



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 March 2024

DIVISION MEMORANDUM
No. **250** s. 2024

DIVISION NEWSLETTER PRODUCTION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public/Private Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the publication of the **Division Newsletter** dubbed **Tulay**, the division team of feature writers and editors shall conduct series of production work.
2. Participants shall have activities including data gathering through interview, photoshoot, lay outing and editing in different schools/ venues.
3. Attached are the list of writers, layout artists and editors in chief and the timeline of activities for the production.
4. Transportation of participants and other expenses relative to the conduct of the activity shall be charged to School MOOE and other support funds.
5. For further details, please contact L. C. Richelle F. Quintero, Division Information Officer (DIO) through email: luzvimindacynthiarichelle.quintero@deped.gov.ph
6. Immediate and widest dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

INFORMATION DISSEMINATION
DIVISION NEWSLETTER

CID – division newsletter production
CID6531C-000357 / March 26, 2024



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Website: <https://depedtayabas.ph>

ENCLOSURE 1

**DIVISION NEWSLETTER PRODUCTION
(FEATURING RETIRABLE & RECENTLY RETIRED TEACHERS
AND SCHOOL HEADS WHO TAUGHT IN BUSAL ES (LAST MILE SCHOOL))**

Group 1

EDITORS IN CHIEF ALFONSO V. MABUTING AND JEFF V. AMPARO

LAYOUT ARTISTS JOJO J. OABEL

FEATURE WRITER	ASSIGNMENT/ TEACHER TO BE FEATURED	SCHOOL
Alfonso Mabuting	Librada Abelido	Ipilan – Alitao ES
Jeff Vargas Amparo	Ma. Belen Esteleydes	TWCS 3 (Tuazon Subd)
Vicente Conde	Evangeline Malundas	Ipilan-Alitao ES
Anna Joy Asilo	Arieta Mabilin	TWCS 4 (Greenheights)
Karren Fatima Gomez	Maria Teresa Abesamis	LPIHS
Allan Immanuel Ortiz	Areceli Gamugamu	TWCS I (Near Basilica)
Jovie Daelo	Josephine De Castro	LPIHS

Group 2

EDITORS IN CHIEF SIGRID FADRIGALAN AND JOEL BREGONDO

LAYOUT ARTIST JOJO J. OABE/WENDELL JAVIN

FEATURE WRITER	ASSIGNMENT/ TEACHER TO BE FEATURED	SCHOOL
Sigrid Fadrigalan	Laura Rivadenera	TWCS 2 (Near TECS)
Joel Bregondo	Viviana Cabuyao	Ipilan Alitao ES
Mariz Rozol	Lorena Saul	LPIHS
Johncent Roy Tibordo	Concepcion Oliva	Wakas ES
Rempson P. Sumilang	Laarni Abulencia	TWCS 3 (Tuazon Subd)
Tesalonica Abesamis	Sombrero Rosario	LPIHS

Group 3

EDITORS IN CHIEF JOSEPHINE V. CABULONG AND AILEEN PANGANIBAN

LAYOUT ARTIST JERIC MIRANDILLA

FEATURE WRITER	ASSIGNMENT/ SCHOOL HEADS TO BE FEATURED	SCHOOL
Josephine Cabulong	Elpidia Palayan	East Palale ES
Aileen Panganiban	Aldwin Capistrano	Valencia ES
Rodchiel Caagbay	Roderick Hugo	Potol ES
Fiona Alea Lubiano	Jeffrey Dimailig	Mayuwi Community S
	Akeem Valdeavilla (Featured last October 2023 Issue)	
	Adrian Naynes (Featured last October 2023 Issue)	

ENCLOSURE 2

**DIVISION NEWSLETTER PRODUCTION
TIMELINE OF ACTIVITY**

ACTIVITY	DATE
Advance Instruction and Virtual Meeting	March 15 and 20, 2024
Data Gathering/ Photo Shoot (Interview/ Research)	March 21 – 22 and 25 - 26, 2024
Writing the First Draft of Feature Articles	March 27 – 29, 2024
Submission of First Draft of Feature Articles to Editors in Chief	March 29, 2024
Submission of Old and New Photos of Teachers/ School Heads to be featured to Editors in Chief for comments and suggestions	March 29, 2024
Copyreading of First Draft of Feature Articles	March 29 - April 1, 2024
Submission of Old and New Photos of Teachers/ School Heads to be featured to Layout Artists	April 2, 2024
Revision of First Draft of Feature Articles	April 2, 2024
Enhancement of Photos by Layout Artists	April 2 - 5, 2024
Submission of Revised Copy of Feature Articles to Editors in Chief	April 3, 2024
Final Review of Revised Copy of Feature Articles to Editors in Chief	April 3 - 4, 2024
Submission of Revised Copy of Feature to Layout Artists	April 5, 2024
Layouting of Layout Artists	April 5 and April 8 – 10, 2024
Submission of First Draft of Newsletter to Editors in Chief	April 11, 2024
Final Review of Newsletter Editors in Chief	April 11 - 12, 2024
Revision of First Draft of Newsletter	April 15 -16, 2024
Submission of Newsletter to Division Information Officer (DIO)	April 17, 2024
Final Review of Newsletter to DIO	April 17 - 18, 2024
Submission of Soft Copy of Newsletter to ICT	April 19, 2024
Online Publication/Posting of Soft Copy of Newsletter to Facebook DepEd Tayo Tayabas City	April 19, 2024
Printing of Newsletter	April 19 and April 22 - 23, 2024
Circulation/Distribution of Hard Copy of Newsletter	April 24 - 26, 2024