



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

January 4, 2024

**REGIONAL MEMORANDUM**

No. 009 s. 2024

**TO:** Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
All Others Concerned

**SUBMISSION OF INFORMATION MATERIALS (IMs) ON UPCOMING EVENTS AND CONDUCTED PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)**

1. The DepEd NCR website serves as the official online platform of this Office, dedicated to its fundamental role of providing the public with relevant updates on various Programs, Projects and Activities (PPAs) aligned with the Department of Education's MATATAG Agenda.
2. The primary goal is to disseminate information effectively, maximizing resources and capacities to cater to the needs of both internal and external stakeholders as well as our development partners.
3. In line with this, to ensure prompt dissemination of information, the field is instructed to observe the above stated subject.
  - a. The IMs to be uploaded on social media platforms shall be submitted through the access link, **[bit.ly/SDOsPPAsArticles](http://bit.ly/SDOsPPAsArticles) on a weekly basis.**
  - b. For significant events, ensure a **real-time submission** of a concise article accompanied by high-quality pictures, camera-ready for posting on social media platforms.
  - c. IMs specifications:
    - maximum of 4 pictures – 1920 x 1080 pixels, aspect ratio 16:9 (at least with 300 dpi or higher resolution image in PNG format, post processed/camera ready)
    - 30 seconds AVP- highlights (1920 x 1080px resolution at 30fps) With text/caption or voiceover



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4. Submit details (name, designation, DepEd email address) of the personnel in charge of uploading the IMs in the shared drive at email address [pau.ncr@deped.gov.ph](mailto:pau.ncr@deped.gov.ph) on or before January 10, 2024.
5. For more details, you may contact Ms. Germa F. Constantino through Viber number 0917.303.14.32.
6. Immediate dissemination and compliance of this Memorandum are desired.

  
**JOCELYN DR. ANDAYA**  
Director IV

ORD/PAU



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