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Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 307

To: Concerned Public Elementary and Secondary School Heads
 Concerned teachers
 All others concerned

Subject: **FINALIZATION ON THE RECORDING OF THE DIVISION HYMN**

Date: December 11, 2023

1. Relative to the finalization of the recording of the Division Hymn, the following teachers are requested to convene on the following dates:

Editors, Cameraman and Drone operator		
December 11-13, 2023	Jayson Abellon (Director) Johannes Sabio Marlou Samontina Nino Dabalos Arnie G. Montaner Demosthenes Cajes Lee Wilson Precellas Jayffer Sartorio	Storyboarding and video shooting at the Division Office, Kapatagan NHS, Rizal CES, Palan, Binaton, G. Reusora ES, Igpit ES, Matti NHS, Digos City CES, Don Mariano CES, and Ramon Magsaysay CES.
Audio Editor		
December 12-13, 2023	Jeriel C. Caminade	Final Audio Editing, Mixing and Mastering
Singers		
December 13, 2023	FLORES, GALILEO JR B. LERIN, NERYSA LOEN D. BANCORO, JEFFERSON G. THIAM, CHERRY JOY M. LLABAN, JILLMARIE RICAROSE C. CAMINADE, AMABELLE D. AQUINO, DENZEL B. BARING, CHRISTINE MARIE T. RAFIL, GLADYS T. SARCAUGA, RIKKA JOY A. AGOT, STEPHANIE ANNE V. RODOLFO II M. OSORNO JERIEL C. CAMINADE MELVIN ANTHONY SABIO MARVIN LOUIE NULMASA	Video shooting at the Division Office and Ramon Magsaysay CES.

VIDEO EDITORS		
December 14-15, 2023	Lee Wilson Precellas Jayffer Sartorio	Video editing

2. Concerned teachers shall adhere to the policy on “No Disruption of Classes” as per DepEd Order No. 9, s. 2005 entitled “Institutionalizing Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith.” School Heads of the said teachers are expected to make necessary arrangements ensuring that classes handled by teachers will be taken cared of by another teacher.
3. Travel and other incidental expenses shall be charged against School MOOE and other sources of funds subject to the usual government accounting and auditing rules and regulations.
4. For information and compliance.

M. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
27-11786
DATE: DEC 13 2023 TIME: 9:30 am
BY: *[Signature]*