

	Republic of the Philippines <b>Department of Education</b> Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422- 7501		Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-10-2019
	<b>DIVISION MEMORANDUM No. 144 s. 2020</b>		Name of Office: OSDS

**TO: Chief Education Supervisors, SGOD and CID; PSDSes and Coordinating Principals**

**FROM: BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC- Office of the Schools Division Superintendent

JUL 28 2020  


**SUBJECT: ESTABLISHMENT OF DISTRICT DOCUMENTATION COMMITTEES**

**DATE: July 27, 2020**

1. To properly record and document the conduct and implementation of our Programs, Projects, and Activities (PPAs) and other initiatives related to our Learning Continuity Operations at the school and districts level, all districts through the Public Schools District Supervisors and Coordinating Principals are enjoined to create their District Documentation Committee.
2. Members of this committee shall be composed of at least five (5) members to include the identified District Information officers and their alternates (see enclosure 1), and other selected personnel with working knowledge on news and feature writing (English and Filipino), basic photography and videography using either DSLR or android phone, audio-visual presentation (AVP) preparation, and newsletter/ magazine/ flyer packaging.
3. The District Documentation team will be responsible in collecting stories/ write ups, photographs and video clips and footages of our **school initiatives on Enrollment, Dry run, Massive IEC Campaigns and other related activities**. The committee will also package these into **2-3-minute AVP and tarpaulin poster size 3 x 5 feet**. These will be presented during our anticipated engagement meetings with our LGUs regarding our school readiness. For easier collection of photos and stories, the committee can visit, like and follow the Social Media (Facebook) Pages required of the schools to create.
4. The aforementioned outputs of the committees shall be submitted on or before **August 7, 2020** to the Schools Division Office for printing and packaging in time for the launching of readiness with our MLGU leadership before August 14, 2020.
5. Please submit the list of the identified members for the said committee to the Social Mobilization and Networking section following the template below:

District	Name	Position	Mobile Number	Email Address
	1.			
	2.			
	3.			
	4.			
	5.			

6. For information and wide dissemination.