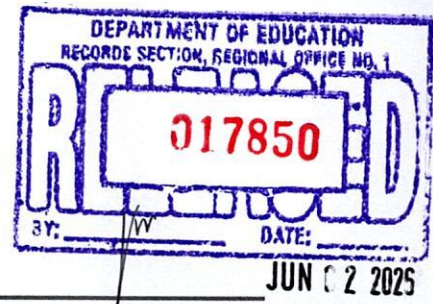




Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

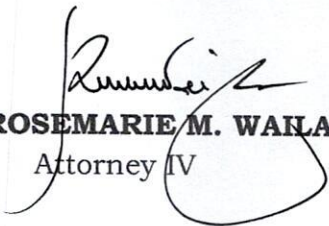
No. 684 s. 2026

**EDUC WEEK PREPARATION REMINDERS**

To: Schools Division Superintendents

1. In reference to the Memorandum from the Office of the Secretary dated May 30, 2026, entitled "Educ Week Preparation Reminders", all concerned are hereby informed and advised to take note of the contents thereof.
2. Please see attached for the complete details and specific instructions.
3. Immediate dissemination and appropriate action are requested.

For the Regional Director:

  
**ATTY. ROSEMARIE M. WALAN**  
 Attorney IV

Encl.: As Stated  
 Reference: Regional Memorandum No. 651, s. 2026  
 To be indicated in the Perpetual Index  
 Under the following subjects:

- CALENDAR, School
- CAMPAIGN
- PARTNERSHIPS
- SCHOOLS

ESSD-SQC/rmb/RM-EducWeekPreparationReminders  
 June 2, 2026



ESSD260431

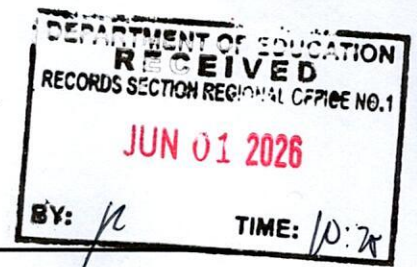


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Effectivity	11.18.2024	Page	1 of 1





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY



**MEMORANDUM**

FOR : **Regional Directors  
School Division Superintendents  
All Others Concerned**

FROM : **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

SUBJECT : **Educ Week Preparation Reminders**

DATE : **May 30, 2026**

In line with the observance of Education Week on June 1–5, 2026, held in preparation for the upcoming school opening, all concerned officials are reminded of the following to ensure the effective promotion of the Department's initiatives and strengthening of public awareness and engagement:

- All offices and participating schools are requested to **play the Brigada Eskwela video message of the Secretary** during their respective Education Week activities and related program engagements. Access the high-resolution copy of the video here: <https://bit.ly/SJEAMessageforBrigadaEskwela2026>.
- All regional offices and schools division offices are likewise directed to **produce and post one reel on the impact of classroom building construction**. The reel must follow the prescribed format, content treatment, and submission guidelines stipulated in **Annex A** of this Memorandum.
- Press releases and social media posts to official pages are also encouraged to highlight best practices and community efforts on school opening preparations.

For guidance and compliance. Thank you.

IGC, JMC, M Educ Week Preparation Reminders  
0219 – May 30, 2026



DepEd RO1  
Documan



REC2605485



18th floor, TechZone Building, Malugay/Gil Puyat St., Makati City  
Telephone No: (02) 8687-2922; 8687-4177; 8636-4995; 8636-4876; Website: [www.deped.gov.ph](http://www.deped.gov.ph)

## **Annex A**

### **Audio-Visual Presentation (AVP) Submission Guidelines**

#### **1. Technical Specifications**

All regional offices are requested to produce and post an AVP on their official social media accounts featuring newly constructed classrooms in their respective regions.

The AVP must comply with the following specifications:

- Orientation: Landscape
- Resolution: Minimum of 1920 × 1080 pixels (Full HD)
- File Format: MP4
- Video Quality: Clear, sharp, and properly focused footage
- Language: Regional or local language may be used, provided that English subtitles are included

To ensure broadcast-quality footage, regional offices are encouraged to use a DSLR or mirrorless camera. If unavailable, a high-quality smartphone camera (preferably an iPhone) may be used. Interviews should be recorded using a tripod or other stabilizing equipment to avoid shaky footage. Whenever possible, use cinematic recording settings available on the device.

For audio recording, use an external microphone whenever available. Interviews should be conducted in a quiet environment to ensure clear and intelligible audio. Footage with excessive background noise, muffled voices, wind interference, or other audio distractions should be avoided.

#### **2. Content Requirements**

The AVP should highlight all newly completed classroom buildings that illustrate how these facilities have improved the learning environment and the educational experience of learners.

At a minimum, the AVP must include the following information:

- Name of the school
- Location (Division, Province, Region)
- Number of classrooms constructed
- Date or year of completion
- Footage of the newly completed classrooms and facilities
- Learners and teachers utilizing the classrooms
- Before-and-after situation (if available)
- Testimonials from stakeholders

The narrative should emphasize the positive impact of the new classrooms on teaching, learning, safety, and access to quality education.

#### **3. Testimonial Requirements**

Regional offices are instructed to conduct short interviews with the following stakeholders:

- Learners
- Teachers
- School Heads
- Parents/Guardians

Interview responses may be delivered in the local language. However, subtitles must be provided.

Suggested Interview Questions:

For Learners

1. *Ano ang kalagayan ng inyong pag-aaral bago magkaroon ng bagong classroom?*
2. *Ano ang pinakamalaking pagbabago na napansin mo ngayon?*
3. *Paano nakatutulong ang bagong classroom sa iyong pagkatuto at mga pangarap?*

For Teachers

1. *Ano ang mga hamon sa pagtuturo bago maitayo ang mga bagong classroom?*
2. *Paano nakatulong ang mga bagong pasilidad sa pagtuturo at pagkatuto?*
3. *Ano ang epekto nito sa mga mag-aaral at sa buong paaralan?*

For School Heads

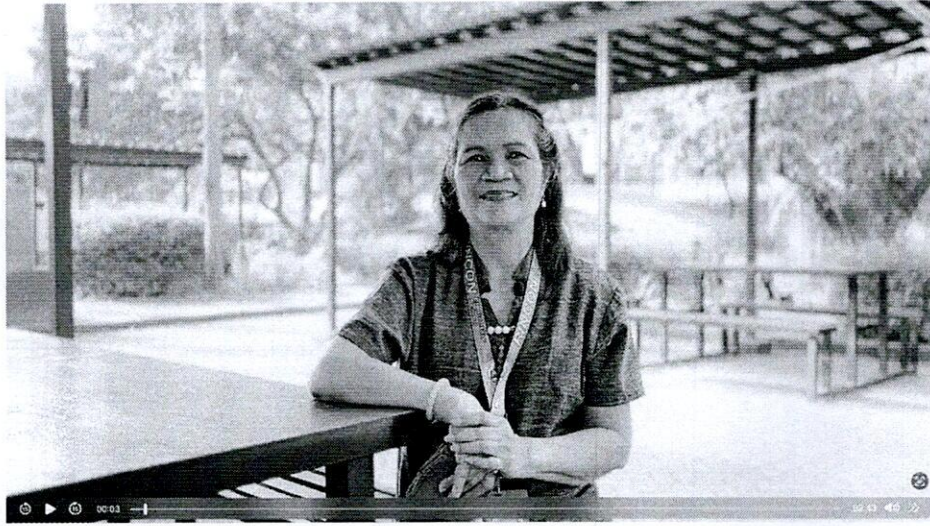
1. *Ano ang kahalagahan ng mga bagong classroom sa inyong paaralan?*
2. *Paano nito natutugunan ang mga pangangailangan ng inyong mga mag-aaral at guro?*
3. *Ano ang inaasahan ninyong pangmatagalang epekto nito sa paaralan?*

For Parents/Guardians

1. *Bilang magulang, ano ang inyong pakiramdam nang makita ang mga bagong classroom?*
2. *Paano nito naaapektuhan ang pag-aaral at kaligtasan ng inyong anak?*
3. *Ano ang inyong mensahe sa mga sumusuporta sa pagpapagawa ng mga bagong silid-aralan?*

#### **4. Interview Composition**

Please frame interviewees similarly to the sample composition provided below. Ensure that there is sufficient headroom and negative space around the interviewee, particularly on the side where they are facing. Avoid overly tight shots or center-cropped framing. This will provide the Central Office editors with greater flexibility for adding titles, subtitles, graphics, and other visual elements during the production of the consolidated AVP.



## 5. Consent Requirements

For interviews involving learners, a signed Parent/Guardian Consent Form must be secured before filming. A copy of the consent form is attached for reference and use.

## 6. Submission of Raw Footage

To facilitate the production of a consolidated national AVP by the Central Office, regional offices are requested to submit raw and unedited video files only.

Please observe the following:

- Submit all interview footage and supporting B-roll footage in their original quality.
- Do not apply graphics, text overlays, transitions, filters, music, or editing.
- Organize all files in a folder labeled with the Region Name.
- Properly label files according to school and interviewee (e.g., Region V - ABC Elementary School - Name of the Interview).
- Ensure that footage is complete and accompanied by relevant shot lists or descriptions, when available.

## 7. Submission

All raw footage and testimonials must be submitted on or before June 3, 2026.

To facilitate file transfer, regional offices are requested to upload all raw consolidated footage to a dedicated **Google Drive folder** and submit the corresponding access link to the Central Office through **pas.od@deped.gov.ph**. Please ensure that sharing permissions are set appropriately to allow access and downloading of files by the assigned Central Office personnel.



# Department of Education

## Republic of the Philippines

In line with the mission of the Department of Education (DepEd) to provide quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment;
- Teachers facilitate learning and constantly nurture every learner;
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen;
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners;

And in accordance with the DepEd's thrust to continuously improve itself to better serve its stakeholders, an effective communications strategy paves the way to a more efficient public policy formulation and implementation.

The Department of Education and its representatives are therefore seeking your permission to take and make use of voice recordings and/ or audiovisual images of you/ your children/ your students for the purposes stated above.

Please furnish us with your full name and signature on the next page should you confirm your consent to the proposed use of your/ your children/ your students' photographs and video/voice recordings in our communications and publicity materials.

Thank you very much.

# Department of Education

Republic of the Philippines

## CONSENT, WAIVER, INDEMNITY and RELEASE

I, \_\_\_\_\_, M/ F, \_\_\_\_\_ years of age, hereby grant permission to the **Department of Education (DepEd)** and its representatives to make recordings of my voice and to take photographs and /or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated below:

Production name/ Project title: \_\_\_\_\_

Location: \_\_\_\_\_

I acknowledge that the DepEd owns all rights to these images and recordings. I further grant the DepEd and its representatives the right to use, display, exhibit, reproduce, distribute, and create derivative works of these images and recordings in any media now known or later developed.

I hereby waive any right to inspect or approve the use of the images or recordings or of any written derivatives. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the materials.

I hereby release, defend, indemnify, and hold harmless the DepEd and its representatives from and against any claims, damages, or liability arising from or related to the use of the images, recordings, or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older/ I am accompanied by my legal guardian, and I am competent to enter into this contract/ NAME OF GUARDIAN: \_\_\_\_\_ has legal authority to enter into this contract. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release.

This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

\_\_\_\_\_  
Signature over printed name of Parent /Guardian/ Teacher

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

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