



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 10, 2025

REGIONAL MEMORANDUM

No. 1199, s. 2025

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

**BASIC PHOTOGRAPHY TRAINING FOR DIVISION AND REGIONAL OFFICE
PERSONNEL**

1. The Department of Education Caraga Region, through the Public Affairs Unit, will conduct a **Basic Photography Training** on **November 19–21, 2025**, at the **Butuan Southville Hotel and Convention Center**, Butuan City.
2. This training aims to equip participants with essential photography skills; promote understanding of ethical practices in photography as a tool for accurate documentation of events, effective storytelling, and public engagement.
3. Participants: Division Information Officers, one personnel from each Schools Division Office involved in documentation, information, or communication-related functions, and one representative from each Functional Division of the Regional Office. In case a participant is unable to attend, an **alternate** may be designated.
4. Participants are encouraged to bring **DSLR/Mirrorless cameras**, if available, or **mobile phones**, as well as **laptops** or **tablets** for post-processing and output presentation. See enclosure for the activity matrix and list of participants.
5. This is a **live-in** training activity. The first meal will be breakfast on November 19, 2025, and the last meal will be lunch on November 21, 2025. Registration shall be done online through the link <https://forms.gle/eTSFP4Tvs9AyaK7C7>, on or before November 14, 2025.
6. Transportation, per diem, and other incidental expenses of the participants shall be charged to local funds, subject to existing accounting and auditing rules and regulations.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects: TRAINING PROGRAMS

ORD/edp
11/05/2025

Enclosure no. 1 to Regional Memorandum No. 1199 s., 2025

Basic Photography Training for Selected Regional and Division Office Personnel
Butuan Southville Hotel and Convention Center
November 19-21, 2025

ACTIVITY MATRIX

Day/Time	Activity / Session	Objective / Description	Facilitator / Resource Person
Day 1 – November 19, 2025			
7:00 – 8:30 a.m.	Registration of Participants	To officially record attendance	Secretariat
8:30 – 9:00 a.m.	Opening Program	Invocation, National Anthem, Welcome Message, and Orientation	PAU
9:00 – 10:30 a.m.	Session 1: Fundamentals of Photography	Introduce camera types, exposure triangles, composition, and framing	Resource Speaker
10:30 – 10:45 a.m.	Health Break		
10:45 a.m. – 12:00 nn	Session 2: Camera Handling and Practical Shooting Basics	Provide hands-on experience in using DSLR/mirrorless cameras/mobile phones	Resource Speaker
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 3:00 p.m.	Session 3: Advanced Techniques in Photojournalism	Teach storytelling through images and coverage of live events	Resource Speaker
3:00 – 3:15 p.m.	Health Break		
3:15 – 4:30 p.m.	Workshop 1: Field Shooting Exercise	Practice framing, lighting, and subject focus	PAU / Participants
4:30 – 5:00 p.m.	Reflection and Day 1 Recap	Sharing of learning insights	Facilitator
Day 2 – November 20, 2025			

8:30 – 10:00 a.m.	Session 4: Lighting and Composition Techniques	Explore natural and artificial light for visual impact	Resource Speaker
10:00 – 10:15 a.m.	Health Break		
10:15 a.m. – 12:00 nn	Session 5: Ethical Guidelines in Digital Photography	Discuss ethics, consent, and responsible publication	Resource Speaker
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 3:00 p.m.	Workshop 2: Field Documentation Activity	Capture photos based on given themes or DepEd events	PAU / Participants
3:00 – 3:15 p.m.	Health Break		
3:15 – 4:30 p.m.	Session 6: Editing and Post-Processing Basics	Demonstrate editing techniques for photo enhancement	Resource Speaker
4:30 – 5:00 p.m.	Reflection and Sharing		Facilitator
Day 3 – November 21, 2025			
8:30 – 10:30 a.m.	Workshop 3: Photo Curation and Story Presentation	Participants present photo stories highlighting DepEd activities	PAU / Participants
10:30 – 10:45 a.m.	Health Break		
10:45 – 11:30 a.m.	Evaluation of Outputs and Feedback Session	Peer review and assessment of photo outputs	PAU / Resource Speakers
11:30 a.m. – 12:00 nn	Closing Program	Awarding of Certificates, Messages, and Group Photo	PAU

List of Participants

Participants	No. of Pax
Division Information Officers	12
SDO Documenter	12
Regional Office FD Representative	8
PAU	4
Total	36