



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

November 20, 2023

**REGIONAL MEMORANDUM**  
No. **1303**, s. 2023

**SCHOOL SITE PREPARATION FOR THE C.Y. 2023 NATIONAL INAUGURATION CEREMONY OF THE LAST MILE SCHOOL PROGRAM AND PROJECT AT THE SELECTED SCHOOL SITE IN THE SCHOOL DIVISION OF DEPED REGION VIII**

To: Schools Division Superintendent  
SGOD Chiefs  
Division Engineers  
School Heads  
All Others Concerned

} Leyte Division  
Southern Leyte Division

1. This Office, through the Education Support Services Division-Education Facilities Section (ESSD-EFS) informs about the scheduled National Last Mile School Inauguration in DepEd Region VIII on November 23, 2023, from 8:00 AM to 9:00 AM of the following schools:

Division	School ID	School Name
Leyte	121878	1. San Miguelay Elementary School
	121407	2. Himokilan Elementary School
Southern Leyte	122062	1. Amaga Elementary School
	192031	2. Cat-iwing MG Elementary School
	122233	3. Bulawan Primary School
	122313	4. Carnaga Elementary School

2. The participants of the inauguration are the following:  

- ✓ Barangay officials
- ✓ Officials of any barangay organization
- ✓ DepEd officials
- ✓ Teachers of School
- ✓ Learners

3. The simultaneous inauguration of the Last Mile School at the selected school site will cover the following shot list and guidelines to document our Last Mile School inauguration:

a. Time limit of 10-30 seconds for a wide shot of the LMS School Building;



- b. Time limit of 20–40 seconds for cutting the ribbon or turn over the key opening of the new school building.
  - c. Time limit of 20–40 seconds for a shot of students happy, smiling, or in community;
  - d. Time limit of 20–40 seconds for a wide shot of “Welcome to (school)” by the faculty, teachers, and learners;
  - e. Time limit: 15–30 seconds for a wide shot of waving teachers and learners.
  - f. If we are using our personal phones, make sure to use landscape shots.
  - g. At the same time, we also encourage you to take not only videos but also photos (action shots, not selfie shots);
  - h. encourage you to invite only the community, faculty, learners, and teachers.
4. After the event, make sure to upload all the files in our shared drive through this link: “**bit.ly/LMSinauguration**”.
5. For any inquiries or clarifications contact the ESSD Chief, Dr. Alejandra B. Lagumbay, or Regional Engineer, Engr. Ryan Jay L. Bagon can be reached at their mobile phone number, 09297134607 and 09154990703 respectively.
6. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosures: None

References: List of Recipients of Last Mile School Program for inauguration.  
To be indicated in the Perpetual Index under the following subjects:

**INAUGURATION CEREMONY**

**LAST MILE SCHOOL**

ESSD-RJLB-EFS



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