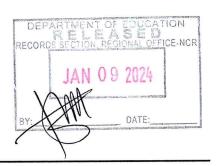


Republic of the Philippines Department of Education NATIONAL CAPITAL REGION



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 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





Misamis St., Bago Bantay, Quezon City Email Address: ncr@deped.gov.ph Website: http://www.depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01 26 23	Page	1 of 2



Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

- 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 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



