of the conduct of the live stream Prepare Acknowledgements, reminders, updates on the spot queries to host Navigate program flow
Technical Working Committee	Chairman: Paul John P. Arias Members: Manuel D. Dinlayan II Paterno T. Padua, Jr. Atty. Wincerbogne L. Pesisano Jade Cabañelez Rio Arbutante Kevin Tado Pamela L. Astudillo Sybil L. Maputi	Provide Internet Connection Serve as admin for the Division Official Private Group and Youtube Channel including the Streaming Application In-charge of the technical ride of the program Upload and maintain social media Accept and confirm members Reply Queries of Both Social Media Platforms
Promotional Team and Creative Design	Chairman: Rosalio P. Arangco Purissima J. Yap Jim Dandy S. Lucine Paterno T. Padua, Jr.	Prepare banners Lay-out promotional teaser/Video Teaser Post Comments and Invite Division Teaching and Non-Teaching Personnel
Script and Proof Reading Team	Chairman: Rachel R. Valde Jasmin J. Adriatico	Proof read promotional banners, flyers,



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	Noel A. Tan Nery Gretchen V. Catane Sybil L. Maputi	Provide script of the host/program Prepare memo instruction for the pilot testing and launching of the program Prepare mechanics of Live Stream
Schedule and Booking Committee	Chairman: Pamela L. Astudillo Sunshine G. Cagatcagat Marie Cris V. Obeñita	Send Invitation to speakers Follow up guest Post communication to guest (Thank you call) Brief guest ahead of time of the guesting process
Production Committee	Chairman: Jim Dandy S. Lucine Paterno T. Padua, Jr. Jade Cabañelez Xian April Jude Alas Rex Dacanay	Prepare Intro and Extro of the Program Edit Segment before uploading to Youtube Channel Create Segment Effects and Transitions
Digital Certificate Committee	Chairman: Lucilyn M. Cahucom Keziah Faith M. Un Jennifer T. Lincuna	Generate Digital Certificate Online attendance Maintain Google Forms
Studio Set-up Committee	Chairman: Edelina M. Eborra Mary Gladys J. Dubals Engr. Leslie T. Fontanilla Arch. V. Gomez	Prepare for Studio set -up/over-all ambiance of studio In-charge of Sound Proofing/ Set Designing Arrange Equipment (Ring Light, microphone, laptop, extension wires,)
Research and Segment Committee	Chairman: Vicente G. San Miguel Ria K. Alcuizar Marsfifth M. Mamawag Purissima J. Yap Jutchel L. Nayra Evernold Berial	Prepare Program Topic ahead of time Recommend potential guest Provide possible question to the guest related to the topic. Prepare invitation to speakers Prepare mechanics of Live Stream
Talent Scout and Sensor Board Committee	Chairman: Sunny Ray Amit Dr. Marcosjulita K. Fulgencio Rhysa Cycle E. Rosalejos	Screen , Recommend and Select Host and co-host through Audition



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	Sybil L. Maputi	Approved Program Content and Screen program before broadcast and publish
External and Internal Partnership Committee	Chairman: Marsfith Mamawag Rio Arbutante	Invite future sponsors of the program
Logistics and Food Committee	Chairman: Ria K. Alcuizar Mary Gladys J. Dublas Alma B. Molina Novem A. Sescon Jherie Jane N. Guinton-JO Narisa Q. Baul-JO	Prepare Food and other task



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