



October 22, 2018

**DIVISION MEMORANDUM**

No. 728, s. 2018

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

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
Division Information Officer  
District Supervisors/OICs  
Elementary and Secondary School Heads**

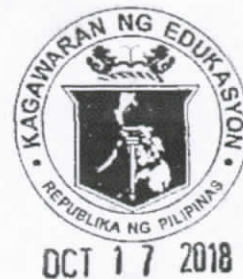
1. Attached is Regional Memorandum No. 0773, s. 2018, entitled, **“Editorial Planning for the January 2018-December 2018 Issue of GASA Magazine.”**
2. Relative to this, each schools district is required to submit two (2) entries/contributions with high resolution pictures and may submit a combination of 1 feature story and 1 infographics or 1 editorial and 1 infographics or 1 news and 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). 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, district, division office and contact number/s.
3. All stories/infographics (saved in a word document) and their high resolution pictures (saved as a separate file and in a jpeg format) must be submitted in soft copies through a zip folder to Dr. Margarita Nierra, EPS (HRD) or to Dr. Mary Ann P. Flores, CES (CID) before November 14, 2018.
4. Please refer to the attached Regional Memorandum for more information.
5. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



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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



**REGIONAL MEMORANDUM**

**No 773**, s. 2018

**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.**

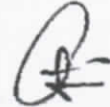
2. **All Editorial Staff of Gasa Magazine, Regional Publication Focal Persons (1 for each Functional Division), Division Publication Focal Persons and/or Division Information Officers (contributors/writers from the last Edition -- July-December 2017 issue)** are hereby requested to participate in the 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.

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*

\*Category: Feature stories/ News Stories/Infographics

\***Title:** (in Bold Face)

\*Name of the Writer/Contributor:

\*Division Office:

\*Contact Number:

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\***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

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**FILE NAME for the entry/contribution: NS,Cebu City**

**FILE NAME of the zip folder: Cebu City Division**

## 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>

*Enclosure 4*

Editorial Staff of Gasa Magazine

Editor-in-Chief: **Dr. Juliet A. Jeruta**  
Managing Editors/ Copy Editor: **Johnnyline P. Jagdon**  
**Amaryllis R. Villarmia**  
Art Directors: **Dimple Fermase**  
**Allan Villacampa**  
**Johnnyline P. Jagdon**

Section Editors:

1. News and Events/  
Announcements: **Maria Loreen Ayuda and Mitchellin Micabani**
2. Best Practices: **Eduardo F. Omaña and Cynthia Miro**
3. Features: **Ameelyn R. Coca**
4. Thought Leadership: **Atty. Leslie Joie Babatuan**
5. Learners' Corner: **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. Joclyza M. Arcilla**
3. **Jocelyn P. Balmores**
4. **Christopher U. Bantog**
5. **Sarah L. Catabay**
6. **Rolyn Jane P. Catanus**
7. **Maria Enin 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**