



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

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MAY 7, 2025
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MAY 7, 2025

REGIONAL MEMORANDUM

No. 0468, s. 2025

To: Schools Division Superintendents
All Others Concerned

SDO PUBLICATION TEAMS ASSIGNED TO COVER SPECIFIC SPORTS EVENTS
FOR THE 2025 PALARONG PAMBANSA

1. To ensure comprehensive and timely coverage of DepEd Caraga's participation in the 2025 Palarong Pambansa (May 24 to June 2, 2025), each Schools Division Office shall create a publication team to provide coverage for their assigned sports events. This team shall include **onsite event monitors**, with the **writers** and **layout artists** working **remotely** via **online** modality.
2. The objectives of creating the publication team are:
 - a. Produce accurate and engaging news write-ups and newsletters that showcase DepEd Caraga's participation and accomplishments in the 2025 Palarong Pambansa,
 - b. Gather, organize, and transmit relevant photos and information from each sports category for timely publication; and
 - c. Strengthen collaboration among writers, layout artists, event monitors, coaches, tournament managers, and the Regional Information Officer to maximize the reach and impact of the region's stories on official platforms, including the website and social media pages; and
 - d. Allow each SDO to have a platform for reporting on their engagement in the Palaro.
3. Each SDO may determine the number of members for its publication team at its own discretion. The list of team members must be submitted **on or before May 10, 2025**, via the following link: <https://tinyurl.com/mpt8uahh>.
4. Enclosed are the lists of **SDOs and their assigned Sports Events** and the **Sports Information Sheet**.
5. **Terms of Reference:**

Tasks of Writers:

- a. **Coordinate with Event Monitors:** Regularly communicate with assigned event monitors to receive timely updates, photos, and details from the field, working remotely from their division offices or at home.
- b. **Draft News Write-ups and Newsletters:** Prepare clear, engaging, and factual articles and newsletters highlighting daily activities, achievements, and inspiring stories of DepEd Caraga's delegates.
- c. **Fact-Check and Edit Content:** Ensure accuracy of all information received; verify facts, names, scores, and quotations before publication.
- d. **Meet Publication Deadlines:** Submit write-ups according to the agreed-upon schedule to enable timely dissemination of news.
- e. **Coordinate with the Layout Artists and Regional Information Officer (RIO):** Work closely with the layout artists and the RIO for content review, approval, and publication on official platforms (website and social media).
- f. **Maintain Ethical and Professional Standards:** Uphold journalistic integrity by providing balanced, respectful, and positive coverage.

Tasks of Event Monitors:

- g. **Attend Assigned Sports Events:** Be physically present at designated sports categories to observe and document the events.
- h. **Gather Photos and Multimedia:** Capture high-quality photos, videos, and relevant multimedia content of athletes, coaches, and significant event highlights.
- i. **Collect Event Details:** Record essential information such as scores, winners, notable performances, quotes from participants, and any unique occurrences (using the **Sports Information Sheet** attached to this memorandum.)
- j. **Transmit Information Promptly:** Send all gathered materials (photos, videos, quotes, etc.) to the assigned writers as soon as possible after each event has transpired.
- k. **Coordinate with Writers, Coaches, Tournament Managers, and RIO:** Maintain open communication with writers, coaches, and tournament managers, and the RIO for further details, clarifications, further instructions, or urgent updates.

1. **Ensure Accuracy and Completeness:** Double-check all gathered information for accuracy and completeness before submission.
6. **Collaboration and Workflow:**
 - **Event monitors** serve as the eyes and ears on the ground, ensuring that all relevant details and visuals are captured and relayed.
 - **Writers** transform these materials into compelling stories, ensuring DepEd Caraga's achievements are well-documented and celebrated; write-ups must adhere to the standards of the DepEd Manual of Styles (DepEd Order No. 030, s. 2019).
 - **Layout Artists** organize and arrange text, images, and graphic elements in a visually appealing and effective manner to communicate the intended message clearly and attractively.
 - **All outputs** are coordinated with the **Regional Information Officer** for final review and publication on the official website and social media pages.
7. The team members are entitled to overtime pay, Vacation Service Credits (VSC), or Compensatory Time-Off (CTO), whichever is applicable, with the approval of the proper authorities.
8. For queries, please contact Pedro A. Tecson, Regional Information Officer, at 09283059286 or email at pau_caraga@deped.gov.ph
9. For guidance and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: Regional Memorandum (No. 0415, s. 2025)
To be indicated in the Perpetual Index
under the following subjects:

ORD/pat
05/06/2025

Enclosure to Regional Memorandum No. 0468, s. 2025

A. List of SDOs and their Assigned Sports Events

Agusan del Norte	Archery, Boxing, Gymnastics
Agusan del Sur	Basketball, Chess, Football, Futsal
Bayugan City	Badminton, Dancesport, Baseball
Bislig City	Badminton, Weightlifting
Butuan City	Arnis, Softball, Taekwondo, Volleyball
Cabadbaran City	Chess, Para Games
Dinagat	Pencak Silat
Siargao	Billiards, Wushu
Surigao City	Swimming, Tennis
Surigao del Norte	Basketball, Softball, Tennis
Surigao del Sur	Baseball, Wrestling
Tandag City	Arnis, Speak Takraw, Volleyball

B. Sports Event Information Sheet

Event Title:	(Name of the Sport or Event)
Date:	[MM/DD/YY]
Time:	[Start time – End Time]
Venue:	[Name and location of the venue]
Opponent	[Name/Region of opposing team or individual]
Participants from DepEd Caraga	[Select athletes, coaches, assistants, who may be featured in the writeups]
Highlights	[Key moments, outstanding performances, half-time scores, final scores, lead changes, if any]
Injuries or Incidents:	[Any injuries, disputes, or other notable happenings, if any]
Quotes:	[Notable quotes, if any]
Photos/Multimedia:	[sent via GC or other online platforms]
Submitted by:	
Date of Submission:	