



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

2022-59084

DM 2022-09-483  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: 9/16/22 Time: 2:00  
By:

**DIVISION MEMORANDUM**

No. 108, s. 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: September 16, 2022

SUBJECT: **SUBMISSION OF PROMOTIONAL VIDEOS**

1. In anticipation of the 2<sup>nd</sup> hosting of DepEd Malaybalay to the 3<sup>rd</sup> Season of Bigaten sa DepEd X for this school year and staying true to this year's original theme of "Responding to the Quest for Excellence" this office hereby requires schools to submit a promotional video of your school's best practice in the implementation of the department's programs, projects or activities. The video must adhere to the following criteria:
  - a. The video must feature only one program, project or activity.
  - b. The opening scene must a short clip (20 seconds max) of the school head and teachers welcoming the virtual audience and giving them a brief tour or the school. Featured areas to be shown must be labelled accordingly.
  - c. The narration of the featured program, project or activity must be done by the school head or the program/project owner.
  - d. The meat of the featured video must contain the opening scene, brief background of the issue/gap the program is trying to address, the name of the program, detailed narration of how the program/project is implemented, how the program is monitored during the actual implementation, and the result of the problem/gap after the implementation of the program/project.
  - e. The length of the entire video must be about 5 to 7 minutes.
2. The top 5 best promotional video will be featured in the 2<sup>nd</sup> hosting of the division to Bigaten sa DepEd X.
3. Completed videos must be uploaded via <https://tinyurl.com/BigatenPromoVidz> . The file name must indicate the district from where the school is located and the shortened name of the school, ex. *D3BukidnonNHS*.





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4. Deadline for submission of videos will be on October 14, 2022.
5. Schools (*Katasingay CS, Can-ayan IS, Bukidnon NHS, BCT ES and Malaybalay City NHS*) who have been featured in the first hosting **MAY OPT** not to submit.
6. Queries relative to this may be relayed to Rio G. Arbutante, *EPS II-Social Mobilization and Networking* at 0917-845-6602.

**TO BE POSTED IN THE WEBSITE**



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