



Republic of the Philippines
Department of Education
 Region X- Northern Mindanao
 Division of Malaybalay City

DM 2022-84-231
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATED 21 APR 2022 11:50
 BY R 29 2022

Division Memorandum
 No. 231 s. of 2022

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and School Heads
 All Others Concerned

FROM: ✓ VICTORIA V. GAZO, CESO V →
 Schools Division Superintendent

DATE: April 19, 2022

SUBJECT: GUIDELINES SUBMISSION OF PRERECORDED NEWS REPORT

This office would like to inform all School Information Coordinators of guidelines regarding the submission of videotaped news report as follows:

1. The news report shall follow the 2-minute maximum time allotment. To maximize conciseness, the following suggestions are made:
 - a. Minimize intro/extro of the news. It should not exceed approx. 10 seconds when combined.
 - b. Maximize the use of thumbnails, a small image representation of a larger image, usually intended to make it easier and faster to look at or manage a group of larger images.
 - c. Deliver the news in a straightforward manner, which covers only the most essential part news delivered in the most concise and impartial manner. The following sample format may be utilized:
 - i. Greetings. (ex: Good morning/Maayong adlaw, KaDepEd!)
 Avoid mentioning the name of our division in the Greetings. There is a high probability that your news output will be shown in the weekly regional episode of Bigaten sa DepEd X, thus, we will not limit our viewers only to DepEd Malaybalay.
 - ii. Details of the news (5Ws and 1H)
 - iii. You may incorporate a brief interview of a concerned personality, but make sure when the news is complete, it will fall within the allowed parameters.
 - iv. Make sure to properly introduce and label the interviewed personality. It should have his name and designation on the video.



Purok 6, Casisang, Malaybalay City
 Telefax (088) 314-0094
 Email: Malaybalay.city@gmail.com



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
Division of Malaybalay City

- v. Exit with a bang! (Ex. From Name of school, Malaybalay City District ____, this is Name of Newscaster, School Information Coordinator saying School's Tagline)
2. Make sure the news is clear, concise, correct, and creative.
3. Most informative news within the week will be submitted to the regional office for airing during Bigaten sa DepEd X weekly episode.
4. Submitted video reports shall be the basis for DepEd Malaybalay City ICONS Best News Presenter which will be judged according to:
 - a. Consistency (10%) – completeness of the news submission from the day of posting of this memorandum until the last day of filing for the requirements for MC ICONS for Best News Presenter. It should not go below 7 news outputs from April to November to be considered finalist. Multiple submissions within a month, although allowed, will not be used as an offset/substitute for missing months.
 - b. Content (40%) refers to relevance, clarity, completeness and organization and adherence to 5W's and 1H.
 - c. Physical and Vocal Delivery (30%) – refers to the newscaster's pronunciation/articulation, facial expression/ gesture/ posture/ movement, voice quality/clarity/animation.
 - d. Overall Impact (20%)-ability to deliver meaning and emotion to the viewers.
5. Monthly submission will be Friday on the week prior actual scheduled date of submission by district. This will allow for the news to be shown in the division's weekly convocation. It shall be as follows:
 - Week 1 – Districts 1 and 2
 - Week 2 – Districts 3, 4, and 5
 - Week 3 – District 6, 7, and 8
 - Week 4 – Districts 9 and 1

Queries relative to this can be relayed to Rio G. Arbutante, *Education Program Specialist II for Social Mobilization and Networking* and Division Information Officer-Designate at 0917 845 6602

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com