



Republic of the Philippines
Department of Education
CARAGA REGION

MAY 12, 2026

REGIONAL MEMORANDUM

No. 0449, s. 2026

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

CONSTITUTING THE DEPED CARAGA MEDIA TEAM FOR THE 2026 PALARONG
PAMBANSA

1. The Department of Education (DepEd) Caraga Region constitutes its official **Media Team** for the 2026 Palarong Pambansa. This team, composed of **livestream assistants** and **journalists**, is formally deployed to the Datu Lipus Macapandong D.O. Plaza Sports Complex and various venues in Bayugan City, Ezperanza, Bunawan, Rosario, San Francisco, and Talacogon. In addition, the team shall include **online-based** writers, layout artists, and video editors, who shall work remotely (from home or office) in coordination with their onsite counterparts, from **May 22 - 31, 2026**. The list of members and terms of reference (TOR) are provided as enclosures.
2. This team shall **assist** the Provincial Government of Agusan del Sur Media Relations and Communications Committee in providing comprehensive, real-time coverage and updates of the national games through high-quality **livestreaming** and **journalistic reporting**, highlighting the performance of **all delegations**.
3. A **technical orientation** and **dry drun** for onsite livestreamers will be held on **May 14-15, 2026**, at the different playing venues in Agusan del Sur. For inquiries and further coordination, contact Mr. Prospero Jean Dela Pena at 0917-889-7636 or Mr. Pedro A. Tecson at pau_caraga@deped.gov.ph or 09283059286.
4. Travel, meals, and other incidental expenses of the Team shall be charged against **SDO local funds** or other available local funds, subject to standard accounting and auditing rules.
5. Personnel involved are **eligible** for service credits or Compensatory Time-Off (CTO) **as applicable** under existing DepEd and CSC guidelines.
6. This Memorandum serves as the official **Travel Authority** for participation in the foregoing activities and is issued for information, guidance, and widest dissemination.

MARIA INES C. ASUNCION

Director IV
Regional Director

ORD/pat
04/07/2026



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2026-05-07703



Certificate No. PHP QMS
24 93 0191

(Enclosure to Regional Memorandum No. 0449, s. 2026)

Organizational Structure

Chairman:

Prospero Jean Dela Peña -Provincial Public Information Officer (PGAS)

Vice-Chairman: **Pedro A. Tecson** - Public Affairs Unit Head, DepEd Caraga

Content Coordinator- **Tomas M. Ferrol, III** – Education Program Supervisor

Lead Editorial- **Norberto O. Cullantes Jr.**

Members:

A. Assigned Outside Datu Lipus Macapandong Gov. DO Plaza Sports Complex.

Playing Venues	Livestream Assistants	Journalists
Bayugan: ACE Sports Centre	Richard Alfeo B. Original	Judy Ann C. Saga
Lope A. Asis Memorial Gymnasium	Joseph Arjona	James Rhen D. Melendrez
San Lorenzo Ruiz Function Hall	Dexter T. Febrio	Jane L. Jumawan
Bayugan City Convention Center	Cornelio Judicpa Jr.	Lyndie L. Tandugon
Bayugan City Dome	Alken I. Maala	Jonathan F. Gabais
Salvacion Evacuation Center	Genalyn T. Conta	Jenro Mark Jalop
Esperanza Covered Court	Gelmer Pulido	Janine Punzalan
Bunawan ASCAT	Kim Talha	Odessa Romero
Zotico Moday Cultural Center and Sports Complex	Justine Paul Alimento	
Rosario: Eutiquio O. Bade Sr. Sports and Cultural Center	Judylyn Sacarez	Shiela Joy Chua
San Francisco: ASELCO	Kimberly P. Pelostratos	Jean F. Luca
PERA-MPC Open Field	Aimee D. Tiu	
San Francisco Gym	Jeffrey Trazo	
Alegria Covered Court	Niezl Moore Leyes	
Bitan-agan Covered Court	Kimberly Pelostratos	
Talacogon Municipal Gym	Judilyn Malinao	Nino Pastor
Del Monte Evacuation Center	Nino Pastor	
Open Space-Labnig	Fe Quintas	Jude Michael Casamayor

B. Assigned at Datu Lipus Makapandong Gov. D.O. Plaza Sports Complex:

PLAYING VENUES	Livestream Assistants/Journalists	
Datu Lipus Macapandong Governor D.O. Plaza Sports Complex	Aljurd Moscosa Bernard Abuloc Douglas Baylon Kerwin D. Membrado Cesar F. Navales John Eric Tumarong Augustus Nicko Bas Romelyn Cuebillas Dexter Decastro Joel Goloran Ardelyn Glodobe Maria Ericka Enriquez Jerry Mae Judicpa Jane Trio	Jeurdecel Martizano Cristyl Ann Bantugan Rhea Cris Castillo Waren Joey Dumdum Wendilyn Acebedo Rubie Dasmarinas Jose Dennis P. Chua Gerald Pizarro Jennifer Doruelo Korina Kaye Aguilar Daphne Althea Apat Jezzel Pantonial Christopher King

C. Online/Remote Counterparts

Writers/Editors	Layout Artists	Photo/Video Editors	Social Media Page Managers
Daisy Mae Cunanan Ronald Allan A. Arcayera Richard E. Davide Frengie Botoy Ponciano Alngog Elaine N. Francisco Narven Samblasenio Charllotte Nicole Acero Maria Conception Suliveres Gladys Asis Novel Angelo Lasco Tabirara Chris Eve Rosales Christian Lozano Flomena Benitez Ronnie Dela Peña Christian Mitz Bajan	Jickie Tiu Honey Grace Buyan Winston C. Eben	Andy Mark Blanco Robert Pepe Jr. Domingo Nollora III Jeru Salem Cuarteron Rodrigo Madelo Joshua Eramis Marc Anthony Pagoyo	Jezmarie R. Macuno Erma D. Pagapong Jairha Anne Torralba Sususco

D. Terms of Reference:

Unit	Primary Responsibility
Chairperson	- Sets the overall vision and strategic direction for the media organization. - Oversees all units and ensures high-level production goals are met. - Acts as the final decision-maker for major editorial and operational policies.
Vice-Chairperson	- Supports the Chairperson in administrative tasks and team management. - Monitors the internal operations of each unit to ensure deadlines are being followed - Steps in to lead meetings or projects in the absence of the Chairperson.
Content Coordinator	- Supervises the workflow between the technical livestream crew and the journalists (writers, editors). - Ensures the write-ups meet quality standards before they hit social media. - Strategizes packaging for social media publications.
Editorial Lead	Oversees timely publication of all media content while ensuring accuracy, consistency, ethical standards, and alignment with the organization's communication objectives.
Livestream Assistant	- Assists in the management of technical equipment (cameras, microphones, lighting) during live broadcasts. - Monitors and manages real-time audience engagement/comments. - Provides photo/video documentation in coordination with the assigned writers. - May write articles, provide updates on the events at the streaming venue in the absence of assigned writers. - Uploads photos, videos, and writeups to the official link.
Writers	- Drafts news stories, captions, and scripts for social media posts, which may include interviews and gathering of facts for accuracy in reporting. - Optimizes content for readability and engagement across different digital platforms.
Photo/Video Editor	- Edits raw footage and images into polished segments, reels, or promotional clips. - Ensures all multimedia content aligns with the team's visual branding and style.
Layout Artists	- Creates digital graphics, posters, and thumbnails for social media and the livestream. - Manages the visual aesthetic and typography of all published digital materials.

E. Reporting Flow

Phase	Responsible Unit	Action
1. Gathering	Writers / Photo & Video	Livestream Assistants and journalists head to the field or event to set up equipment, gather raw facts, interviews, photos, and footage.
2. Drafting	Writers	Writers craft the initial script or social media caption based on the gathered information.
3. Visual Prep	Layout / Photo / Video	Editors process the raw media, while Layout Artists create the necessary graphics or stream overlays.
4. Coordination	Editorial Lead	The Lead reviews the draft and visual assets, ensuring they align with the strategy and the technical needs of the stream.
5. Execution	Livestream Assistants	The coordinated content is queued up under the supervision of the Chairperson.
6. Publication	Chairperson	Approves Content for Publication

D. Expected Outputs

Category	Output	Description / Indicators
Live Coverage	Livestreamed games and ceremonies	Real-time video broadcasts from all assigned venues, including opening/closing and scheduled matches
News and Editorial Content	Published news and feature articles	Game results, daily recaps, highlights, and human-interest stories published on official platforms
Social Media Outputs	Official social media posts and updates	Approved captions, scripts, and real-time updates aligned with content strategy

Category	Output	Description / Indicators
Photo Documentation	Curated photo sets	High-quality event photos per venue and per day for official use and archiving
Video Productions	Edited video outputs	Highlight reels, short-form videos, promotional clips, and daily video summaries
Graphic Design	Branded layouts and visual materials	Posters, thumbnails, scoreboards, stream overlays, and other branded graphics
Content Management	Uploaded and organized media files	Properly labeled photos, videos, and write-ups stored in official repositories
Audience Engagement	Managed livestream interactions	Moderated comments, audience engagement during live broadcasts, and basic interaction records
Quality-Controlled Publications	Approved and published content	Content that has passed drafting, editorial review, coordination, and final approval
Digital Archiving	Media archive for post-event use	Organized database of published and unpublished media for reporting and reference