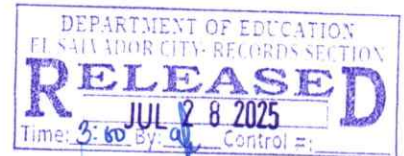




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the
Schools Division Superintendent

24 July 2025

DIVISION MEMORANDUM
No. 249, s. 2025

TIMELINE OF SUBMISSION AND COMMITTEES FOR BIGATEN DOCUMENTARY

To: **All Section Heads**
All Elementary School Heads
All Secondary School Heads
All Others Concerned
This Division

1. Pursuant to RM 515, s.2025, Re: BIGATEN DEPED X: WeLearnAndWinAsOne Season 6, this Office informs the field of the Committee Members and Timeline of Submission for BIGATEN Documentary; to wit:

a. Timeline and Submission of Output/s

Date	Expected Output
July 25	-Script/Story Outline -Story Pitching
August 4-5	Permits and other documentary requirements
August 6-8	Raw footage of all episodes
August 11-15	-Initial Video Editing -Promotional Poster
August 22	Critiquing of Videos for final editing
August 25-27	Polishing
August 29	Submission to ROX-PAU

b. Committees

- Head of Production-** Randolph B. Tortola (SDS), Conniebel C. Nistal (ASDS)
Rolly B. Labis (Chief SGOD), Ninian A. Alcasid (Chief CID)
- BIGATEN Focal-** Karen Rose A. Serrania
- Screenplay and Artistic Director-**Phoebe Joy P. Lopez
- Animation and Editing** - Sherrie R. Dungog, Ben Gabriel G. Maghuyop,
Sherwin D. Oranio, Yuriel Clint C. Bejiga, Jorge C. Cacdac Jr.
- Infomercial-** Merogim P. Mugot and Jessica C. Micabalo
- Video Recording-** Glenn John O. Isiderio and Therese Angeli M. Romasanta,
Rene Conog



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7. **Provision of EIC Materials and Support Equipment-** Vanity Jade Lazaga
 8. **Community Engagement and Permits:** Melanie M. Ligutom and Jurica Ethel Estrada
 9. **Promotional Poster-** Glenn John Isiderio, Sherrie R. Dungog
 10. **Anchor-** Eric Gabriel C. Balili
2. This Memorandum also serves as the *Official Authority to Travel* of the identified team members relative to the stated activities and dates thereof.
 3. The Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
 4. For guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

DIO

BIGATEN



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