



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

August 5, 2026

REGIONAL MEMORANDUM

No. **990** s. 2026

**SUBMISSION OF VIDEOS ON DIVISION ACTIVITIES AND
HIGHLIGHTS OF ACCOMPLISHMENT**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
SGOD and CID Chiefs
All Others Concerned

1. In line with the Regional Office's commitment to strengthen organizational communication, institutional memory, and public information dissemination, all Schools Division Offices (SDOs) are hereby directed to submit videos featuring significant division activities and highlights of their respective accomplishments.

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

2. Each SDO shall prepare and submit video materials covering, but not limited to, the following:

- a. Journalism and media literacy;
- b. Arts and culture;
- c. Sports and wellness;
- d. School-Based Management and Learner-Centered Governance; and
- e. Teacher Innovation, Initiatives and Heroism.

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)
Video Format	MP4 (.mp4)
Audio	Clear, minimal background noise
Total Submission	2–5 minutes raw footage per division

4. Video files shall be regularly uploaded to this link:

<https://bit.ly/VideosForDepEdHymn>. Each file shall be named using the following format:

Division/Office_Activity_Date

Example: FinanceDivision_Q2Conference_August18.mp4

Folders in Google Drive are already organized as mentioned above. The initial deadline for video submissions is **August 8, 2026**. Subsequent submissions shall be done regularly.

5. Schools Division Office shall designate a production team responsible for documenting activities, ensuring compliance with the prescribed technical standards, and submitting complete video materials within the prescribed schedule.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ADVOCACY

DOCUMENTATION



ORD-PAU-JFC