



Republic of the Philippines  
Department of Education  
Caraga Administrative Region  
Butuan City



May 07, 2018

Regional Memorandum  
No. 255 s. 2018

**ARTICLE CONTRIBUTIONS FOR CARAGA HERALD (Q2-2018)**

To: Schools Division Superintendents  
School Paper Advisers  
Chiefs of the RO Functional Divisions

1. In reference to RM 343 s. 2017 with the title "Article Contributions for Caraga Herald", each SDO and RO Functional Division shall be allotted one (1) section for every issue of Caraga Herald.
2. The submission for the Second Quarter Issue is **on or before June 15, 2018**.
3. The guidelines for the submission of articles are as follows:
  - a. Articles must be original, written or co-written by any personnel/member of the SDO or Functional Division, not excluding contributions from learners.
  - b. Contributions may be in the form of news or feature (with pictures), editorial (preferably with cartoon) opinion, comics, or data set (graphs, infographics, tables, etc. -whichever is applicable.)
  - c. Contents must not exceed 500 words.
  - d. Contributions may be sent via email at: [caragaherald@gmail.com](mailto:caragaherald@gmail.com) or via PM at DepEd Caraga Region Facebook account (in Microsoft Word Format for text, or JPEG, PDF, PowerPoint format for data set/pictures).
  - e. All submissions are subject to editing by the Editorial Board.
  - f. After publication, contributors are entitled to a Certificate of Commendation as basis for earning points for ranking purposes.
4. Immediate dissemination of this memorandum is highly advised.

  
BEATRIZ G. TORNO, Ph.D., CESO IV  
Regional Director



Republic of the Philippines  
Department of Education  
**Caraga Administrative Region**  
J. Rosales Ave., Butuan City



September 11, 2017

REGIONAL MEMORANDUM  
No. 343 s. 2017



**ARTICLE CONTRIBUTIONS FOR CARAGA HERALD**

To: Schools Division Superintendents  
School Paper Advisers  
Chiefs of the RO Functional Divisions

1. Since its revival in July of 2016, the official regional publication **Caraga Herald** already had four releases covering the scope of regional programs, projects, activities, and advocacies. For a balanced representation of DepEd Caraga's image as a region, each Schools Division and RO Functional Divisions are hereby required to submit **one (1)** contributory article per quarterly issue (see enclosure for details).
2. This is also in line with the discussion done during the 4<sup>th</sup> Regular Management Committee (ManCom) meeting in Barobo, Surigao del Sur, where each SDO and RO Functional Division shall be allotted one (1) section for the 3<sup>rd</sup> Quarter issue (the submission of articles for this issue would be on or before **September 18, 2017.**)
3. The guidelines for the submission of articles are as follows:
  - a. Articles must be **original**, written or co-written by any personnel/member of the SDO or Functional Division, not excluding contributions from learners.
  - b. Contributions may be in the form of **news or feature** (with pictures), **editorial** (preferably with cartoon), **opinion, comics, or data set** (graphs, infographics, tables, etc. - whichever is applicable.)
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**BEATRIZ G. TORNO, Ph.D., CESO IV**  
OIC-Regional Director

ORD/PAU/pat/kmr/8/11/17

ENCLOSURE : Re: Article Contributions for Caraga Herald  
Regional Memo No. : 343

Date : 8/11/17

|                         | ARTICLE SUBMISSION DATE | CH RELEASE/ISSUE DATE |
|-------------------------|-------------------------|-----------------------|
| <b>2017 ISSUE</b>       |                         |                       |
| 3 <sup>RD</sup> QUARTER | September 18, 2017      | October 13, 2017      |
| 4 <sup>TH</sup> QUARTER | November 17, 2017       | December 13, 2017     |
|                         |                         |                       |
| <b>2018 ISSUE</b>       |                         |                       |
| 1 <sup>ST</sup> QUARTER | March 16, 2018          | April 13, 2018        |
| 2 <sup>ND</sup> QUARTER | June 15, 2018           | July 13, 2018         |
| 3 <sup>RD</sup> QUARTER | September 14, 2018      | October 13, 2018      |
| 4 <sup>TH</sup> QUARTER | December 10, 2018       | January 15, 2019      |