



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

10 JUL 2023

DIVISION MEMORANDUM  
No. 479, s. 2023

**REQUEST FOR GATHERING OF SY 2022-2023 GRADUATION VIDEO FOOTAGE**

To: Assistant Schools Division Superintendents  
Chief Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ DICs  
Elementary and Secondary School Heads  
District/ School ICT Coordinators  
All Others Concerned

1. For the information and guidance of all concerned, attached is the communication from the Creative Media Unit of DepEd – Public Affairs Service (DepEd-PAS), requesting for the video footage of this school year's graduation/ commencement exercises.
2. The said footage shall support the current communications material project of the Department of Budget and Management on the submission of the Fiscal Year 2024 National Expenditure Program (NEP) to the Congress on July 31, 2023.
3. For further reference, instructions/ requirements of the said footage are detailed in the relevant documents attached in the said communication.
4. Immediate dissemination and compliance with this Memorandum is enjoined.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

7/10/23

SPP/OSDS-ICT/RVG/gmc  
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Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUL 07 2023

REGIONAL MEMORANDUM  
No. **0466** s. 2023

**REQUEST FOR GATHERING OF SY 2022-2023 GRADUATION VIDEO FOOTAGE**

To: All Schools Division Superintendents/OICs  
All Division Information Officers  
All Others Concerned

1. For the information and guidance of all concerned, attached is a communication from the Creative Media Unit of DepEd- Public Affairs Service (DepEd-PAS), requesting for the video footage of this school year's graduation/commencement exercises.
2. The said footage shall support the current communications material project of the Department of Budget and Management on the submission of the Fiscal Year 2024 National Expenditure Program (NEP) to the Congress on July 31, 2023. With the said request, all Division Information Officers are encouraged to send at least one (1) video footage of a successfully conducted graduation/ EOSY Rites next week (July 10-14).
3. For further reference, instructions/requirements of the said footage are detailed in the relevant documents attached in the said communication.
5. Immediate dissemination of and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/FYA/PAL/AID



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Amaryllis Villarmia &lt;amaryllis.villarmia@deped.gov.ph&gt;

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**Request for Gathering of SY 2022-2023 Graduation Video Footage**

1 message

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**Creative Media Unit (Public Affairs Service) <pas.cmu@deped.gov.ph>**

Wed, Jul 5, 2023 at 4:00 PM

Good day, Ka-DepEd!

Greetings from PAS-CMU!

Our office, the DepEd Public Affairs Service-Creative Media Unit is currently assisting the Department of Budget and Management (DBM) in gathering video footage needed for the audio-visual presentation (AVP) of the FY 2024 NEP. Among those is footage from the Basic Education Graduation.

In line with this, we humbly ask your assistance in securing video footage of the upcoming EOSY Rites next week (July 10-14). Attached in this email are the requested letter for reference and the consent form to be filled out by the student or their guardian if needed.

Your kind assistance will be a great help to us and the success of the event.

We are looking forward to your positive response.

Thank you!

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This communication may contain confidential or privileged information and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

June 30, 2023

**MR. JASON V. MERCENE**

OIC-Director, Public Affairs Service-Communications Division  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

Dear Mr. Mercene,

Greetings of peace!

The Executive Branch, led by the Department of Budget and Management, is gearing up for the submission of the Fiscal Year 2024 National Expenditure Program (NEP) to Congress on July 31, 2023.

In line with this, the Advocacy, Communications, and Training Service (ACTS) of DBM is preparing an audio-visual presentation (AVP) of the FY 2024 NEP to showcase the priority programs and projects anchored on the 8-point Socioeconomic Agenda of the administration of President Ferdinand R. Marcos, Jr. in a way that is informative, entertaining, and easily understood by the public.

The said AVP shall be completed by the third week of July 2023. With this, we are respectfully requesting your agency's permission and assistance in conducting video shoots relevant to each agenda item under the NEP. We would also like to request stock video/s of items related to your agency's functions for inclusion in the AVP.



Below is the list of footage descriptions that we need from your end:

<b>File Specifications:</b>	At least 1920 x 1080 pixel size; Full HD (FHD)
DepEd key PAPs	Basic education graduation
	Upgraded learning equipment (library, computer laboratories, SPED)
	School-Based Feeding Program
	Alternative Learning System
	Government Internship Program

Given the tight deadline, we propose holding the video shoots between the dates of July 3 - July 14, 2023. You may also submit our requested stock video footages on or before July 14, 2023.

For your confirmation and other queries, your staff may contact our Media Production Specialist, Ms. Alexis Mari C. Dinola, via email at [stratcom@dbm.gov.ph](mailto:stratcom@dbm.gov.ph) or mobile at +639057893672.

We look forward to your agency's response on this matter.

Thank you very much and warm regards.

Very truly yours,



**ATTY. DIANA C. CAMACHO-MERCADO**  
Director IV, ACTS



## Department of Education Republic of the Philippines

In line with the mission of the Department of Education (DepEd) to provide quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment;
- Teachers facilitate learning and constantly nurture every learner;
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen;
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners;

And in accordance with the DepEd's thrust to continuously improve itself to better serve its stakeholders, an effective communications strategy paves the way to a more efficient public policy formulation and implementation.

The Department of Education and its representatives are therefore seeking your permission to take and make use of voice recordings and/ or audiovisual images of you/ your children/ your students for the purposes stated above.

Please furnish us with your full name and signature on the next page should you confirm your consent to the proposed use of your/ your children/ your students' photographs and video/voice recordings in our communications and publicity materials.

Thank you very much.

# Department of Education

Republic of the Philippines

## CONSENT, WAIVER, INDEMNITY and RELEASE

I, \_\_\_\_\_, M/ F, \_\_\_\_\_ years of age, hereby grant permission to the Department of Education (DepEd) and its representatives to make recordings of my voice and to take photographs and /or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated below:

Production name/ Project title: \_\_\_\_\_

Location: \_\_\_\_\_

I acknowledge that the DepEd owns all rights to these images and recordings. I further grant the DepEd and its representatives the right to use, display, exhibit, reproduce, distribute, and create derivative works of these images and recordings in any media now known or later developed.

I hereby waive any right to inspect or approve the use of the images or recordings or of any written derivatives. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the materials.

I hereby release, defend, indemnify, and hold harmless the DepEd and its representatives from and against any claims, damages, or liability arising from or related to the use of the images, recordings, or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older/ I am accompanied by my legal guardian, and I am competent to enter into this contract/ NAME OF GUARDIAN: \_\_\_\_\_ has legal authority to enter into this contract. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release.

This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

\_\_\_\_\_  
Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

\_\_\_\_\_  
Signature over printed name of Parent /Guardian /Teacher \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_