



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 November 2025

DIVISION MEMORANDUM

No. 841 s. 2025

**DIVISION TULAY NEWSLETTER PRODUCTION FOR NOVEMBER ISSUE**

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

1. In line with the division's initiative to share information and promote best practices, the Division Tulay Newsletter Team is gearing up for its November Issue production on the following dates:

- a. Writing Phase: December 2, 2025
- b. Editing Phase: December 3, 2025
- c. Layout and Design Phase: December 4, 2025

2. Participants will also engage in a range of activities, including: 1) Data Gathering (Conducting interviews and research), 2) Visual Documentation (Participating in photoshoots), and 3) Content Creation (Layouting and editing) in visiting various schools and venues in SDO Tayabas City. Health and Safety Protocols shall be observed throughout the activity.

3. Attached is the list of writers, editors and layout artist.

4. Transportation of participants and other expenses relative to the conduct of the activity shall be charged to local funds and other support funds.

6. For further details, please contact **Luzviminda Cynthia Richelle F. Quintero**, Division Information Officer (DIO), through the Tel. No. (042) 785 – 9615 local 107 or email [luzvimindacynthiarichelle.quintero@deped.gov.ph](mailto:luzvimindacynthiarichelle.quintero@deped.gov.ph)

7. Immediate and widest dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**EDWIN R. RODRIGUEZ**  
Chief Education Supervisor – CID  
Officer-in-Charge



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Website: <https://www.sdotayabascity.ph>

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

DIVISION NEWSLETTER

CID- division tulay newsletter production for november issue  
CIDCTFQG-002405/November 26, 2025

Enclosure 1

**DIVISION NEWSLETTER PRODUCTION TEAM FOR NOVEMBER ISSUE**

No.	NAME	SCHOOL	PRODUCTION DATE
	<b>WRITER-EDITOR</b>		
1	Aileen Panganiban	Luis Palad Integrated HS	December 3, 2025
2	Jefferson Amparo	Luis Palad Integrated HS	December 3, 2025
	<b>LAYOUT ARTIST</b>		
3	Jojo Oabel	Luis Palad Integrated HS	December 4, 2025
	<b>WRITER</b>		
4	Sheila May Balamban	Froilan E. Lopez ES	December 2, 2025
5	Christine Cabuyao	Tayabas West Central School I	December 2, 2025
6	Violeta Bunzo	South Palale ES	December 2, 2025
7	Dianne Charish Cabuyao	Tayabas East Central School	December 2, 2025
8	Maris Rozol	Ilasan Integrated School	December 2, 2025
9	Joel Bregondo, Jr.	Tayabas City National High School	December 2, 2025
10	Jecel Cabañas	West Palale High School	December 2, 2025
11	Maria Monica Lagrazon	Luis Palad Integrated Hs	December 2, 2025
12	Jessica Biscocho Argete	Luis Palad Integrated HS	December 2, 2025



Enclosure 2

### SCHEDULE OF ACTIVITIES

#### FOR WRITERS: December 2, 2025

WRITER'S ACTIVITY	TIME
Data Gathering/Research/Interview	11:00 AM - 12:30 PM Plus actual time of event coverage
Lunch Break	12:30 PM - 1:00 PM
Photo Documentation (Photoshoot or reenactment)	1:00 PM - 1:30 PM Plus actual time of event coverage
Planning/ Brainstorming and Outlining/Mapping	1:00 PM - 2:00 PM
Actual Writing of feature article and Self-revision of first draft	2:00 PM - 5:00 PM
Continuous Revision as per suggestion by editors through Messenger App or Phone Call	5:00 PM onwards

#### FOR EDITORS: December 3, 2025

EDITING OF FEATURE ARTICLES	TIME
Article 1	1:00 PM - 1:30 PM
Article 2	1:30 PM - 2:00 PM
Article 3	2:00 PM - 2:30 PM
Article 4	2:30 PM - 3:00 PM
Article 5	3:00 PM - 3:30 PM
Article 6	3:30 PM - 4:00 PM
Article 7	4:00 PM - 4:30 PM
Article 8	4:30 PM - 5:00 PM
Additional Articles and Photo captions and recommendations for feature writers and layout artists through Messenger App or Phone Call	5:00 PM onwards

#### FOR LAYOUT ARTIST: December 4, 2025

LAYOUTING	TIME
<b>Activities in random order</b>	
Downloading and sorting of photos	1:00 PM - 5:00 PM
Downloading and sorting of articles	
Planning/ Brainstorming of layout based on theme	
Element Arrangement	
Font and Color Selection	
Adding Visuals	
Replacing of newly revised Articles, photo captions, photos and overall effect of the layout for final draft based on the recommendations of the editors through Messenger App or Phone Call	5:00 PM onwards
Exporting and Publishing	After Approval of Final Draft