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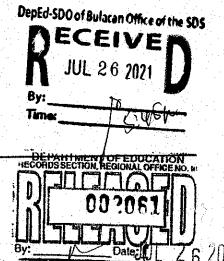
ZENIA G. MOSTOLES, Ed,D., CESO V Schools Division Superintendent Schools Division of Bulacan



## 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 <a href="region3@deped.gov.ph">region3@deped.gov.ph</a> copy furnished <a href="pau.ro3@deped.gov.ph">pau.ro3@deped.gov.ph</a> 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



(P) ph AAA AB