



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF NUEVA ECIJA**  
*Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100*



Division Memorandum No. 24 series of 2016

To : **All Schools Heads of Elementary and Secondary Schools**

Subject: **PROMOTIONAL VIDEO CLIPS**

Date : January 26, 2016

With the desire to promote the outstanding achievements, alumni, programs and projects, innovations and initiatives, and facilities within the division, each school is enjoined to design and develop video clips which shall be shown on a TV screen at the SDS Office.

The following are guidelines in designing and developing the video clips:

1. Each school shall develop a three-minute promotional video clips highlighting school activities, academic development and other programs geared at improving the school.
2. The video clips shall include but not limited to motion video, still photos, texts and audio file focused on students, teachers and the whole school's development.
3. Video clips must be saved on a properly labeled and designed CD case containing the school ID number, school name, appropriate title of the video clips and date of submission.
4. Deadline of submission is on February 5, 2016.

For your compliance.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

*July 11/27/16*

