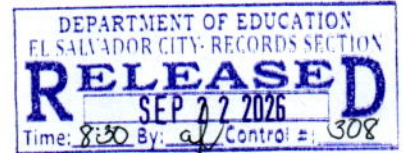




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 18, 2026

DIVISION MEMORANDUM
NO. 308, s. 2026

CORRIGENDUM TO DM NO. 292, S. 2026 RE: 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 Division Memorandum No. 292, s. 2026 titled "Pre-production Meeting and Implementation Timeline for the Bigaten News Magazine Program", 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 24, 2026** at the El Salvador City National High School.
2. See the following enclosures for guidance and reference:
Enclosure No. 1 – Updated Members of the Technical Working Group and their Roles and Responsibilities
Enclosure No. 2 – Activity Matrix
3. On the scheduled dates of the meeting and subsequent video shoot, all members of the TWG are expected to be at the venue on time.
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. This Memorandum shall serve as the official **Authority to Travel** for all designated TWG members and participants throughout the implementation timeline.
6. 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
BIGATEN SPECIAL EDUCATION PROGRAMS
SGOD/HRD/cvg

**UPDATED MEMBERS OF THE TECHNICAL WORKING GROUP AND THEIR
ROLES AND RESPONSIBILITIES**

Name	Role	Responsibility
Randolph B. Tortola	SDS, Overall Director	Oversees overall implementation and alignment with regional standards.
Conniebel C. Nistal	ASDS, Co-director	Provides administrative direction and program co-oversight.
Rolly B. Labis	SGOD Chief	Coordinates field operations and governance support.
Ninian A. Alcasid	CID Chief	Ensures curriculum and content alignment with SNED guidelines.
Lina C. Bejiga	SNED Division Focal	Leads content technical review and student/teacher coordination.
Carmille V. Gahay	TWG Lead	Manages full production workflow, logistics, and quality control.
Sherrie R. Dungog	Camera and other ICT Equipment Lead	Handles media equipment management and technical setup.
Glenn John O. Isiderio	Food Focal / Production Support	Coordinates meals, participant welfare, and venue logistics.
Psyrel M. Rosas	Field Director, Storyline Writer, Editor	Writes script/storyline, directs field shoots, and assists in editing.
Ben Gabriel G. Maghuyop	Videographer, Editor	Operates camera during field shoots and manages post-production.
Sherwin D. Oranio	Videographer, Editor	Operates secondary cameras, handles audio/lighting, and video editing.
Christine Marie B. Amoncio	SNED School Coordinator	Facilitates school-level coordination, consent forms, and student flow.
Jayson L. Gomez	Voice-over Anchor / Reporter	Provides narrative voice-overs, anchor audio, and studio spiels.

Handwritten signature/initials

ACTIVITY MATRIX

Date	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 25, 28-29, 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
September 30, 2026 & 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