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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 11, 2022

REGIONAL MEMORANDUM

No. **795**, s. 2022

47TH DEPED REGION VIII FOUNDING ANNIVERSARY

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) Regional Office No. VIII will commemorate its 47th Founding Anniversary on July 29, 2022 at 8:00 A.M. to 4:30 P.M. at the DepEd Regional Office VIII Compound, with the theme: "DepEd 8 @ 47: Fostering Resilience Amidst Crisis."

2. The table below shows the breakdown of participants to the said activity:

Participating Groups	
Regional Office (RO)	Regional Director
	Assistant Regional Director
	Functional Division Chiefs
	Unit and Section Heads
	Education Program Supervisors
	All other employees
Subtotal	167
Schools Division Offices (SDOs)	13 Schools Division Superintendents (SDSs)
	14 Assistant Schools Division Superintendents (ASDSs)
	13 Curriculum Implementation Division (CID) Chiefs
	13 School Governance Operation Division (SGOD) Chiefs
	13 drivers (1 per SDO)
Subtotal	66
Board of Judges	3
Keynote Speaker and Resource Person	2
COA	8
SUBTOTAL	13
TOTAL NO. OF PAX	246



3. The highlight of the aforementioned activity is the GALAW PILIPINAS showcase that is composed of two categories, the RO Functional Divisions for the Face-to-Face presentation and the SDOs for the canned video presentation.
4. Each SDO shall submit the canned video presentation of the GALAW PILIPINAS on or before July 25, 2022 at clmd.region8@deped.gov.ph with proper labeling and strictly following the attached guidelines and mechanics.
5. For further information and details, refer to the following annexes:
 - a. Annex 1-Activity Matrix
 - b. Annex 2-Technical Working Group and Terms of Reference
 - c. Annex 3-Contextualized Guidelines and Mechanics of GALAW PILIPINAS Showcase
6. Expenses for snacks and lunch and other related expenditures shall be charged to RO Funds, while travel costs and accommodation of the SDO participants to their local funds, subject to the usual government accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

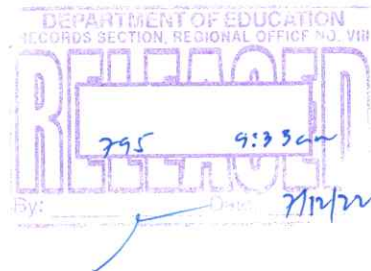
ANNIVERSARY

EMPLOYEES

FOUNDATION

PROGRAM

CLMD-NPJ



Enclosure No. 1 to Regional Memorandum No. 795, s. 2022

ANNEX 1 - Activity Matrix

47TH DEPED REGION VIII FOUNDING ANNIVERSARY ACTIVITY MATRIX
July 29, 2022

Time	Activity	Venue	Persons Involved
7:30 AM-7:59 AM	Arrival of participants and registration	DepEd RO8 Covered Court	FTAD
8:00 AM-9:00 AM	Thanksgiving Mass	RELC	Admin
9:01 AM-9:30 AM	Work Life Balance and Internal Transformation	RELC	ESSD
9:31AM-12:00NN			
12:01PM-1:00PM	LUNCH BREAK		
1:01 PM-1:30 PM	Opening Program	DepEd RO8 Covered Court	QAD
1:31 PM-2:00 PM	Laro ng Lahi	DepEd RO8 Covered Court	CLMD
2:01 PM-3:30 PM	GALAW PILIPINAS Showcase (F2F for the RO and Canned Video for the SDOs)	DepEd RO8 Covered Court	CLMD
3:31PM-4:30PM	Awarding Ceremony, Socials and Raffle Draw	DepEd RO8 Covered Court	Admin/ORD/OARD
4:31PM onward	HOME SWEET HOME		

Enclosure No. 2 to Regional Memorandum No 795, s. 2022

ANNEX 2- Technical Working Group and Terms of Reference

TECHNICAL WORKING GROUP and TERMS OF REFERENCE

	Persons-In-Charge	Terms of Reference
Event Chairperson	Dr. Evelyn R. Fetalvero, CESO IV <i>Regional Director</i>	Oversee the entire event and planning process.
Event Vice-Chairperson	Dr. Bebiano I. Sentillas, CESO V <i>Asst. Regional Director</i>	
Program and Production	Chairperson: Mr. Cesar Veronique <i>Chief, QAD</i> Members: Mr. Sonny Tayum Dr. Marlou Camposano Dr. Rachele Cuevas Dr. Gerardo Adtoon Dr. Jimmy Gula Mr. Fernando A. Santos	<ul style="list-style-type: none"> • Prepare the event program content. • Prepare the flow of the event including the order of presentations. • Coordinate with other committees, performers/presenters to ensure orchestrated flow of the activities.
➤ GALAW PILIPINAS Showcase and Laro ng Lahi	Chairperson: Dr. Harvie D. Villamor <i>Chief, CLMD</i> V-Chairperson: Dr. Nova P. Jorge Members: Dr. Gertrudes C. Mabutin Dr. Dandy G. Acuin Dr. Ryan R. Tiu Mr. Joy B. Bihag Mr. Alfredo P. Café Dr. Amenia C. Aspa Mrs. Sarah S. CAbaluna Mr. Dean Ric M. Endriano Dr. Ernani S. Fernandez Jr. Mrs. Hydelyn Cinco All other CLMD staff and COS	<ul style="list-style-type: none"> • Prepare the contextualized mechanics and guidelines of GALAW PILIPINAS Showcase. • Prepare the criteria and scoring template for the presentation. • Take charge of the drawn by lot of the video presentation from the 13 SDO entries before the start of the contest. • Gather the results of the search for the special awards of the presentation by coordinating the BOJ. • Consolidate the results of the presentation. • Coordinate with the EMCEEs for the announcement winners and of the special awards of the presentation.
➤ Work Life Balance and Internal Transformation, Invitation, & Health Protocol	Chairperson: Dr. Rosemarie M. Guino <i>OIC Chief, ESSD</i> V-Chairperson: Dr. Elsa Gerona <i>Medical Officer</i> Members: Mrs. Eden Dadap All other ESSD employees and staff	<ul style="list-style-type: none"> • Identify Resource Persons for the colloquium. • Send invitation to the identified Resource Persons. • Prepare the venue for the colloquium and the materials to be used during the activity.
➤ Thanksgiving Mass, Venue preparation, Awarding Ceremony, and Raffle Draw	Chairperson: Dr. Alejandrino L. Yman <i>Chief, Admin</i> V-Chairperson: Mrs. Elizabeth Caboboy Members: All Admin, ORD, & OARD Staff and Personnel, Utilities, and Janitorial Services	<ul style="list-style-type: none"> • Invite mass presider (Priest) • Prepare the venue for the mass. • Take charge for the priest stipend by coordinating the FD. • Take charge for the choir during the thanksgiving mass. • Seat plan • Prepare the prizes, token, certificate of recognition and participation for the winning and participating entries for GALAW PILIPINAS including the special awards by coordinating the FD.

		<ul style="list-style-type: none"> • Ensure that all winning and participating groups received the awards and certificates. • Prepare for the materials needed for the Raffle Draw. • Ensure the smooth proceedings of the Raffle Draw activity. • Coordinate with the Technical facility staff • Announce the winners of the Raffle Draw.
Stage Preparation and RO8 Compound Beautification	<p>Chairperson: Dr. Rita D. Makiling <i>Chief, PPRD</i></p> <p>Members: Dr. Teodorico Peliño Mrs. Jennylind Daya Mrs. Marcelina Villamor Mrs. Ephifania G. Melchor Mr. Franco Villamor</p>	<ul style="list-style-type: none"> • Prepare the following: <ul style="list-style-type: none"> ✓ Stage Set-up ✓ Food area set-up ✓ Lights and sounds system • Consider venue capabilities and limitations
Foods Preparation (2 snacks & lunch)	<p>Chairperson: Mrs. Alma Suyom <i>Chief, FD</i></p> <p>V-Chairperson: Gladys Fabillo</p> <p>Members: All FD personnel and Staff</p>	<ul style="list-style-type: none"> • Prepare the procurement for the catering services. • Ensure that the total number of pax shall be accommodated during snacks and lunch time.
Registration and Attendance	<p>Chairperson: Mrs. Mercedes Sarmiento <i>Chief, FTAD</i></p> <p>V-Chairperson: Dr. Geraldine Mangaliman</p> <p>Members: Dr. Reynaldo Nayre Mrs. Anne Lyn Lim</p>	<ul style="list-style-type: none"> • Prepare registration and attendance Sheet. • Facilitate the registration and attendance of the participants. • Ensure that registration and attendance sheets are completely filled out. • Ensure that health protocol will be strictly observed.
Reception, Ushers and Usherettes	<p>Chairperson: Dr. Alejandra B. Lagumbay <i>Chief, HRDD</i></p> <p>V-Chairperson: Atty. Maureen Charisse A. Maltos</p> <p>Members: Dr. Rowena T. Vacal Ms. Dyna S. Superable Mr. Rodel V. Rosales Mr. Clark Arante Mrs. Rara Labita Mr. Michael Parado</p>	<ul style="list-style-type: none"> • Prepare the leis for guests, RD, ARD, SDSs, ASDSs, and other visitors. • Assist guests and participants and guide them to their respective seat assignment. • Confirm arrival of guests and visitors. • Ensure appropriate security of all guests and visitors.
Technical Facility	<p>Chairperson: Mr. Jim Albert A. Lagado</p> <p>V-Chairperson: Mr. Mikko S. Duero</p> <p>Member: Mr. Gerald Christopher Villegas</p>	<ul style="list-style-type: none"> • Organize canned-video presentation files of the SDO entries and ensure that they are in sync with the program. • Assist technical operators to ensure smooth flow of presentations.
Documentation	<p>Chairperson: Mrs. Jasmin F. Calzita</p> <p>V-Chairperson: Ms. Flora May Q. Bacus</p> <p>Member: Ms. Queenilyn Yu</p>	<ul style="list-style-type: none"> • Capture photographs during the whole duration of the event. • Keep a record of the things that were successful about an event and the things that did go as well.
Master of Ceremony	Mr. Ariem Cinco	<ul style="list-style-type: none"> • Act as host during the entire event. • Prepare script for the event. • Ensure a smooth flow of the activities.

Enclosure No. 3 to Regional Memorandum No. 795, s. 2022

ANNEX 3- Contextualized Guidelines and Mechanics of Galaw Pilipinas Showcase

CONTEXTUALIZED GALAW PILIPINAS GUIDELINES AND MECHANICS SHOWCASE

In reference to DO No. 060, s. 2021, it states that the Department of Education (DepEd) recognizes the crucial role that physical activity plays in the lives of Filipino learners. This is pursuant to Article XIV, section 19 of the 1987 Philippine Constitution, which declares that the "state shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competitions, to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry." The Department of Education (DepEd) Region VIII, therefore, establishes the promotion and implementation of GALAW PILIPINAS. The Regional GALAW PILIPINAS Showcase will serve as highlight during the celebration of the 47th Founding Anniversary of the region in order to promote an active lifestyle for DepEd Region VIII employees that will benefit both their physical and socio-emotional well-being. The enclosed contextualized guidelines and mechanics set therein shall be followed during the GALAW PILIPINAS showcase to ensure the proper and correct execution of the said DepEd National Calisthenics Exercise Program.

General Guidelines:

1. The GALAW PILIPINAS Showcase is open to all DepEd employees with two (2) separate categories: a. Regional Office (RO) Functional Divisions, and b. Schools Division Offices (SDOs).
2. The participants of the GALAW PILIPINAS showcase shall be a group of maximum of fifteen (15) dancers including COS for the RO Functional Divisions category and a canned-video presentation for the SDO category.
3. The creation of GALAW PILIPINAS canned video for the SDO is open to all public schools, community learning centers, and field offices-with three separate categories: all types of learners currently enrolled in the **(a) Elementary schools, (b) Junior and Senior High Schools, and (c) teaching and non-teaching personnel.**
4. Each SDO shall only submit one video entry for each category. For the Technical requirements, each participating division shall refer to the prescribed specifications and video/shooting guide on GALAW PILIPINAS promotional video hereto attach or through this link at <https://tinyurl.com/DepED-Galaw-Pilipinas>.
5. Each entry shall compose of 31 members (30 performers and 1 coach) for the SDOs.
6. The canned video entry and official list of participants (performers and coach) per category per division shall be endorsed by the Schools Division Superintendent (SDS) and submit the entry form and parent's consent form (for elementary and high school category-JHS and SHS) attached hereto on or before **July 25, 2022** at clmd.region8@deped.gov.ph.
7. There will be only one common music of GALAW PILIPINAS per DO No. 060, s. 2021 to be played during the presentation for each entry.
8. The performers are advised to wear appropriate attire or physical fitness uniform in performing the 4-minute calisthenics exercise routine.
9. To ensure the proper execution of the steps, GALAW PILIPINAS promotional and tutorial videos shall be made available at <https://tinyurl.com/DepED-Galaw-Pilipinas> and other learning platforms such as DepEd Official Facebook Page and Learning Resources (LR) Portal, DepEd TV, and Radio Based Instruction (RBI).
10. Pursuant to the Constitutional mandate for the provision of free public education in the elementary and secondary levels, the SDOs are reminded of no-collection policy in conduct of the said activity as stipulated in DepEd Order No. 19, s. 2008, **"Implementation of No-Collection Policy in All Public Elementary and Secondary Schools"**.
11. The participants to this activity who travel or render services on days that fall on weekends and holidays can avail of the Service Credits, CTO or COG equivalent to eight (8) hours of service per day whichever is applicable per DepEd Order No. 67, s.1988 and CSC Memo Circular No. 09, s. 1988.
12. The participants shall strictly follow to the specified protocols and guidelines per Alert Level pursuant to the IATF-MEID Resolution No. 164-D entitled Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response during the video shooting and other activities relative to the conduct of the 47th DepEd Region VIII Founding Anniversary.

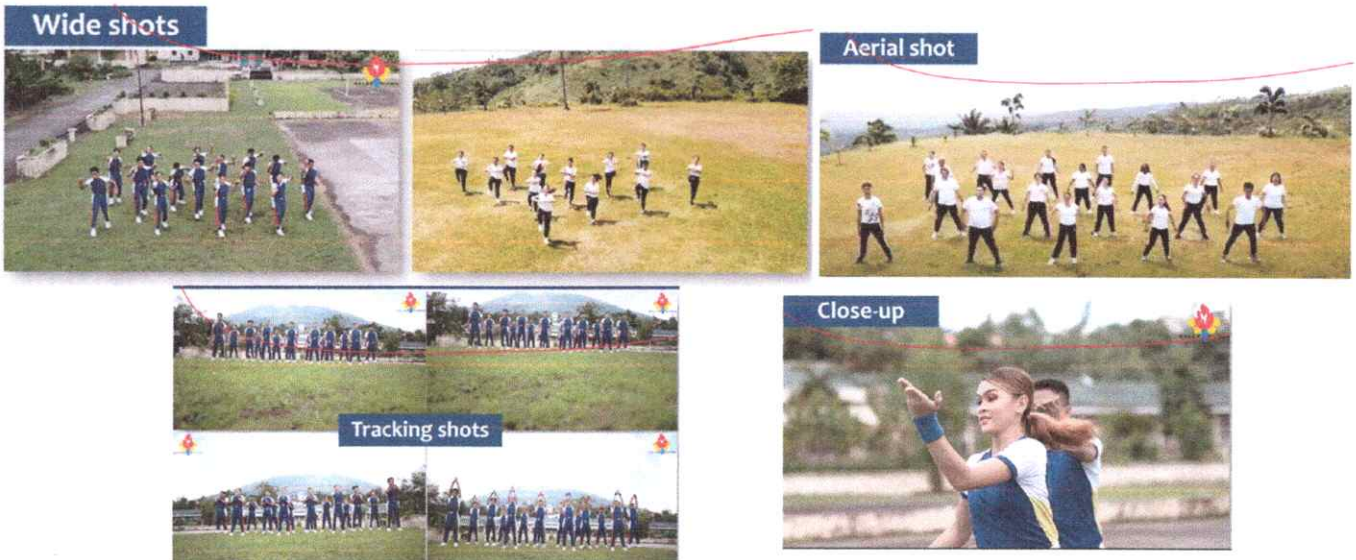
13. All expenses incurred in the conduct of the said activity including prizes both in the Divisions and Region shall be charged against Local Funds, subject to the usual government auditing rules and regulations.

Specifications and Video Shooting Guide:

1. The prescribed minimum specifications for each video entry are as follows:
 - a. File Format: MP4 (with 1080p or 720p resolution)
 - b. Dimension: 1920px X 1080px (16:9)
 - c. Orientation: Landscape
 - d. Frame rate: 30fps
2. The following procedures shall be observed in shooting the video:
 - a. The subject shall be positioned at the center of the frame (i.e. rule of thirds);



- b. Various camera angles or types of shots maybe used. A **wide shot** (i.e. show the subject within the surrounding environment), **full shot** (i.e show the body of the subject), **tracking shot** (i.e. the camera moves alongside, towards or away from the subject), and **aerial shot** (i.e. the camera positioned on an elevated platform or floating objects to capture images of the ground surface from above) may all be used to make the video more dynamic;



- c. Check the framing of the subject and **give enough headroom** between the top of the subject's head and the top of the screen frame;



- d. Set the audio recording to **stereo**;
 - e. The GALAW PILIPINAS audio must be embedded in the video. **Mixing of other audios/music is not permitted.**
 - f. Record in only **one (1) location** inside or outside the school office with ample lighting and space for movement (e.g., gymnasium, hall, open field). Remove any necessary or distracting items in the background.
 - g. Illuminate the subject by using a ring light or any source of light (e.g., by facing the window). Avoid positioning the subject against the light source;
 - h. Rehearse as much as possible, so, the subject feels comfortable and prepared when performing in front of the camera; and
 - i. Adherence to minimum and safety health protocol must be observed and shown on the video.
3. Use of video transition is allowed provided that the video editor will use a **basic cut** where the first image is immediately replaced by the next.
 4. Avoid putting digital designs or watermark on the video in order to see the proper execution of the steps/movements of GALAW PILIPINAS. Opening Bill Board (OBB)/intro, closing Bill Board (CBB)/extro, and any identifying marks (e.g., school/division/regional logo/seal, name of the school, place, end credits) on the video entries are also prohibited.
 5. For sample shots and framing refer to the GALAW PILIPINAS Promotional Video at <https://tinyurl.com/DepED-Galaw-Pilipinas>.

Judging Criteria and Guidelines:

1. The demonstration contest shall be judged by three (3) members of the Board of Judges with one member designated as the chairman of the BOJ.
2. The order of the presentation shall be done through drawn by lot before the start of the showcase.
3. Tabulation, consolidation, and review of all scores shall be done by the Awards Committee where members are coming from the CLMD.
4. The scores of all entries shall be viewed after the announcement of the winners on the screen.
5. The BOJ shall select only 1 best entry for RO Functional Divisions and 1 best entry per category for SDOs. However, there will be special awards that will be given to the following:
 - a. Best in Choreography
 - b. Best in Physical Fitness uniform
 - c. Best Male Dancer
 - d. Best Female Dancer
6. In case of a tie the BOJ shall convene to discuss and come up with a decision and determine the best entry.
7. The decision of the BOJ is final and irrevocable.

Criteria for Judging:

CRITERIA	POINTS
Mastery of GALAW PILIPINAS <ul style="list-style-type: none"> • Precision • Coordination • Timing 	50%
Projection and Overall Impact <ul style="list-style-type: none"> • Showmanship • Composure • Focus 	40%
Production <ul style="list-style-type: none"> • Adherence to the mechanics and prescribed guidelines specifications 	10%
TOTAL	100%

PARENTAL CONSENT FORM FOR THE GALAW PILIPINAS SHOWCASE

Division: _____

School: _____

Date: _____

I/We hereby willingly and voluntary give consent the participation of my/our son/daughter _____ in the Division/Regional GALAW PILIPINAS Showcase.

In addition, I/we hereby grant permission to the DepEd and its representatives to take video recordings of my son/daughter the conduct of the GALAW PILIPINAS showcase.

Further, I/we grant the DepEd and its representatives the right to broadcast and upload the video in the DepEd's official social medial platforms during the show case and in the future for the educational and promotional purposes.

I have considered the benefits that my/our son/daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of my/our son/daughter and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen beyond their control.

Name and Signature of Father

Name and Signature of Mother

Name and Signature of Legal Guardian

Relationship with the Learner

Verified by:

Teacher Adviser

School Head