



Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

OFFICE OF THE SUPERINTENDENT  
 DIVISION OF CATANDUANES  
 RECORDS SECTION  
**RELEASED**  
 April 5, 2021  
 BY: [Signature]  
 DATE: APR 05 2021  
 TIME: 2:50 PM

**DIVISION MEMORANDUM**  
**OSDS-SGOD - DM 000** 123 s. 2021atb

To:

- Romeo T. Ogalinola** - School Principal I, Bagamanoc Central ES
- Ruben Jose V. Tria-** School Principal I, Antipolo ES
- Lyra C. Tusi-** School Prncipal II- Baras Rural Development HS
- Sonia V. Prensader-** School Principal II- Bato Rural Development HS
- All Others Concerned

1. In connection with *the 2nd Division Virtual Management Committee Meeting (MANCOM)* which will be conducted on April 8, 2021, please be informed that your school was chosen to present a 5-minute video presentation of the activities conducted in connection with the Early Registration for School Year 2021-2022.
2. To show compliance to DepEd Memo no. 8 s. 2021 & DM PHROD -2021-0192 respectively, and to highlight the best practices of your school in relation to the conduct of Early Registration , please consider the following guidelines in preparing the video documentation:

**A. Technical**

- a. It should be a 5- minute presentation including the intro and extro.
- b. A recorded voice over narrating the activity is suggested.
- c. Clear and without unnecessary noise that can be heard over the video.
- d. Info graphics should be clear and can be seen in the monitor.

**B. Content:**

- a. The video must shows the processes of the conduct of Early Registration and strictly adhere to the above cited DepEd Memo;
- b. Shows that the conduct of Early Registration was done remotely/ in – person registration through parents or guardians;
- c. Physical distancing, health and safety protocols are strictly observed;
- d. Highlights the support of the Barangay/ Community and other stakeholders;
- e. Provided Registration hotlines and shows its utilization;
- f. Highlights the best practices in encouraging the parents and community to participate in the activity and;
- g. Ways Forward

3. For information and compliance.

[Signature]  
**SUSAN S. COLLANO**  
 OIC- Schools Division Superintendent

Encl:  
 References:  
 DepEd Memo no.8 s. 2021 & DM PHROD -2021-0192  
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