



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

DepEd-SDO of Bulacan Office of the SDS

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DEPARTMENT OF EDUCATION  
 RECORDS SECTION, REGIONAL OFFICE NO. III

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

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.

*MW*  
**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)



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