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Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 391, s. 2021

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads

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

**DATE:** October 21, 2021

**SUBJECT: CREATION OF SCHOOL/DISTRICT PUBLICATION COMMITTEE**

1. As per Division Memorandum No. 571, s. 2021 re: Composition of the Division Publication Committee, this Office hereby instructs the field the creation of School or District Publication Committee.

2. The School and or District Publication Committee will be submitted in the Division Publication Committee composed by the following:

FUNCTION	PERSONNEL
Chairman	
Co-Chairman	
Members	1.
	2.
	3.

3. The School and or District Publication Committee will review and screen the Educational Articles of the writer/s before endorsing it to the Division Publication Committee following the Policy Guidelines on the Publication attached hereto.

4. Queries relative to this can be relayed to **Rachel R. Valde**, EPS/Division Publication Committee Chairman at 0926-076-4286.



## **POLICY GUIDELINES ON THE PUBLICATION AT THE DEPED MALAYBALAY WEBSITE**

1. The publication is open to all DepEd Employees both teaching and non-teaching personnel of the Division of Malaybalay City.
2. Educational articles written in English and Filipino will be accepted in the publication. Literary articles such as songs/poems/compositions are not allowed.
3. Writers/Contributors must use an article submission form in Microsoft word format with font size 12 and Arial font style.
4. All articles shall undergo screening and editing by the Division Screening Committee.
5. Articles may be written in first or third person point of view (POV).
6. Content words should not be less than 2000 words and should not exceed 5000 words
7. Seventy percent (70%) of the article must be originally written by the author, has not been published in other publication sites and must pass the plagiarism test and grammar test. If references are used, proper citation is required.
8. Articles submitted must not be subversive nor will be in violation of any existing rules and regulations of the agency and must not attack any person or entity.
9. Images attached to the article must be original action pictures or *free to use* images from a public domain site using *jpeg* format (Optional).
10. All submission that are non-compliant on the above stipulated policy guidelines shall not be considered for publication and will not qualify to be posted in the website.

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