



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2024-284

To : CID Chief  
 Education Program Supervisor Concerned (MAPEH)  
 Secondary School Heads Concerned  
 Teachers

Subject : INVITATION TO THE 2<sup>ND</sup> SEASON OF THE PALM CITY FILM FESTIVAL

Date : July 31, 2024

In reference to the Regional Memorandum CLMD-2024-424, dated July 23, 2024, re: **Invitation to the 2<sup>nd</sup> Season of the Palm Film City Festival**, this Office encourage the participation of the Special Program in the Arts school implementers in the said activity on November 14-15, 2024 at the City of Tagum Cultural Center.

The teacher-participants 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 are expected to make necessary arrangements ensuring that classes handled by involved teachers will be taken care of by other teachers.

No Government funds shall be used

Other details of the above information are in the enclosures.

For immediate dissemination and compliance.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RECEIVED**  
 24-11-756  
 DATE: AUG 01 2024 TIME: 1:00 PM  
 BY: *[Signature]*

Enclosed: As stated.  
 CID/avb

**List of Schools**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos  
 City 8002  
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
 | (082)553-8375

Leard



Republic of the Philippines  
Department of Education  
DAVAO REGION

DepEd Schools Division of Digos City  
RECORDS SECTION  
RECEIVED 124756  
DATE: 30 JUL 2024  
TIME: 1:12  
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM

CLMD-2024-424

To : Schools Division Superintendents

Subject: INVITATION TO THE 2<sup>ND</sup> SEASON OF THE PALM CITY FILM FESTIVAL

Date : July 23, 2024

Relative to the invitation from Alma L. Uy, RN, MBA, Co-Chairperson of the Tagum City Tourism, Arts and Culture Council, Inc. and City Government of Tagum, this Office announces the **2<sup>ND</sup> Season of the Palm City Film Festival** on November 14-15, 2024 at the City of Tagum Cultural Center Tagum City.

The Special Program in the Arts (SPA) school implementers are encouraged to participate to hone their abilities in film making.

Participation of DepEd teachers and learners to the activity is discretionary on the part of the Schools Division Superintendent, in adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Instituting Measures to Increase Engaged Time-on-Task and ensuring Compliance Therewith". No Government funds shall be used.

Other details of the above information are in the enclosures.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

[Signature]

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

By: [Signature] 30, 2024  
34876

Enclosed: As Stated  
Copy Furnished

ALMA L. UY, RN, MBA  
Co-Chairman  
Tagum City Tourism, Arts and Culture Council  
Tagum City

ROC3/jbdc



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedoxi.ph

Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	1 of 2





**TAGUM CITY TOURISM, ARTS & CULTURE COUNCIL, INC.**  
(Formerly: City of Tagum Tourism Council, Inc.)  
Ground Floor, Tagum City Tourism Arts & Culture Office, Tagum City Cultural Center  
Rizal-Osmeña Streets, Magugpo Poblacion, Tagum City, Davao del Norte, Philippines

July 18, 2024

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

RECEIVED

By:                    
Date: 7-18-24 Time: 11:14

**MR. ALLAN G. FARNAZO**  
REGIONAL DIRECTOR  
DepEd Region XI

**Thru: MS. JESELYN DELA CUESTA**  
Education Program Supervisor of MAPEH  
Regional Program Coordinator for SPA DepEd Regional Office XI

Sir:

**Mabuhay ug Madayaw!**

The City Government of Tagum through the **Tagum City Tourism Arts & Culture Council Inc.**, will be mounting the **2<sup>nd</sup> season of the Palm City Film Festival** on **November 14 to 25, 2024** at the City of Tagum Cultural Center. This film exhibition is designed intended for our Special Program in the Arts in order to upskill the creative minds of our students in multimedia and creative ability in producing their craft.

Further, the film competition will also provide workshops for the student-participants conducted by the award-winning film directors and writers. Thus, we would like to request your kind office to issue a memorandum for this film festival invitation. Attached herewith are the official competition guidelines for reference.

Should you need further details in this matter, please feel free to contact our focal officer, **MR. MISAEEL ISAIAH TIMBOL** thru mobile number **09052278199** and email at **saeltimbol051589@gmail.com**

We look forward to the enthusiastic involvement of all the DepEd Divisions in your Region.

Thank you very much.

Sincerely yours,

**ALMA L. UY, RN, MBA**  
President/Co-Chairperson of  
Tagum City Tourism, Arts, and Culture Council, Inc.



## RULES AND GUIDELINES ELIGIBILITY AND SUBMISSION REQUIREMENTS

1. The 2nd Palm City Film Festival is open to the following:
  - a. SPA Media Arts student(s) and other interested student(s) of all Secondary Schools of Davao Region;
  - b. Student(s) of any colleges or universities of Davao Region;
2. All participants must be currently enrolled. All entries must include the following:
  - a. Photocopy of current school ID;
  - b. Certificate of Enrollment;
3. The 2nd Palm City Film Festival will feature the following categories:
  - a. High School Category
    - i. Short Fiction
  - b. College Category
    - i. Short Fiction
    - ii. Documentary Short
    - iii. Animated Short
4. Entries must have a total runtime of twenty (20) minutes including credits.
5. Entries must have been completed anytime within **October 2023 to October 2024**.
6. Entries must contain English Subtitles already hardcoded in the film.
7. Final copies of entries are required to be encoded in **H.264** codec with the **.mp4** file extension.
8. The use of **unlicensed** copyrighted materials in entries is **strictly prohibited**.
9. Entries must be finished and final. **Works in progress** are **NOT** eligible.
10. All entries must be emailed to [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com). Physical submission of the form and other requirements is also accepted, delivered and mailed to:

**MR. MISAEEL ISAIAH R. TIMBOL**

Head Secretariat PCFF 2024  
Arts Division, Tagum City Tourism and Cultural Center  
Osmeña Street, Tagum City  
Davao del Norte 8100 PH

11. Only completed entries (including signed certification of entry, submission form, release waiver, and final copy of film) will be processed.
12. Multiple entries may be submitted.

### DEADLINE

1. Deadline for the submission of entries is on **5<sup>th</sup> October 2024, 11:59 PM**.

### SUBMISSION ADDRESS

2. Send files and/or links of entry requirements to: [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com).

### MODE OF COMMUNICATION

3. All applicants will be notified **BY EMAIL ONLY** as to whether their entries have been selected or not.
4. All official communication shall be by email only. Please add [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com) to your email service's safe senders list or regularly check your junk/spam folder to avoid missed emails.

### SELECTION, PRESENTATION REQUIREMENTS, AND JUDGING

5. Entries are selected for presentation at the Palm City Film Festival by a programming committee.
6. **As a film festival that strives to develop the skills of the students, promote, and showcase filmmaking in Davao Region and in Mindanao, only films made by a Mindanaoan Secondary and College Student filmmaker, shot in Mindanao, or has topics or themes relating to Mindanao will be eligible for competition.**
7. Entries outside the aforementioned criteria may still be selected for exhibition in the festival.
8. If selected, entries will be required to submit digital copies of their press materials which includes, but are not limited to: film trailer, film poster, production still photos, director's profile and photo, director's video introduction of the film, etc.
9. Selected entries are required to have its own Facebook page for its own promotional purposes.
10. Selected entries with original songs (if eligible for competition) are required to submit copies of such songs in **MP3** format.
11. Films eligible for awards will be judged by festival jurors.
12. The list of festival awards will be announced at a later date.





**INFORMATION & INQUIRIES**

13. For further information, visit the Tagum City Tourism and Cultural Center and look for Mr. Misael Isaiah Timbol or Mr. Martin Capuno.
14. For inquires, email [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com). or contact 09052278199, 09065060434.

**Certification of Entry**

**I, the undersigned, acknowledge and agree to the following:**

**I have read, understood, and agree with the rules and regulations. All statements on the submission form are true. I am duly authorized to submit this film to the Palm City Film Festival and allow usage of content from the film and other submitted materials for promotional use on television, radio, print, online, and at live events.**

Title \_\_\_\_\_ of \_\_\_\_\_ Film: \_\_\_\_\_

Signature over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



*All fields are required. Please indicate "N/A" if not applicable.*

Film Title:

\_\_\_\_\_

Synopsis (50 words or less)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Logline: (15 words or less)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Film Facebook Page:

\_\_\_\_\_

Film Website (if available)

\_\_\_\_\_

Film Type:

- Student Short Film  
(20 minutes max)
- Student Documentary  
(20 minutes max)
- Student Animated  
Short Film  
(20 minutes max)

Genre:

\_\_\_\_\_

Exact Running Time:

\_\_\_\_\_

Language(s) / Dialect(s):

\_\_\_\_\_

\_\_\_\_\_

*Note: All films must have  
English subtitles*

Aspect Ratio:

- 2:35:1     16x9
- 4x3     others (specify) \_\_\_\_\_

Contact Person:

\_\_\_\_\_

Contact Number(s)

\_\_\_\_\_

Email:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Film Completion Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Month    Date    Year

Please check all applicable:

- World Premiere
- Asian Premiere
- Philippine Premiere
- Mindanao Premiere
- Regional Premiere



*\*All fields are required. Please indicate "N/A" if not applicable.*

Director(s):

Producer(s):

Screenwriter(s):

Cinematographer(s):

Editor(s):

Production Designer(s):

Musical Score Composer(s):

Sound Mixer(s)/Designer(s):

Original Song(s) (indicate Title, Writers, Composers, Performers):

---

---

---

---

---

Production Company/Group:

---

---



<i>*if applicable</i>	
Main/Key Cast Members	
Actor(s)	Character

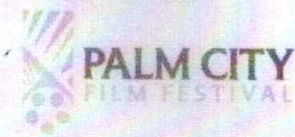




*\*if applicable*

Other film festivals in which this film has been accepted in, including citations, nominations, or awards that it may have won:



### RELEASE WAIVER

I, \_\_\_\_\_, am a rights holder of the film entitled \_\_\_\_\_, and I agree to the rules and guidelines of the Palm City Film Festival (PCFF).

That, if this film is selected for presentation in the PCFF, I grant online, theatrical, or other public display and/or performance rights of my film and the related content submitted to PCFF, including but not limited to trailers, posters, and production stills, to the Palm City Film Festival, its subevents, and other organized events, as well as the use of still images, video clips, and audio recordings derived from these submitted content for promotional and educational purposes;

That I agree not to hold the organizers responsible against any possible liability resulting from the content of my film, and I hereby release and discharge the organizers from any claims whatsoever in connection with its use;

That I agree not to hold the organizers liable for any damage, loss, or unlawful copying of my film and the related contents I submitted or any portion thereof unless said damage, loss, or unlawful copying occurs as a result of willful misconduct on the part of the organizers, its officers, agents, or employees;

I am signing and executing this release freely and voluntarily without any inducements, promises, or representations made by the organizers of the event.

I hereby certify that I have read the foregoing and fully understand its meaning and effect.

Film Rights Holder: (Signature over printed name)

Date:

\_\_\_\_\_

\_\_\_\_\_

