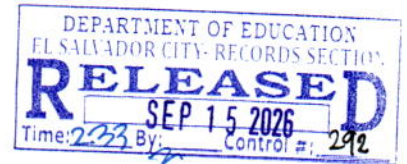




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 11, 2026

DIVISION MEMORANDUM
NO. 292, s. 2026

**PRE-PRODUCTION MEETING AND IMPLEMENTATION TIMELINE FOR THE
BIGATEN NEWS MAGAZINE PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Public Elementary & Secondary School Heads
Designated Technical Working Group
All Others Concerned

1. Pursuant to Regional Memorandum titled "Guidelines on the Production of the News Magazine Program 'MAS ASENSO: DEPED NORMIN' Season 7, s. 2026" with the theme "*Asenso sa Edukasyon, Inspirasyon sa Henerasyon!*", this Office directs all members of the Technical Working Group to attend the Pre-Production Coordination Meeting for the Special Needs Education (SNED) video feature on **September 17, 2026, at 2:00 PM** at the **Division Conference Room**.
2. The activity aims to coordinate production deliverables, finalize scriptwriting and storyboarding, identify SNED learners and teachers to feature, secure parent/guardian consent forms, and organize the online submission of the title and synopsis in preparation for the official regional streaming on October 20, 2026.
3. See the following enclosures for guidance and reference:
Enclosure 1 – Members of the Technical Working Group
Enclosure 2 – Activity Matrix
4. School heads of teacher-participants are requested to make necessary arrangements to ensure non-disruption of classes in accordance with existing DepEd policy on time-on-task.
5. Immediate and wide dissemination of this Memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
To be included in the **Perpetual Index**
under the following subjects

MEETING SPECIAL EDUCATION PROGRAMS

SGOD/HRD/cvg



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.2025	Page	1 of 3

MEMBERS OF THE TECHNICAL WORKING GROUP

Name	Position	Office/School
Randolph B. Tortola	Schools Division Superintendent	Office of the Schools Division Superintendent
Conniebel C. Nistal	Assistant Schools Division Superintendent	Office of the Schools Division Superintendent
Rolly B. Labis	Chief, Education Program Supervisor	School Governance and Operations Division
Ninian A. Alcasid	Chief, Education Program Supervisor	Curriculum Implementation Division
Lina C. Bejiga	Education Program Supervisor, SNED Focal	Curriculum Implementation Division
Carmille V. Gahay	SEPS-HRD, Division Information Officer	School Governance and Operations Division
Sherrie R. Dungog	Information Technology Officer I	Office of the Schools Division Superintendent
Glenn John O. Isiderio	Project Development Officer II	Curriculum Implementation Division
Ben Gabriel G. Maghuyop	Teacher I	El Salvador City National High School
Psyrel M. Rosas	Teacher I	Himaya National High School
Sherwin D. Oranio	Teacher I	Cogon National High School
Christine Marie B. Amoncio	Teacher IV	El Salvador City National High School

ACTIVITY MATRIX

Time	Activity/Topic	Facilitator/Lead
September 17, 2026	Phase 1: Pre-Production <ul style="list-style-type: none"> Coordination meeting with Division SNED Coordinator & TWG Scriptwriting, storyboarding, and identifying SNED learners/teachers to feature Securing parent/guardian consent forms for student media exposure Online submission of Title & Synopsis 	Division Information Officer, SNED Focal Person, TWG
September 24, 2026		
September 28-30, 2026	Phase 2: Production <ul style="list-style-type: none"> On-site video shooting in SNED centers/inclusive classrooms Conducting interviews with SNED learners, parents, SPED teachers, and school heads Capturing anchor and field reporter spiels 	Division Information Officer, SNED Focal Person, TWG-Videographers and Editors, SNED Teachers, Parents, and Students
October 1-2, 2026	Phase 3: Post-Production <ul style="list-style-type: none"> Video editing, voiceover recording, and sound design Subtitling/captioning (essential for accessibility and SNED awareness) Applying regional branding layout and graphics Designing the 4:5 Promotional Poster and 30-second Teaser 	Division Information Officer, SNED Focal Person, TWG-Videographers and Editors
October 5, 2026	Phase 4: Review and Submission <ul style="list-style-type: none"> Internal Division Quality Assurance and ethics review Revisions and final rendering 	Division Information Officer, SNED Focal Person, TWG-Videographers and Editors
October 6, 2026	Phase 5: Submission of Output <ul style="list-style-type: none"> Official submission of Media Package to Regional PAU 	Division Information Officer