



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 05, 2023

Division Memorandum
no. 504, s. 2023

**PARTICIPATION IN THE LIVE BROADCAST OF THE SIMULTANEOUS
CONDUCT OF DEPED'S 236,000 TREES- A CHRISTMAS GIFT FOR THE
CHILDREN PROGRAM**

To: Assistant Schools Division Superintendents
Chiefs of SGOD and CID
Concerned Public Schools District Supervisors
Concerned School Heads
SDO Public Affairs Team
All others Concerned

1. Anent with Regional Memorandum 37, S. 2023, titled **PARTICIPATION IN THE LIVE BROADCAST OF THE SIMULTANEOUS CONDUCT OF DEPED'S 236,000 TREES- A CHRISTMAS GIFT FOR THE CHILDREN PROGRAM**, SDO Bulacan shall participate in the nationwide tree planting activity. The live broadcast shall be at Norzagaray Elementary School on December 06, 2023 at 8:00 am.
2. Norzagaray Elementary School as host school have the following technical specifications:
 - a. at least 50mbps internet connection
 - b. HDMI cable
3. Enclosure 1 is the list of Public Affairs Team to cover the event, likewise, to provide the following:
 - a. Camera (if there is no camera available, cellphone camera will do)
 - b. 1 capture card
 - c. sound card
4. This Memorandum shall serve as travel authority of the SDO Public Affairs Team.
5. Travel expenses of the Public Affairs Team shall be charged against school Local Fund subject to usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Enclosure no.

SDO Public Affairs Team

Name	Station
Ma. Lourdes J. Patag- SEPS/DIO	SDO - Bulacan
Cecille E Cruz – EPS II/ alternate DIO	SDO - Bulacan
Marnick S. Gutierrez –Broadcaster	Parada National High School
Chique Razel T. Cruz – Video Editor	Teodoso R. Manuel Elem. School
John Carlo V. Javier - Videographer	Maligaya High School
Kenneth G. Pabilonia – Script writer	Virgen delas Flores High School

