


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2025- 132

TO : **JENILYN ROSE B. CORPUZ, CESO V**
Schools Division Superintendent
Schools Division Office Caloocan City

HAJJI R. PALMERO
Chief Education Supervisor
HRDD NEAP-R

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **CREATION OF A TECHNICAL WORKING GROUP
FOR NCR VIDEO PRODUCTIONS**

DATE : February 06, 2025

1. High-quality video productions are essential for effective communication, teacher training, student engagement, and showcasing best practices within the NCR educational system. This Memorandum establishes a Technical Working Group dedicated to overseeing and improving the quality of video productions in the region.

2. The TWG for NCR Video Productions shall be composed of the following:

ROLE	NAME AND POSITION	TASK
Chairperson	JOCELYN DR ANDAYA <i>Regional Director, NCR</i> <i>Concurrent Officer-in-Charge</i> <i>Office of the Assistant Secretary for Operations</i>	Oversee and lead the TWG
Co-Chairperson	CRISTITO A. ECO <i>Assistant Regional Director</i>	Assist the Chairperson



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Member	ARREN V. ADUAN <i>Education Program Supervisor</i> <i>HRDD NEAP NCR</i>	Provide technical expertise and produce video for NCR Hym Video
Member	MARK SHALLI G. BARCELON <i>Administrative Aide IV</i> <i>Schools Division of Caloocan City</i>	Provide technical expertise and produce video for One NCR Music Video
Member	RICHARD D. VIDAL <i>Education Program Specialist II</i> <i>HRDD NEAP NCR</i>	Provide technical expertise and produce videos for DepED NCR LIYAB Event

3. The members of the Technical Working Group are responsible for overseeing the development and production of high-quality video content intended for diverse informational and public awareness objectives. The TWG shall endeavor to deliver said video content no later than **February 21, 2025**. This timeline acknowledges the complexities inherent in high-quality video production and allows for appropriate allocation of resources and personnel to ensure a polished and effective final product.

4. The TWG will adhere to established quality assurance protocols throughout the production process, and will maintain open communication with relevant stakeholders to guarantee alignment with project goals and messaging.

5. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor, HRDD NEAP-R at the following email address: hrdd.ncr@deped.gov.ph.

6. Immediate dissemination of this Memorandum is directed.