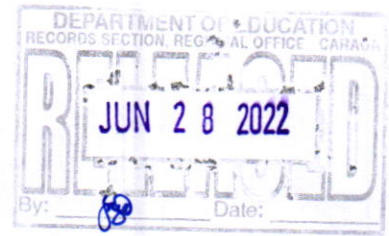




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



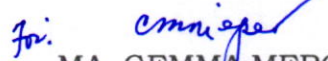
June 28, 2022

REGIONAL MEMORANDUM  
No. 0547, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS OF THE FUNCTIONAL DIVISIONS  
This Region

REQUEST FOR THE GREETING MESSAGE FOR SECRETARY LEONOR  
MAGTOLIS BRIONES AND VICE PRESIDENT SARA Z. DUTERTE

1. This has reference to DepEd Memorandum No. 2022-061 dated June 27, 2022 requesting each Regional Office to submit a ten-second farewell message for the outgoing Secretary Leonor Briones and a welcome message for Vice President and incoming Secretary Sara Z. Duterte to be played during the turnover ceremony of DepEd leadership on July 4, 2022.
2. For this reason, each Schools Division Office shall submit a **5-second video bidding goodbye to the outgoing DepEd Secretary and a 5-second video to the incoming DepEd Secretary using the local language.**
3. All personnel shall wear DepEd Uniform during this activity as highlighted in the shooting guide.
4. The Regional Office personnel shall convene in the lobby at 8:00 AM tomorrow, June 29, 2022 for video recording.
5. All videos shall be submitted on/or before 12:00NN of June 30, 2022 to [winston.eben@deped.gov.ph](mailto:winston.eben@deped.gov.ph) strictly following the attached Shooting Guide for the Video Message.
6. Immediate dissemination and compliance of this Memorandum is highly enjoined.

for:   
MA. GEMMA MERCADO LEDESMA  
Regional Director

Encl/s.: AS STATED  
Reference/s: AS STATED  
To be indicated in the Perpetual Index  
under the following subjects:

MESSAGE

FTA/cmn  
6/28/22



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



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Republic of the Philippines  
**Department of Education**  
PUBLIC AFFAIRS SERVICE

**Shooting guide for the video message**

- I. The video should be strictly 30 seconds.
- II. Preferably drone shots or wide shots of the officials and staff.
- III. Use your local language for the opening message, (e.g. "Mabuhay, mula rito sa DepEd-Central Luzon,") followed by the Region's message.
- IV. The following procedures are recommended when recording a video message:
  - Preferably, the officials and staff are wearing DepEd uniform.
  - The official/s should be in front of the staff.
  - Set the audio recording to Stereo;
  - Choose a good location with ample lighting and space (e.g., open grounds, or in front of RO building). Remove any unnecessary or distracting items in the background.
- V. The recommended minimum specifications for videos are as follows:
  - File format: MP4 (with 1080p or 720p resolution)
  - Dimensions: 1920px x 1080px (16:9)
  - Orientation: Landscape
  - Frame rate: 30fps
- VI. Refer to the following screenshots for sample shots and framing:



2<sup>nd</sup> Flr. Aguinaldo Bldg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 6316033; 6332120; 6337254

