

Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

October 30, 2018

TRAVEL ORDER
No. 1418s. 2018

MS. ROLYN JANE P. CATANUS
Teacher I, Gregorio Elmaga ES

Thru the District Supervisor
Zamboanguita District



You are hereby informed of your attendance to the Editorial Planning for the January 2018-December 2018 Issue of GASA Magazine on November 14, 2018 at the Conference Room of DepED-RO7, Sudlon, Lahug, Cebu City.

Travelling/transportation and other incidental expenses incurred will be charged against the school's MOOE funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent
10/30/18

WDB/bing

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPSSs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



OCT 17 2018

REGIONAL MEMORANDUM
No 0773, s. 2018

O: 10/29/18

**EDITORIAL PLANNING FOR THE JANUARY 2018 – DECEMBER 2018 ISSUE OF
GASA MAGAZINE**

**TO: All Editorial Staff of Gasa Magazine
All Regional Publication Focal Persons
All Schools Division Superintendents/OICs
All Division Publication Focal Persons
All Division Information Officers
All Others Concerned**


1. For the information and guidance of all concerned, this Office, through the Public Affairs Unit, will once again conduct an Editorial Planning for the January 2018 – December 2018 Issue of *Gasa Magazine* on November 14, 2018, 8:00AM-5:00PM in the Conference Room of DepEd-RO7, Sudlon St., Lahug, Cebu City, Cebu.
2. All Editorial Staff of Gasa Magazine, Regional Publication Focal Persons (1 for each Functional Division), Division Publication Focal Persons and/or Division Information Officers (contributors/writers from the last Edition — July-December 2017 issue) are hereby requested to participate in the said activity. (See Enclosure 4 for the list of participants.)
3. As agreed and discussed during the previous editorial planning, Gasa will have 5 sections, namely: (1) News and Events/ Announcements (2) Best Practices (3) Features (4) Thought Leadership (5) Learners' Corner; and, such will retain the same sections for this issue. Each Schools Division must prepare 2 entries/contributions with high-resolution pictures and may submit a combination of *1 feature story and 1 infographics or 1 editorial and 1 infographics or 1 news & events and 1 infographics (for learners' corner)*. Infographics are information graphics which can be advocacy graphics, picture stories, students' artwork/cartoon work/puzzle/trivia (for the Learners' Corner). Said entries will be classified under the aforementioned sections by the publications team. It is recommended that these stories be written by a third person's point of view/observer/another party. Upon submission, writers/contributors must indicate their names, division office and contact number/s. (Sample formats are attached to this Memorandum for your reference. See Enclosures 1, 2 and 3.)
4. All stories/infographics (saved each in a word document) and their high-resolution pictures (saved as a separate file and in a jpeg format) *per division office* must be submitted in soft copies through a zip folder at region7@deped.gov.ph on or before November 14, 2018 as these shall first go through editing processes before their final printing.
5. For questions and clarifications, you may contact the Office of the Regional Director at (032) 414-7399 or email at region7@deped.gov.ph.

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Educational Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESQ 2015: Karapatan ng Lahat, Panatagutan ng Lahat"

6. Travelling expenses, per diem, and other incidental expenses incurred by the Division personnel relative to their participation in the aforesaid activity shall be charged to Division/Local Funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is enjoined.


SALUSTIANO T. JIMENEZ, CESO V,
OIC-ASSISTANT REGIONAL DIRECTOR
SALUSTIANO T. JIMENEZ
OIC- Assistant Regional Director

RD/ARV

Enclosure 1



Enclosure 1

*Category: Feature stories/ News Stories/Infographics

*Title: (in Bold Face)

*Name of the Writer/Contributor:

*Division Office:

*Contact Number:

*FILE NAME for each entry/contribution: _____

*FILE NAME for the zip folder: Name of Division Office

Number of words for feature stories:
Minimum - 300
Maximum - 400

Number of words for news stories:
Minimum- 50
Maximum- 75

Number of words for Infographics:
Minimum: 20
Maximum: 40
or depends on the concept

Font size: 12
Font Type: Arial
Spacing: 1.5

FILE NAME for each entry/contribution:

Feature Stories
-FS,Division Name

News Stories
-NS,Division Name

Infographics
-IG,Division Name

***Required**

Enclosure 2

News Story

To work for gov't offices: SHS Graduates
Juan Dela Cruz
Cebu City Division
09156789100

FILE NAME for the entry/contribution: NS,Cebu City
FILE NAME of the zip folder: Cebu City Division

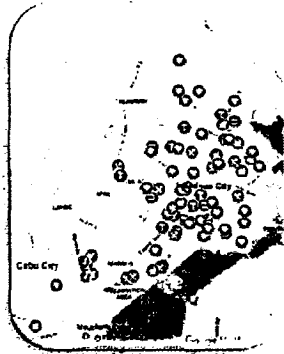
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2011

Enclosure 3
Sample taken from GASA 2nd Edition, page 18

Infographics

Project SWIP
Jaypee Manago
Mandaue City Division
505-6337



Are you feeling anxious sending your 17-year-old child in Work Immersion?

Introducing Project SWIP of Mandaue City Division which helps you, PARENTS, identify and locate the Industry Partner where your child's at. This eases your worries because of its easy access on the internet where you can find and/or contact the company's focal person for Work Immersion. You can also email or contact the Division Senior High School Coordinator for more inquiries.

The infographics below will guide you on what to expect in the Online Tracking Hub.

Check this website for more details,
<http://projectswip.depedmandaue.net>

SURVEY
Online survey is used to determine the readiness of the potential industry partners. It enables them to provide input on how many trainees/students they can cater to.

MAP
Geotagging is one way of presenting industry partners to parents, teachers and students. It embeds Google Maps so you can check the location of the company.

ISSUANCES
Users are the main concern of Project SWIP. Hence, it contains DepEd orders, memoranda, advisories, articles, templates and documents related to Senior High.

CORE TEAM
Senior High Schools are the key partners of the Division SHS Core Team. In order to make this project possible, the team works hand-in-hand with the industry partners and LGU.

PROJECT SWIP
Mandaue City SHS Work Immersion Program
This is an innovation aimed at helping parents, teachers, students and stakeholders to track the company directory and monitor the whereabouts and performances of the student trainees.
Website: <http://projectswip.depedmandaue.net>

FILE NAME for the entry/contribution: IG,Mandaue City
FILE NAME of the zip folder: Mandaue City Division

Enclosure 4

Editorial Staff of Gasa Magazine

Editor-in-Chief:
Managing Editors/ Copy Editor:

Dr. Juliet A. Jeruta
Johnnyline P. Jagdon
Amaryllis R. Villarmia
Dimple Fermase
Allan Villacampa
Johnnyline P. Jagdon

Art Directors:

Section Editors:

1. News and Events/
Announcements:
2. Best Practices:
3. Features:
4. Thought Leadership:
5. Learners' Corner:

Maria Loreen Ayuda and Mitchellin Micabani
Eduardo F. Omaña and Cynthia Miro
Ameelyn R. Coca
Atty. Leslie Joie Babatuan
Elaine Perfecio

Regional Publication Focal Persons:

ADMIN: (1)
CLMD: (1)
ESSD: (1)
QAD: (1)
FINANCE: (1)
HRDD: (1)
FTAD: (1)
PPRD: (1)

Division Publication Focal Persons/ Division Information Officers:

1. **Aimee Tavera- Amistoso**
2. **Dr. Joelyza M. Arcilla**
3. **Jocelyn P. Balmores**
4. **Christopher U. Bantog**
5. **Sarah L. Catabay**
6. **Rolyn Jane P. Catanus**
7. **Maria Eun R. Cuevas**
8. **Dr. Mercedita M. Demoral**
9. **Randy M. Epon**
10. **Lope Hubac**
11. **Jaypee P. Manago**
12. **Angie T. Manginsay**
13. **Dr. Mariano R. Montebon**
14. **Margarita A. Nierra**
15. **Chinky May Freires-Paculanang**
16. **Rubilyn Pastrano**
17. **Alex Parane**
18. **Irene T. Pilapil**
19. **Joseph Pleños**
20. **Jovelyn C. Quindao**
21. **Charmaine Vera A. Ramos**
22. **Elisa C. Sevilla**
23. **Ronald Cesar O. Sevellino**
24. **Maybelen O. Trinidad**
25. **Cinday M. Toquero**
26. **Rhea Liza B. Valmores**

Lahin

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