



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 December 2025

DIVISION MEMORANDUM
No. 876 s. 2025

DIVISION TULAY NEWSLETTER PRODUCTION FOR DECEMBER ISSUE

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

1. Aligned with the initiative to share information and promote best practices in SDO Tayabas City, the Division Tulay Newsletter Team is gearing up for following production dates for December Issue:
 - a. Writing Phase: December 16, 2025
 - b. Editing Phase: January 6, 2026
 - c. Layout and Design Phase: January 8, 2026
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 (Enclosure 1).
4. Transportation of participants and other expenses relative to the conduct of the activity shall be charged to local funds and other support funds.
5. 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
6. 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

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
CIDRR2GA-002478/December 15, 2025

Enclosure 1:

DIVISION NEWSLETTER PRODUCTION TEAM FOR DECEMBER ISSUE

NAME	SCHOOL	PRODUCTION DATE
WRITER-EDITOR		
Deanne Jhoana Encanto	West Palale National HS	January 6, 2026
Mariz Rozol	Ilasan Integrated HS	January 6, 2026
LAYOUT ARTIST		
Jeric M. Mirandilla	Luis Palad Integrated HS	January 8, 2026
WRITER		
Virgilio R. Jao	Buenaventura Alandy NHS	December 16, 2025
Marah Lloyd Lavado	West Palale NHS	December 16, 2025
Evanie Cabriga	Ilasan Integrated School	December 16, 2025

Enclosure 2:

SCHEDULE OF ACTIVITIES

FOR WRITERS: December 16, 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: January 6, 2026

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: January 8, 2026

LAYOUTING	TIME
Activities in random order	
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