



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 27, 2021

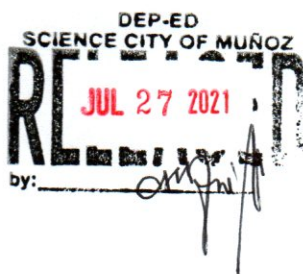
**DIVISION MEMORANDUM**

No. 281, s. 2021

**GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN MESSAGES OF  
THE REGIONAL DIRECTOR, DEPED REGION III**

To: Public Elementary and Secondary School Heads  
Private School Administrators  
All Others Concerned

1. Pursuant to Regional Memorandum No. 291, s. 2021, Guidelines on the Request for Video and Written Messages, all request for video and written messages of the Regional Director of DepEd Region III shall be sent to *region3@deped.gov.ph* copy furnished *pau.ro3@deped.gov.ph* at least three (3) weeks prior to the event.
2. Request sent later than the time frame will not entertained by the Regional Office III.
3. The request must be accompanied by detailed program with the names of the speakers and properly accomplished *Event Briefer* based on the attached template.
4. External Request will be acted upon on a case-to-case basis. The requesting party will be asked to fill out the *Engagement Briefer Template* if their communication lack the sufficient details for endorsement.
5. For information and guidance.



**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

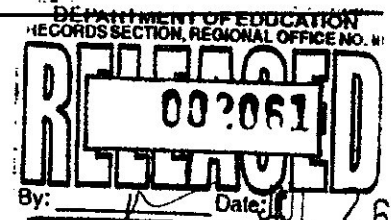
Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)





Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM  
No. 291, s. 2021



**GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN MESSAGES**

To: Assistant Regional Director  
Regional Functional Division Chiefs  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Adopting the Guidelines on the Request for Video and Written Messages issued through Memorandum from Secretary Leonor Briones dated July 19, 2021, this Office hereby issues the following reminders relative to such requests for video and written messages to be given by the Regional Director.
2. All requests for video and written messages shall be sent to [region3@deped.gov.ph](mailto:region3@deped.gov.ph) copy furnished [pau.ro3@deped.gov.ph](mailto:pau.ro3@deped.gov.ph) at least three (3) weeks prior to the event. Requests sent later than the time frame will not be entertained. External requests will be acted upon on a case-to-case basis.
3. The request must be accompanied by detailed program with the names of the speakers and properly accomplished Event Briefer based on the attached template.
4. For external requests, the requesting party will be asked to fill out the Engagement Briefer Template if their communication lack the sufficient details for endorsement.
5. For information and guidance.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

ORD1/pau2  
July 23, 2021



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)






Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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MEMORANDUM

TO : Undersecretaries  
Assistant Secretaries  
Minister of Basic, Higher and Technical Education, BARMM  
Regional Directors  
Bureau and Service Directors  
Schools and Divisions Superintendents  
Division Chiefs and Unit Heads

FROM :   
LEONOR MAGTOLIS BRIONES  
Secretary

SUBJECT : GUIDELINES ON THE REQUEST FOR VIDEO AND WRITTEN  
MESSAGES

DATE : July 19, 2021

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In light of the voluminous requests for video and written messages being received by the Office of the Secretary (OSec) for various programs and events, the following guidelines are being issued:

- Requests for video and written messages from the DepEd Central Office, field offices, and schools should be received by OSec through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph), copy furnished the Public Affairs Service (PAS) at [pas.od@deped.gov.ph](mailto:pas.od@deped.gov.ph), at least three (3) weeks prior to the event. **Requests sent LATER THAN THE TIME FRAME will NOT BE ENTERTAINED.** External requests will be acted upon on a case-to-case basis.
- A thorough briefer must be provided. **Requests with INCOMPLETE BRIEFERS will NOT BE ENTERTAINED.** Briefers must include the following:
  - For Video Messages
    - brief description of the program;
    - list of officials / VIPs present;
    - list of attendees and/or target audience;
    - dress code (if applicable);
    - contact information of the requesting office (i.e., e-mail address, mobile number);

- detailed program with the names of the speakers; and
- Thorough but concise talking points
  
- For Written Messages
  - brief description of the program;
  - theme of the message/ program;
  - key message/ points;
  - draft written message (optional);
  - contact information of the requesting office (i.e., e-mail address, mobile number)

Regional and field offices may use the **Engagement Briefer Template** provided by PAS (Annex A).

For external requests, the requesting party will be asked to fill out the Engagement Briefer Template if their communication lack the sufficient details for endorsement.

- PAS will review the video requests from our Central, Regional and Field Offices before endorsing to OSec for the Secretary's approval. The Direct Support Unit (DSU) of OSec will review the external video requests received for further action before endorsing to the Secretary.
- For written messages, PAS will draft both internal and external requests for the Secretary's vetting. Should the requesting office already provide the draft written message, PAS will review the submitted message before endorsing for the Secretary's vetting.

Adherence with the following guidelines will provide PAS and DSU sufficient lead time to review, prepare and endorse the request for the Secretary's approval and delivery.

For your information and strict compliance.

Thank you.