



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 5, 2026

OFFICE MEMORANDUM

ORD-2026- **378**

**MONTHLY SUBMISSION OF VIDEOS ON REGIONAL ACTIVITIES
AND FUNCTIONAL DIVISION ACCOMPLISHMENT HIGHLIGHTS**

To: Director III
Functional Division Chiefs
All Others Concerned

1. In line with the Regional Office's commitment to strengthen organizational communication, institutional memory, and public information dissemination, all Regional Functional Divisions are hereby directed to submit monthly video clips featuring significant regional activities and highlights of their respective accomplishments.

The submitted videos shall serve as source materials for the production of the DepEd Region VIII Monthly Accomplishment Video, which will be presented during the Regional Management Committee (ManCom) Meeting, flag ceremonies, and other official activities, as well as published through the Region's official communication platforms.

2. To provide ample time for video editing and production, all Regional Functional Divisions shall observe the following submission schedule:

Submission Deadline:

Every Monday immediately preceding the third Friday of each month. Initial submission shall be on **August 8, 2026**.

Late submissions may no longer be included in the monthly accomplishment video unless approved by the Public Affairs Unit.

3. To ensure uniformity and high-quality video production, all submitted materials shall conform to the following specifications:

Requirement	Specification
Orientation	Landscape (Horizontal)
Resolution	Full HD (1920 × 1080 pixels) or higher
Video Format	MP4 (.mp4)
Audio	Clear, minimal background noise
Total Submission	2-5 minutes of raw footage per division

4. To facilitate editing, the following shall be observed:

- a. Capture a variety of shots, including:
- Wide shots of the venue;

- Medium shots of participants;
- Close-up shots of speakers, demonstrations, and outputs;
- Audience interaction and engagement;
- Group photos and ceremonial activities.

b. Record clips with at least 10 seconds of steady footage without unnecessary camera movement.

c. Ensure that videos comply with DepEd branding and ethical standards, including the protection of learners' privacy and observance of applicable child protection policies.

5. Video files shall be uploaded to the official shared folder designated by the Public Affairs Unit (PAU). Each file shall be named using the following format:

Division/Office_Activity_Date

Example:

FinanceDivision_Q2Conference_August18.mp4

Each submission shall be accompanied by a brief activity information sheet containing:

- Title of the activity;
- Date and venue;
- Brief description (2-3 sentences);
- Key officials present; and
- Name and contact information of the submitting office.

6. Regional Functional Divisions shall designate a focal person responsible for documenting activities, ensuring compliance with the prescribed technical standards, and submitting complete video materials within the prescribed schedule.

The Public Affairs Unit (PAU) in coordination with the Information and Communications Technology Units, shall consolidate, edit, produce, and disseminate the monthly accomplishment video and may request additional footage or information when necessary.

6. Immediate dissemination and strict compliance with this memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



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